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CALL FOR TENDERS

N° ENER/A4/2015-395

STUDY ON
**Analysis of energy prices and costs in the EU,
its Member States and major trading partners**

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 procurement¹ 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 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

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

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 each of the last two financial years above € 300.000

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, 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 energy economics covering all the following areas: energy data gathering, validation and processing, quantitative analysis and econometrics in the field of energy; at least 1 project covering all those fields must have been delivered (completed) in the last three years.
- The tenderer must prove experience of working in English with at least 3 projects delivered (completed) in the last three years.
- The tenderer must prove capacity to draft reports or other similar documents in English.
- The tenderer must prove capacity of working with at least 14 EU countries with at least 1 project delivered (completed) in the last three years, the combination of projects must show the necessary coverage.
- The tenderer must prove recent (having been obtained within last three years) experience in all of the following fields: survey techniques, data collection, statistical analyses, analyses of energy prices and costs, 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 10 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and

conflict resolution experience in project of a similar size 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 10 people.

- Expert in energy economics: Relevant higher education degree and / **or** 3 years' professional experience in the field of energy economics, in particular econometrics and quantitative analysis in the energy filed.
- Team for data collection, validation and processing: **collectively** the team should have knowledge of 15 official EU languages and the collective proven experience of the team in the fields of energy data collection, validation and processing techniques must be, as a minimum, 3 years.
- Language quality check: at least half of the members of the team must 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 proposal in terms of contents and methodology (70 points – minimum threshold 60%)**

- Sub-criterion 1.1: Suitability and strength of the proposal: 15 points

This criterion assesses the suitability, coherence and strength of the proposal as measured against the requirements of the specification in terms of the technical content, originality of ideas (where appropriate), as well as the rationale behind the choice of approach.

- Sub-criterion 1.2: Understanding of requirements: 10 points

This criterion serves to assess whether the tenderer has understood all of the issues and background involved, including the latest developments in the field, as well as the nature of the work to be undertaken and the content of the final deliverables.

- Sub-criterion 1.3: Completeness of the proposal: 10 points

This criterion serves to assess the completeness of the proposal with respect to each of the tasks described in point 3.3. from the perspective of the objectives of the study as described in 3.2.

– Sub-criterion 1.4: Credibility of data: 15 points

Credibility of the data collection, validation and processing proposed in accordance with each task described in in point 3.3.

– Sub-criterion 1.5: Credibility of the analytical methodology: 20 points

Suitability, strength and credibility of the analytical methodology proposed with respect to each of the tasks described in point 3.3, as well as the rationale behind the choice of methodology.

• **Organisation of the work (20 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 must provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

• **Quality control measures (10 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, including data validation and processing, the language quality check, and continuity of the service in case of absence of a member of the team. The quality system must 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, as a minimum, 60% for each criterion and as a 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 the quality/price.

$$\text{Score for tender x} = \frac{\text{Total quality score for award criteria for tender x}}{100} \text{ Multiplied by } 0.6 + \frac{\text{Price of the lowest tender}}{\text{Price of tender x}} \text{ Multiplied by } 0.4$$

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, including all costs is 600.000€. Offers exceeding this amount will be rejected and not ranked.
- The indicative amount of man-days is 700.

3. TECHNICAL SPECIFICATIONS

3.1. General background

Energy price and costs developments are a major concern for European governments, citizens and businesses and they affect Europe's global competitiveness. On 22 January 2014 the Commission adopted a policy communication and a technical report on energy prices and costs in response to the European Council's request to analyse the composition and drivers of energy prices in the EU².

In June 2014, energy ministers asked the Commission to extend its analysis and produce a follow-up review on energy prices and costs by 2016. Since then, oil prices have fallen by 60%, coal, natural gas and wholesale electricity prices have also fallen and the implications for the EU are important.

3.2. Rationale and aims of the study

The present study will update and extend the analysis on energy prices and costs in the EU and major trading partners by assessing the recent evolution, composition and drivers of energy prices and costs for households and industries in the context of competitiveness, affordability and their role as market signals for investment needs and market scarcity. The specific objectives of the study are to:

- Assess the evolution, composition and drivers of electricity, natural gas and petroleum product³ prices at wholesale and retail level in the Member States of the EU and in major EU trading partners.
- Analyse energy costs as one of the components in production costs of manufacturing industries in the Member States of the EU and in major EU trading partners, and their impacts on industrial competitiveness.
- Examine the evolution of energy expenditure in household budget in the Member States of the EU.

