CALL FOR TENDERS

N° MOVE/C3/2015-544

Pilot Project: “Beyond traffic jams: intelligent integrated transport solutions for road infrastructure”

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 Contracting Authority for the performance of the contract as a whole.

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

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

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

or

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

\(^1\) See [http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)
1.4. **Subcontracting**

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

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

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

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

1.5. **Content of the tender**

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.6)

Part B: Evidence for exclusion criteria (see section 2.2)

Part C: Evidence for selection criteria (see section 2.3)

Part D: Technical offer (see section 2.5)

Part E: Financial offer (see section 2.6)

Part F: Power of attorney (for consortia only)

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

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

- In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed **Legal Entity Form with its supporting evidence**. The form is available on: [http://ec.europa.eu/budget/contracts_grants/info_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 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 Contracting
Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Economic and financial capacity criteria and evidence

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

- The annual turnover of the last two financial years above € 650,000

The following evidence should be provided:

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

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

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

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

- The tenderer must prove experience in the field of Intelligent Transport Systems, and possibly in the field of Cooperative Intelligent Transport Systems (C-ITS), with at least two projects delivered in this field in the last three years with a minimum value for each project of € 500,000.
- The tenderer must prove capacity to draft reports in English.
- The tenderer must prove experience in data collection, statistical analyses and drafting reports and recommendations.

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 five year experience in project management, including overseeing project delivery, quality control of delivered service, result orientation and conflict resolution experience in project of a similar size (at least € 1,000,000) and coverage (geographical scope at least half of the one subject to this call for tenders), with experience in management of team of at least five people.

**Experts in Cooperative Intelligent Transport Systems:** Relevant higher education degree and / or 5 years' professional experience in the field of Cooperative Intelligent Transport Systems.

**Team for data collection:** collectively the team people should have knowledge of at least three EU languages and proven experience of five years in data collection techniques.

Language quality check: all members of the team should have proficiency level language skills in English, 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 of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. **Award criteria**

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **Quality of the proposed methodology** (50 points - minimum threshold 60%)

  Sub-criterion 1.1 (20 points): *Identification phase:* Quality of the overall methodology and of the proposed working method, including organisation of the staff. Proposed timetable for completing the work broken down to the principal project objectives including detailed timetable for completion of the work.

  Sub-criterion 1.2 (30 points): *Implementation phase:* Quality of the overall methodology and of the proposed working method, including organisation of the staff. Proposed timetable for completing the work broken down to the principal project objectives including detailed timetable for completion of the work.

- **Organisation of the work** (30 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** (20 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 60/40 is given to quality and price.

  \[
  \text{Score for tender } x = \frac{\text{Total quality score for award criteria for tender } x \times 0.6 + \text{Price of tender } x \times 0.4}{100}
  \]

  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.

  Maximum price: € 1,300,000.
3. TECHNICAL SPECIFICATIONS

3.1. Introduction to C-ITS and Policy Context

Cooperative Intelligent Transport Systems (C-ITS) make use of information and communication technologies that enable different parts of the road transport system to share information with the aim to contribute to safety and efficiency. They allow vehicles to become connected to each other, to road transport infrastructure and to other road users. In addition to what drivers can immediately see around them, and what vehicle sensors can detect, all parts of the transport system will increasingly be able to share information to improve driver decision making and optimise transport operation.

C-ITS can cover a very wide range of different services. Depending on the nature of the applications (like for instance information supply, awareness, assistance, warning to avoid an accident, traffic management), C-ITS can contribute to improving road safety by avoiding accidents and reducing their severity. Additionally, they can support in decreasing traffic congestion optimising performance and the available capacity of the existing road transport infrastructure, enhancing the vehicle fleet management, increasing the travel time reliability and reducing energy use and thus the negative environmental impact.

In recognition of the high potential that C-ITS offer, several Commission policy documents have reiterated the Commission's support to the deployment of these systems:

- The 2008 Communication from the Commission “Action Plan for the Deployment of Intelligent Transport Systems in Europe” in its Action Area 4 (Integration of the vehicle into the transport infrastructure) includes a specific EU-level policy action 4.2 related to the “Development and evaluation of cooperative systems in view of the definition of a harmonised approach; assessment of deployment strategies, including investments in intelligent infrastructure" and policy action 4.3 " Definition of specifications for infrastructure-to-infrastructure (I2I), vehicle-to-infrastructure (V2I) and vehicle-to-vehicle (V2V) communication in co-operative systems". These actions address notably the wider deployment of C-ITS in Europe.

- Cooperative Intelligent Transport Systems are a priority under Article 2 (iv) and Annex I (Priority Area IV) of Directive 2010/40/EU on the framework for the deployment of Intelligent Transport Systems in the field of road transport and for interfaces with other modes of transport.

- The importance of the policy was reiterated in the 2011 White Paper "Roadmap to a Single European Transport Area - Towards a competitive and resource efficient transport system" which, in its initiative 16 requires, by 2020, to "harmonise and deploy road safety technology – such as driver assistance systems, (smart) speed limiters, seat-belt reminders, eCall, cooperative systems and vehicle-infrastructure interfaces".

Funding for C-ITS pilot projects has been available under EU funding programmes (TEN-T, CEF, FP7 and H2020). Some Member States are taking leadership in terms of deployment to answer specific transport needs. The Netherlands, Germany and Austria are about to start large scale testing in real life conditions on selected motorway corridors in Europe. The Commission is supporting large scale testing in France through the TEN-T
and Connecting Europe Facility funding programme, in Finland and Sweden through the 2014 Connecting Europe Facility. Funding for C-ITS projects will also be made available through the upcoming 2015 CEF call. Other Member States that are envisaging starting large scale testing encompass notably the UK and the Czech Republic. Established C-ITS corridors are gradually becoming interconnected, allowing for cross-site testing and the elaboration of common methodologies.

The European Commission has recently engaged in a dialogue with Member States and private stakeholders on a dedicated forum – the C-ITS Platform. The Platform for the Deployment of C-ITS in the European Union (C-ITS Platform) was launched by the Commission in July 2014. The platform provides an operational instrument for dialogue, exchange of technical knowledge and cooperation, among the Commission, public stakeholders from Member States and local/regional authorities, and private stakeholders such as vehicle manufacturers, service providers, road operators, telecomm companies, Tier 1 suppliers, etc. with the aim to build a shared vision on issues hampering coordinated deployment of C-ITS across the EU and supporting their actual deployment. The C-ITS Platform consists of more than 100 stakeholders that meet on a monthly basis in 11 different Working Groups that have been structured along a dedicated work programme.

The C-ITS platform is expected to identify and agree on a shared view how to ensure interoperability of C-ITS across borders and along the whole value chain; as well as identify the most suitable early deployment scenario(s) for both vehicle-to-vehicle (V2V) and vehicle-to-infrastructure (V2I) services in different geographical environments (long distance corridors, secondary roads and the urban environment) where the benefits are expected to be highest. The master plan is expected to reflect the outcome of this dialogue and outline a strategy for the deployment of interoperable C-ITS in the EU.

C-ITS are a reality and no longer a topic for the “distant future”. One of the preliminary outcomes of the C-ITS platform is a list of "Day 1" and "Day 1.5" C-ITS Services" that shall be taken into account for this Pilot Project. In the context of the C-ITS Platform "Day 1" services have been identified as the most likely C-ITS services to be deployed in an early phase, while for "Day 1.5" some technological and organisational barriers might still have to be solved for actual deployment:

**Day 1 services:**

**Hazardous location notifications:**
- Road works warning
- Weather conditions
- Emergency brake light
- Emergency vehicle approaching
- Slow or stationary vehicle(s)
- Other hazardous location notifications

**Signage applications:**
- Traffic jam ahead warning
- In-vehicle signage
• In-vehicle speed limits
• Probe vehicle data
• Shockwave Damping
• Green Light Optimal Speed Advisory (GLOSA)
• Signal violation / Intersection Safety

**Day 1.5 services:**

• Off street parking information
• On street parking management and information
• Park & Ride information
• Information on alternative fuel vehicles & charging stations
• Traffic information & Smart routing
• Vulnerable Road user protection
• Cooperative Collision Risk Warning

### 3.2. General and specific objectives

As described in Chapter 3.1 significant activities and progress has been achieved in the field of C-ITS deployment with a clear focus on the higher ranking motorway network. Traffic congestion and its accompanying negative affect on journey times is however a phenomenon that is highly present on the urban nodes and urban environment. The purpose of the tender is to invite a consortium to apply and undertake work on a Pilot Project of C-ITS deployment in an urban environment. Its principal objective is to identify and demonstrate benefits from the application of C-ITS in an urban environment by taking stock of the C-ITS achievements on the higher ranking motorway network to support interoperable pilot deployment of solutions.