3.3. Description of tasks

The study will build upon analysis structured around the following tasks.

Task 1: Assessment of the evolution, composition and drivers of energy prices in the EU

The contractor will analyse the composition, evolution and drivers of electricity, natural gas and petroleum product prices for industrial and household consumers in the EU as specified below based on a historical database that will be set up by the contractor.

- Analyse the drivers of **wholesale electricity and natural gas prices in the EU** using econometric tools to establish the correlation and co-movement **between wholesale prices for electricity and natural gas and prices at global or regional energy commodity markets.**

² COM 2014/21 available at <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52014DC0021> and SWD 2014/20 available at <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52014SC0020>

³ The following petroleum products will be considered for this contract: gasoline, diesel, heating oil, fuel oil and kerosene

- Set up a **historical database of harmonised electricity and natural gas retail prices** for household and industrial consumers, as well as consumer **prices of petroleum product prices** and, to the extent possible, of **biomass pellets**. The database will also cover existing tax and levy **exemptions** and reductions applicable to electricity and gas retail prices at Member State level, including size and applicable conditions⁴.

For electricity and natural gas retail prices, the database will cover all EU Member States and provide a harmonised split of consumer prices in at least three components: energy component, network component, and tax component. The tax component will be split to the extent possible to clearly identify its sub-components, including VAT, excise duties, earmarked levies, charges to support different technologies, etc. The components and sub-components of electricity and gas retail prices will be mutually exclusive and categorically exhaustive and will offer sufficient resolution to enable the analysis of the composition and drivers of retail price developments (see next two bullet points). For petroleum product prices and biomass pellets the database will refer to EU Member States and provide a split between pre-tax and total prices.

The database will cover to the extent possible the period 2008-2015 and provide the highest frequency possible (e.g. monthly). The database will cover at least two types of industrial consumers (including large industrial consumers), as well as households. The database will include retail price data reported by Member States to the Commission (Eurostat and/or DG Energy on regular or ad-hoc basis), data available from data providers to DG Energy, as well as data available from other publicly available studies and resources.

- **Analyse the evolution of retail electricity and natural gas price levels** per type of consumer and per Member State; **analyse the evolution of petroleum product prices** per Member State and per type of product. The analysis of evolution will be done in nominal terms and in purchasing power parities (PPP). The analysis will cover the evolution over the period 2008-2015, breaking this down into two sub-periods: 2008-2012 and 2013-2015.
- **Analyse the composition and drivers of electricity and natural gas prices** per type of consumer and per Member State over the period 2008-2015 using econometric tools to assess the **interaction and pass-through between the wholesale and retail** segments of the EU markets of electricity and natural gas, including looking into the effect of price regulation. The evolution of electricity and natural gas prices per type of consumer and per Member State will also be analysed vis-à-vis inflation and, for countries outside of the euro area, currency rate fluctuations. The analysis will look at the impact of demand trends and fluctuations on wholesale and retail prices.

The contractor will formulate main findings and conclusions with respect to each of the points analysed. Prior to the inception meeting, the contractor will survey relevant studies and reports on evolution, drivers and comparison of energy prices in the EU and major trading partners. An indicative, non-comprehensive, list of reference articles for the survey is provided in **Annex 4**.

Task 2: Assessment of the evolution, composition and drivers of energy prices in major EU trading partners

The contractor will set up a database of electricity, natural gas and petroleum product prices in a selection of commonly agreed major EU trading partners, analysing the evolution of these and comparing price levels, price evolution and drivers to those in the EU as specified below. The

⁴ Including, but not limited to, the dataset and study on energy costs and subsidies for EU28 across power generation technologies available at <http://ec.europa.eu/energy/en/studies>

contractor will formulate main findings and conclusions with respect to each of the points analysed.

The list of major EU trading partners will be finalised during the inception meeting and will cover G20 members including USA, China, Russia, Japan, Turkey, India and South Korea.

- Set up a **database** of electricity, natural gas and petroleum product prices for household and industrial consumers covering the major EU trading partners globally, preferably on annual basis over the period 2008-2015. The database will include retail prices available from international organisations (IEA, OECD, UN, World Bank, etc.), from other publicly available studies and resources, as well as from data providers to DG Energy.
- **Analyse the evolution** and levels of wholesale electricity and natural gas prices⁵ in the major EU trading partners, as well as of electricity and natural gas retail prices per type of consumer and per country and **compare** these to developments across the EU, taking into consideration factors such as inflation rates and currency rate fluctuations. The analysis will include the role of demand trends and fluctuations.