Throughout its deployment for this purpose, this pilot project shall:

- include all relevant networks (such as urban roads, suburban networks, interfaces with motorways) and modes (public transport, freight and logistics; other specifics in the urban environment like car sharing, bike renting schemes, etc. shall possibly also be taken into account)

- provide an open, connected, multimodal and urban environment, where C-ITS services can be tested with large user groups with different needs (including public transport travellers, freight transport and logistic services, commuters, etc…)

- involve partners at all traffic management levels of different operators (e.g. road, public transport) and authorities (e.g. planning, managing, police, etc.) to work together with industry and public and private service providers
• demonstrate the matureness of C-ITS services in the urban environment based on the current state-of-the-art of C-ITS deployment happening on the motorway network

• evaluate the potential of C-ITS services in urban environments to reduce traffic jams and to make urban transport more efficient.

The pilot project shall not focus exclusively on funding installations of C-ITS compatible equipment but specifically on fostering collaboration between user groups with different needs specific to the urban environment.

Amongst the expected deliverables, this pilot project shall provide quantifiable evidence on the impact of such technologies in at least three of the following categories:

• road safety,

• reduction in the traffic congestion with its effect on the average journey time,

• a reduction in fuel consumption and thus in greenhouse gas emissions,

• increased efficiency in logistics operations

### 3.3. Tasks

As described above the focus of the C-ITS pilot shall clearly lie in the urban environment.

The contractor is requested to provide a general overview of the current situation in the selected urban environments where the C-ITS pilot deployment will take place in order to highlight why C-ITS deployment is improving the situation. The contractor shall concisely present some of the main urban transport challenges the selected city(-ies) are currently facing and provide the relevant data.

This shall be followed by an identification of the key stakeholders and user groups that will be involved in the project and an outline of the strategy that will encourage synergies between them.

It is up to the contractor to decide how many different urban C-ITS demonstration sites (i.e. amount of different cities) shall be implemented – at least two urban demonstration sites have to be selected. For this purpose the contractor shall identify the services to be deployed, distinguishing between vehicle-to-vehicle (V2V) and vehicle-to-infrastructure (V2I) services. The selection shall take into consideration the list of "Day 1 Services" that have been identified within the C-ITS Platform of the European Commission (cf. section 3.1). The contractor should select a number of these services taking into account the technological maturity and availability of each option for deployment in the urban environment of the selected demonstration site.

The contractor shall:

*Identification phase*
• identify and define on which parts of the network the services are going to be deployed
• identify and define the expected penetration rate of C-ITS equipped vehicles and vehicle types (e.g. car, trucks, coaches, other motorized vehicles, public transport)
• identify and demonstrate wherever applicable links to other modes of transport where C-ITS can contribute in an multimodal urban context
• identify the primary test sites where the deployment will take place and justify their selection

**Implementation phase:**

• install / implement the complete set of defined C-ITS services on at least two urban demonstration sites, with all necessary infrastructure and vehicle equipments allowing the testing and demonstration of C-ITS services.
• ensure that implemented and demonstrated C-ITS services follow related standards (CEN, ETSI) and are interoperable with already deployed services in the motorway environment in Europe

The contractor may as well identify possible additional Day 1.5 services, specifically valid for urban environments.

The contractor shall report in detail on the impact of the deployed and demonstrated C-ITS services in at least three of the following categories:

• Road safety
• Traffic congestion and average journey time
• Fuel consumption and gas emissions
• Efficiency in logistics operations

The submitted reports shall be based on measured data, before and after the trial deployment, and follow a scientifically sound methodology. They should illustrate in depth the effect of C-ITS services on the aforementioned categories and should assess whether the "proof of concept" activities can ascertain the feasibility of C-ITS from a business, operational and technical perspective. A final summary report on the overall implementation of the project, including the key findings and main bottlenecks, is required.

**3.4. Methodology to be followed**

As a general principle, the methodology should respect the principles of objectivity, reliability and evidence based assessment, and should comply with the requirements of
the Impact Assessment Guidelines\textsuperscript{2}, where relevant. The consultation of stakeholders should respect the Commission's general principles and minimum standards on consultation\textsuperscript{3}.

Quantitative indicators and results should be sought and used accompanied by qualitative assessments as far as possible. Recourse to merely qualitative considerations will have to be duly justified. In any case, findings and recommendations should be substantiated by explaining the degree to which these are based on opinion, analysis and objectively verifiable evidence. Where opinion is the main source, the degree of consensus and the steps taken to test the opinion should be given.

Considering the chosen C-ITS services for deployment, the contractor should provide evidence of their technological maturity and provide a description of the system and its technical specifications. An estimate of the cost of each unit and the extent of its coverage should also be provided.

The contractor is expected to propose methodology and sources for data collection and analysis in their offer, including a contingency plan in case not all the data needed, can be acquired. Similarly, the contractor should have a contingency plan in the case of any unforeseen obstacles regarding the deployment of the specifically chosen C-ITS services.

3.5. Existing documentation and information

The contractor shall treat with confidentiality any information and documents, in any form, disclosed in writing or orally in relation to this study and which have been identified in writing as confidential.

A non-exclusive list of relevant studies is available in Annex 6.

3.6. Timetable to observe - Reporting and deliverables

The maximum duration of this pilot project is 24 months from the signature of the contract. Execution of the tasks begins after the date on which the Contract enters into force.

In principle, the deadlines set out below cannot be extended. The contractor is deemed solely responsible for delays occasioned by subcontractors or other third parties. Adequate resources and appropriate organisation of the work, including management of potential delays should be put in place in order to respect the following deadlines:

- The C-ITS services should be chosen and implemented on at least two pilot sites within 12 months from the signature of the contract
- The impact of those C-ITS services should be monitored and validated on a continuous basis for at least 12 months after implementation

\footnotesize{\textsuperscript{2} \url{http://ec.europa.eu/smart-regulation/impact/commission_guidelines/docs/iag_2009_en.pdf}}

\footnotesize{\textsuperscript{3} \url{http://ec.europa.eu/smart-regulation/better_regulation/key_docs_en.htm#_consultation}}
A final report describing in detail the impact of the deployed C-ITS services should be delivered by the end of the contract.

Reports shall be drafted in English, using simple and non-technical language for a non-specialised audience. Technical explanations shall be given in annexes. The final report should be of publishable quality and provided in Word and pdf formats and in 4 hard copies.

Revised reports shall be delivered in two versions, one final and one with track changes, and shall be accompanied by a summary document describing if and how all comments made on the previous deliverable have been taken into account, on a comment by comment basis.

All relevant evidence of the analysis process (technological specifications, number of km of connected infrastructures expected, number of vehicles equipped/expected, number of services validated and tested etc.) has to be annexed to the report to allow the argument to be followed in a transparent manner. As the results might be published, no form of confidential data shall be contained in the final report (if relevant, such data shall be included in a separate Annex).

The contractor is requested to present:

1. Monthly progress reports (1-2 pages) sent by e-mail to the desk officer responsible summarising for each task the state of play, the progress made and the next steps. It will mention issues encountered, including the possible impacts on the work programme and planning, as well as possible mitigation options.

2. An intermediate report, which is produced at the end of the first twelve months. It should take account of the comments made by the Commission earlier in the process. It should also give clear indications and detailed planning of the work to be carried out during the rest of the contract period. It should flag any changes in the initially planned methodology, specify the status of any findings/conclusions and raise any problems encountered with sufficient information to permit reorientation, if appropriate. It should include a proposal for the structure of the final report which will be agreed with the Commission. The intermediate report shall not exceed 60 pages (annexes excluded).

3. A draft final report, which should take account of the comments made earlier in the process. The draft final report should reflect the outcome and requirements of the aforementioned tasks. It should provide a sound analysis of findings along with factually based preliminary conclusions and recommendations, in line with the description of tasks in Chapter 3.3. Overall it shall not exceed 100 pages (annexes excluded). It shall be submitted to the Commission at the latest 22 months after the contract was signed. The Commission will have 30 days to provide the Contractor with its comments.
4. A final report, which follows in principle the same structure as the draft final report while taking into account Commission's comments and requests, as relevant. It contains:

   a. An executive summary;
   b. A clear summary of the methodology followed and a final assessment of the limitations of both the approach taken and the data used;
   c. A clear chain of logic between the analysis and findings presented, the results to the tasks and the conclusions drawn.