Task 3: Analysis of energy costs for industry in the EU and major trading partners

Building upon and complementing completed or ongoing work by different Commission services⁶, the contractor will analyse energy costs as one of the determinants of industrial competitiveness in a broader economic perspective. The analysis will first look at the industrial production cost structures, as well as the role of energy costs and other production parameters affecting production costs. Subsequently, the analysis will focus on the composition and drivers of energy costs, looking at their share in e.g. total production costs and value added, as well as assessing the evolution of the energy cost shares and the drivers behind it.

The contractor will aim at covering the period 2008-2015 and will deploy quantitative analytical tools to examine the evolution of energy costs and their different components over time, taking into account drivers of energy costs and expenditure such as energy prices, reductions in energy demand due to energy efficiency improvements or fuel switches, economic drivers at sector level (such as added value, production levels, imports, exports and domestic consumption, investments) and structural changes of the economies analysed (international trade and global market shares).

The geographical coverage of this task is all EU Member States and a selection of commonly agreed major EU trading partners of relevance for each industrial sector. For the EU, the analysis will cover 15 selected industrial sectors at NACE 3 level with a particular focus on energy intensive industries with globally traded products, as well as up to 5 industrial sectors at NACE 4 level. The analysis will establish the differences in energy costs of industrial sectors depending on their value added and taking into account total energy consumption per sector.

⁵ In the case of natural gas this may be a hub price, a border price, or – where the concept of wholesale prices is not recognised – an estimation of wellhead prices or city-gate prices.

⁶ For example analysis on energy costs and competitiveness (see http://ec.europa.eu/economy_finance/publications/european_economy/2014/pdf/ee1_1_en.pdf) and follow up work planned by Commission services, including econometric analysis on the role of energy costs in comparison with labour and capital costs in sectoral industrial competitiveness, as well as ongoing work on cost competitiveness and production cost structures of energy intensive industries in the EU and in third countries.

The list of major EU trading partners will be finalised during the inception meeting and will include G20 members like USA, China, Russia, Japan, Turkey, India and South Korea. The list of industrial sectors will be finalised during the inception meeting and will aim at a balanced coverage by including, for example, energy intensive industrial sectors with globally traded products and sectors with high value-added products. Prior to the inception meeting, the contractor will survey relevant studies and reports on energy cost as a factor in industrial competitiveness of European industries in a global context, which will provide input for the final selection of industrial sectors and trading partners.

The analysis will build on sources including official European and national statistics and data (economic and financial statistics, energy statistics, structural and business statistics, etc), other data from publicly available data sources, as well as data available from data providers to the Commission services.

The contractor will consolidate all data and variables analysed into a **database**. The contractor will formulate main findings and conclusions with respect to each of the points analysed.

Task 4: Analysis of household energy expenditure in the EU

Building upon European and national data, the contractor will analyse the evolution since 2008 of household expenditure in each EU Member State on products such as electricity, natural gas, biomass, heating, liquid or solid fuels and transportation services in terms of their share of total household expenditure or total disposable income.

The impact of energy expenditure on household energy consumption trends and affordability will be analysed, using econometric tools and qualitative research methods. The impact of changes in energy demand levels (such as reductions in energy demand due to energy efficiency improvements and other drivers of energy demand, e.g. fuel switches) on energy expenditure will be taken into consideration.

The contractor will decompose the analysis by type of household, differentiating to the extent possible between low-income, middle-income and high income households in Member States.

This assessment will be complemented with analysis of the importance of energy products in the consumption structure of each Member State, in particular looking at the change in weights of energy products in the harmonised index of consumer prices and the social implications of energy expenditure (e.g. Eurostat data, the Income and Living Conditions questionnaires of Eurostat).

The contractor will consolidate all data and variables analysed into a **database**. The contractor will formulate main findings and conclusions with respect to each of the points analysed.

3.4. Input by the Contracting Authority

During contract execution the Contracting Authority will ensure access to relevant data series coming from data providers of DG Energy⁷.