The final report shall be accompanied by a summary document describing if and how all comments made on the draft final report have been taken into account, on a comment by comment basis.

The contractor will submit the final study report to the Commission at the latest 24 months after the entry into force of the contract.

Dissemination material produced during the contract (e.g. video, pictures, brochures…) will be provided to the Commission for re-use in other events (ITS conferences, congresses etc.).

**Performance and quality requirements:**

- the different tasks to be performed during the identification phase will have to be clearly defined and justified.
- the implementation of defined C-ITS services on the urban demonstration sites will have to be demonstrated within 12 months from the signature of the contract.
- regular reporting on the progress made, in particular on the impact of the implemented C-ITS services, will have to be performed.

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

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

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

**Meetings:** the following minimum number of physical meetings will be organised:

A **kick-off meeting** will take place in Brussels, at the latest 15 days following the entry into force of the contract, in order to settle all the details of the study, report, etc… to be undertaken.
Following the submission of the intermediate report, a meeting will be organised in Brussels to discuss the Commission’s observations. The exact date will be agreed upon with the Contractor.

A demonstration meeting will be organised by the contractor on at least one of the urban demonstration sites.

Following the submission of the draft final study report, a meeting will be organised in Brussels to discuss the Commission’s observations. The exact date will be agreed upon with the Contractor.

If deemed necessary by the Commission, additional physical meetings may be requested 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.

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.

For full details on Commission policy on accessibility for information providers, see: 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/

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

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4 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
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. Non-exclusive list of background studies
**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/C3/2015-544**

<table>
<thead>
<tr>
<th>Identity</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of the tenderer</td>
<td></td>
</tr>
<tr>
<td>Legal status of the tenderer</td>
<td></td>
</tr>
<tr>
<td>Date of registration</td>
<td></td>
</tr>
<tr>
<td>Country of registration</td>
<td></td>
</tr>
<tr>
<td>Registration number</td>
<td></td>
</tr>
<tr>
<td>VAT number</td>
<td></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)(^5)</td>
<td></td>
</tr>
</tbody>
</table>

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

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

\(^5\) 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>

**Legal Representatives**

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

**Declaration by an authorised representative of the organisation**

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.

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

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6 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\(^7\) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

- declares that [the above-mentioned legal person][he][she];
  
g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;

h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;

j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;

- acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties\(^8\) if any of the declarations or information provided prove to be false.

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

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

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

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

\(^7\) This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

\(^8\) 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:

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

*Please see separate document*
ANNEX 5
DRAFT CONTRACT

Please see separate document
ANEX 6

NON-EXCLUSIVE LIST OF BACKGROUND STUDIES

- COBRA (2012)
- CoCAR D4 (2009)
- CODIA D5 (2008)
- EasyWay WP4.1/4.2 (2012)
- eIMPACT D6&D8 (2008), esp. deliverable D6 (http://www.eimpact.info/results.html)
- Intelligent Infrastructure WG from eSafety (2010)
- SAFESPOT D6.5.1 (2010)
- SCOOP@F / http://www.developpement-durable.gouv.fr/IMG/pdf/49b_DGITM_scoop_GB_2p_def_web.pdf)
- SMART, 2010/0063- EC study ("Defining the required infrastructure for C-ITS")
- EcoMove CBA
- Sustainability White Paper by Zeljko Jeftic, IRU and Gert Blom, Helmond
- COMPASS4D
- PRESERVE
- SAFESPOT D6.5.1 (2010)
- SPITS D10.1 (2011)
- VII benefit - cost analysis (USA 2008)
- White Paper on deployment from SAFESPOT/COOPERS/CVIS (2010)
- OVERSEE (www.oversee-project.com)

Further reading:

- COMeSafety2
- COOPERS
• CVIS
• DRIVE C2X
• euroFOT
• FOTsis
• Interactive
• PReVENT
• simTD
• Cooperative Intelligent Transport Systems, Final policy paper, December 2013, NTC, Australia