⁷ Including data provided under the contract for the Market Observatory for Energy http://ec.europa.eu/dgs/energy/tenders/doc/2014/20140620_a4-37_specification.pdf

3.5. Output and deliverables

All deliverables shall be written in English and transmitted in electronic format according to the timetable as specified in section 3.6. The executive summary shall be also provided in French.

The reports shall be provided in Microsoft Word. The databases shall be provided in Microsoft Excel. The presentation shall be provided in Microsoft Power Point. The final report and the executive summary shall be of publishable quality, provided also in 10 hard copies.

All evidence of data and analysis shall be annexed to the final report to allow the analysis to be followed in a transparent manner. This includes the transmission of any econometric models or other quantitative tools used (equations, software scripts, etc.). As all reports shall be available to the public, no form of confidential data shall be contained in the final report. If the contractor uses any form of data declared by data owners as confidential, such data shall be provided to the Contracting Authority in a separate annex and shall not be subject to public release.

The contractor shall establish a validation procedure to confirm the reliability of data included in the databases and in the analysis.

The Contracting Authority will acquire intellectual property rights of all interim and final deliverables under the contract, i.e. the minute meetings, the reports, the presentation, the databases and the study. Please refer to article I.8 of the draft framework contract, as published.

Access should be provided to the Contracting Authority to the underlying datasets, analysis and methodology used in each phase of the drafting of the reports.

3.5.1. *Intermediate outputs and deliverables*

All deliverables will be submitted according to the indicative timetable as specified in section 3.6.1.

(1) An inception report

The inception report will specify the detailed work programme and planning of the evaluation in order to complete the tasks as listed in section 3.3. It should, in accordance with the current Task Specifications, and with the Contractor's offer, describe the proposed methodological, empirical approaches and working assumptions, including data validation, processing and dataset management, structure and sources used.

(2) An interim report

The interim report will include the draft findings and analysis in relation to all of the tasks listed in section 3.3. It will take into account comments made by the Contracting Authority earlier in the process.

The interim report will describe the work progress under the contract, the status of data collection, validation, processing and analysis, as well as findings/conclusions/recommendations (tentative or final) and note any problems encountered during the process. The interim report will include a proposal for the structure of the final report.

Approval by the Contracting Authority of the interim report and the interim versions of the databases referred to in tasks 1, 2 and 3 is the pre-condition for the contractor to be entitled to the interim payment of 40 % of the total price agreed.

(3) Interim versions of the electronic databases as described in tasks 1, 2, 3 and 4

The databases will be transmitted in electronic Microsoft Excel format. Approval by the Contracting Authority of the interim report and the interim versions of the databases is the pre-condition for the contractor to be entitled to the interim payment of 40 % of the total price agreed.

(4) A draft final report

The final draft report will follow the structure agreed with the Contracting Authority and will cover the results and conclusions from all tasks listed in section 3.3, from the perspective of the objectives of the study as described in 3.2. and following the structure of section 4. It will include a draft executive summary and a draft of the country factsheets.

3.5.2. Final output and deliverables

(1) Final report

The final draft report will follow the structure agreed with the Contracting Authority and will cover the results and conclusions from all tasks listed in section 3.3, from the perspective of the objectives of the study as described in 3.2.

The final report will take into account comments and requests made by the Contracting Authority as regards the interim report and the final draft report.

The final report shall contain an abstract, an executive summary, country fact sheets, methodological and data annexes. The executive summary shall be no longer than five pages and provide a short synthesis of the study, covering the purpose of the study, main results and conclusions. The country fact sheets shall describe the developments in each EU and non-EU country in the scope of the analysis. The methodological and data annexes shall include all evidence of data and analysis.

(2) Final versions of the electronic databases as described in tasks 1, 2, 3 and 4

The databases referred to in tasks 1, 2, 3 and 4 shall be transmitted in electronic Microsoft Excel format and shall clearly specify any formulas used in calculations, as well as assumptions, estimations or other data handling carried out by the contractors.

(3) Presentation of the final findings of the study

The presentation shall be transmitted in electronic Power Point format and cover the main findings and conclusions from each task listed in section 3.3 above. It will follow the structure of the final report as indicated in section 4.

3.6. General delivery time and meetings foreseen with the Contracting Authority

The duration of the tasks shall not exceed 6 months. This period is calculated in calendar days. Execution of the tasks begins after the date on which the Contract enters into force.

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.

3.6.1. Meetings

- A **kick-off meeting** will take place at latest 5 working days after the entry into force of the contract. The kick-off meeting can take place by means of videoconference or telephone conference and will aim at discussing the content and details of the inception report.
- An **inception meeting** will take place in Brussels, at the latest 15 working days following the entry into force of the contract, in order to discuss the inception report and settle all the details of the study to be undertaken.
- An **interim meeting** will take place in Brussels, at the latest four months following the entry into force of the contract, in order to discuss progress and preliminary findings.
- Following the submission of the draft final report, a **final meeting** will be organised in Brussels to discuss the comments of the Contracting Authority.

3.6.2. Timing of deliverables

- The **inception report** shall be submitted to the Contracting Authority at the latest 10 working days after the entry into force of the contract. The Contracting Authority will have 5 working days to provide the Contractor with its comments.
- The **interim report** and the **interim versions of the databases** shall be submitted to the Contracting Authority at the latest three months after the contract was signed. The Contracting Authority will have 7 working days to provide the Contractor with its comments.
- The **draft final report** shall be submitted to the Contracting Authority at the latest five months after the contract was signed. The Contracting Authority will have 7 working days to provide the Contractor with its comments.
- The contractor will submit the **final report and its annexes**, the **final versions of the databases** and the **final presentation slides** of the report to the Contracting Authority at the latest six months after the entry into force of the contract.

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 logo⁸.

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 and presentation

The final report and the final presentation shall cover the results and conclusions from all tasks listed in section 3.3, from the perspective of the objectives of the study as described in 3.2. The report shall be structured as follows:

- Abstract of no more than 200 words and executive summary of maximum 5 pages in English and French
- Introduction and methodology
- Energy prices in the EU: evolution, composition and drivers
- Energy prices in major EU trading partners: evolution, composition and drivers
- Industrial energy costs in the EU and major trading partners in the context of competitiveness
- Household energy costs in the EU: evolution and drivers
- Main findings and conclusions
- Annexes: country fact sheets, methodological and data annexes

⁸ 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

The final study report 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.

4.1.2. 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 5. 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) Indicative List of Relevant Material
- (5) Standard Word template for studies
- (6) Draft Contract

5.1. Annex 1: Tenderer 's Identification Form

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 ENER/A4/2015-395]

Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ⁹	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	

⁹ For natural persons

Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation¹⁰	
I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

¹⁰ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

5.2. **Annex 2: Declaration related to the exclusion criteria and absence of conflict of interest**

**Declaration of honour on
exclusion criteria and absence of conflict of interest**
[Call for tenders ENER/A4/2015-395]

(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 control¹¹ 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 penalties¹² if any of the declarations or information provided prove to be false.

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

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

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

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

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name	Date	Signature
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¹¹ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

¹² 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

5.3. Annex 3: Power of Attorney (mandate in case of joint tender)

POWER OF ATTORNEY mandating one of the partners in a joint tender as lead partner and lead contractor¹³ [Call for tenders ENER/A4/2015-395]

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:

¹³ To be filled in and signed by each partner in a joint tender except the lead partner.

5.4. Annex 4: Indicative List of Relevant Material

Energy prices and costs in Europe. Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee and the Committee of the Regions. Brussels, 29 Jan 2014, COM(2014) 21 /2. Available at: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52014DC0021>

Energy prices and costs report. Commission Staff Working Document. Brussels, 22 Jan 2014, SWD(2014) 20 final.
Available at: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52014SC0020>

Comparing electricity prices for industry. An elusive task - illustrated by the German Case. By Agora Energiewende (Dimitri Pescia and Christian Redl), Berlin, June 2014
Available at:
[http://www.agora-energiewende.de/fileadmin/downloads/publikationen/Analysen/Comparing Electricity prices for industry/Agora Comparing Electricity Prices for Industry_web.pdf](http://www.agora-energiewende.de/fileadmin/downloads/publikationen/Analysen/Comparing_Electricity_prices_for_industry/Agora_Comparing_Electricity_Prices_for_Industry_web.pdf)

Summary of market outcomes and features. Chapter 1 of the *State of the Market Assessment*. OFGEM, 27 March 2014. Available at: <https://www.ofgem.gov.uk/ofgem-publications/86804/assessmentdocumentpublished.pdf>

The Composition and Drivers of Energy Prices and Costs in Energy-Intensive Industries: The Case of Ceramics, Glass and Chemicals. By Christian Egenhofer, Lorna Schrefler and Vasileios Rizos, Brussels, CEPS Special Reports, 27 March 2014. Available at: http://www.ceps.eu/system/files/CEPS%20Energy%20Prices%20Study_Consolidated%20version.pdf

European electricity prices and their components. Summary extracted from an unpublished analysis of Ecofys Germany and Fraunhofer Institute for Systems and Innovation Research for the German Ministry of Economic Affairs and Energy. 2014.
Available at:
[http://www.isi.fraunhofer.de/isi-wAssets/docs/x/de/projekte/Comparison industrial electricity prices final.pdf](http://www.isi.fraunhofer.de/isi-wAssets/docs/x/de/projekte/Comparison_industrial_electricity_prices_final.pdf)

Energy Costs and Competitiveness. Part I of Energy Economic Developments in Europe (European Economy series, 1). Brussels, DG ECFIN, 2014. Available at: http://ec.europa.eu/economy_finance/publications/european_economy/2014/pdf/ee1_en.pdf

Analysis of European Power Price Increase Drivers. A EURELECTRIC study. EURELECTRIC, May 2014. Available at: http://www.eurelectric.org/media/131606/prices_study_final-2014-2500-0001-01-e.pdf

International Comparison of Electricity and Gas Prices for Commerce and Industry. Final report on a study prepared for CREG. London, Frontier Economics, October 2011.
Available at: [http://www.creg.be/pdf/NewsOnly/111026-Frontier Economics-International Comp CandI Energy Prices.pdf](http://www.creg.be/pdf/NewsOnly/111026-Frontier_Economics-International_Comp_CandI_Energy_Prices.pdf)

5.5. Annex 5: Standard Word template for studies

Standard Word template for studies

Please see separate document

5.6. Annex 6: Draft service contract ENER/A4/2015-395



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY

Directorate A - Energy policy
The Director

Brussels,
ENER A4/DR/ ener.a.4(2015)xxxxxx

SERVICE CONTRACT

CONTRACT NUMBER – ENER/A4/2015-395

STUDY ON

Analysis of energy prices and costs in the EU, its Member States and major trading partners

The European Union (hereinafter referred to as "the Union"), represented by the [European Commission] (hereinafter referred to as "the contracting authority"), which is represented for the purposes of the signature of this contract by Ms Mechthild WÖRSDÖRFER, Director in the Directorate-General for Energy, Directorate A,

on the one part, and

[*full official name*]¹⁴

[*official legal form*]¹⁵

[*statutory registration number*]¹⁶

[*full official address*]

[*VAT registration number*]

[(hereinafter referred to as 'the contractor'),][represented for the purposes of the signature of this contract by [*forename, surname and function.*]]¹⁷

[The parties identified above and hereinafter collectively referred to as 'the contractor' shall be jointly and severally liable vis-à-vis the contracting authority for the performance of this contract.]¹⁸

on the other part,

¹⁴ When the designated winning bidder is known and the detailed information must be filled in, please indicate the information for all consortium partners.

¹⁵ Delete if contractor is a natural person or a body governed by public law.

¹⁶ Delete if contractor is a body governed by public law. For natural persons, indicate the number of their identity card or, failing that, of their passport or equivalent.

¹⁷ In case of consortium the name of the authorised representative of the leader + company has to be indicated

¹⁸ To include in case of consortium

HAVE AGREED

to the **special conditions**, the **general conditions for service contracts** and the following annexes:

Annex I – Tender specifications (reference No [complete] of [insert date])

Annex II – Contractor's tender (reference No [complete] of [insert date])

[Other annexes]

which form an integral part of this contract (hereinafter referred to as “the contract”).

- The terms set out in the special conditions shall take precedence over those in the other parts of the contract.
- The terms set out in the general conditions shall take precedence over those in the annexes.
- The terms set out in the tender specifications (**Annex I**) shall take precedence over those in the tender (**Annex II**).

I – SPECIAL CONDITIONS

Article I.1 – Subject matter

- I.1.1** The subject matter of the contract is a **study on analysis of energy prices and costs in the EU, its Member States and major trading partners**.
- I.1.2** The contractor shall execute the tasks assigned to it in accordance with the tender specifications annexed to the contract (**Annex I**) in the manner specified in the contractor's offer (**Annex II**).

Article I.2 – Entry into force and duration

- I.2.1** The contract shall enter into force on the date on which it is signed by the last party (the Contractor).
- I.2.2** Under no circumstances may performance commence before the date on which the contract enters into force.
- I.2.3** The duration of the execution of the tasks shall not exceed **6 months**. Unless otherwise specified, all periods specified in the contract are calculated in calendar days.

The period of execution of the task may be extended only in exceptional and duly justified cases and with express written agreement of the parties. If the request for extension is made by the contractor, he must send it to the contracting authority in good time before it is due to take effect and at all events one month before the period of the execution of the tasks elapses, except in cases duly substantiated by the contractor and accepted by the contracting authority.

I.2.4 Contract renewal

Not applicable.

Article I.3 – Price

- I.3.1** The maximum total amount to be paid by the contracting authority under the contract shall be EUR [*amount in figures and in words*] covering all tasks executed.

I.3.2 Price revision

Not applicable

I.3.3 Reimbursement of expenses

Not applicable

Article I.4 – Payment arrangements

I.4.1 Pre-financing

Not applicable.

I.4. Interim payment

The contractor shall submit an invoice for an interim payment of EUR [*amount in figures and in words*] equal to **40 %** of the total amount referred to in Article I.3.1.

Approval by the Contracting Authority of the interim report and the interim versions of the databases referred to in tasks 1, 2 and 3 of the tender specifications is the pre-condition for the contractor to be entitled to the interim payment.

The contractor shall have one week in which to submit additional information or corrections or a new progress report or documents if required by the contracting authority.

Invoices for interim payment shall be accompanied by the approved interim report and interim versions of the databases referred to in tasks 1, 2 and 3 of the tender specifications.

The contracting authority shall make the payment within **60** days from receipt of the invoice.

I.4. Payment of the balance

The contractor shall submit an invoice for payment of the balance.

Approval by the Contracting Authority of the final report and its annexes, the final versions of the databases and the final presentation slides of the report referred to under section 3.5.2 of the tender specifications is the pre-condition for the contractor to be entitled to the payment of balance.

The contractor shall have one week in which to submit additional information or corrections, a new final progress report or other documents if it is required by the contracting authority.

The invoice shall be accompanied by the approved final report and its annexes, the approved final versions of the databases and the approved final presentation slides of the report referred to under section 3.5.2 of the tender specifications.

The contracting authority shall make the payment within **60** days from receipt of the invoice.

Article I.5 – Bank account

Payments shall be made to the contractor's bank account denominated in [euro][*insert local currency where the receiving country does not allow transactions in EUR*], identified as follows:

Name of bank:

Full address of branch:

Exact designation of account holder:

Full account number including [bank] codes:

[IBAN¹⁹ code:]

Article I.6 – Communication details and data controller

For the purpose of Article II.6, the data controller shall be the Director of the Shared Resources Directorate for Directorates-General for Energy and for Mobility and Transport.

Communications shall be sent to the following addresses:

Contracting authority:

European Commission

Directorate-General Energy

[Unit [*complete*]]

[*Postcode and city*]

Email: [*insert functional mailbox*]

Contractor:

[*Ms/Mr/Mrs*]

[*Function*]

[*Company name*]

[*Full official address*]

Email: [*complete*]

¹⁹ BIC or SWIFT code for countries with no IBAN code.

Article I.7– Applicable law and settlement of disputes

- I.7.1.** The contract shall be governed by Union law, complemented, where necessary, by the law of Belgium.
- I.7.2.** Any dispute between the parties in relation to the interpretation, application or validity of the contract which cannot be settled amicably shall be brought before the courts of Brussels.

ARTICLE I.8 - EXPLOITATION OF THE RESULTS OF THE CONTRACT

I.8.1 Modes of exploitation

In accordance with Article II.10.2 whereby the Union acquires ownership of all the interim and final results – the minute meetings, the reports, the presentation, the databases, and the study - as defined in the tender specifications (Annex I), and these results may be used for any of the following purposes:

[(a) use for its own purposes:

- (i) making available to the staff of the contracting authority
- (ii) making available to the persons and entities working for the contracting authority or cooperating with it, including contractors, subcontractors whether legal or natural persons, Union institutions, agencies and bodies, Member States' institutions
- (iii) installing, uploading, processing
- (iv) arranging, compiling, combining, retrieving
- (v) copying, reproducing in whole or in part and in unlimited number of copies

(b) distribution to the public:

- (i) publishing in hard copies
- (ii) publishing in electronic or digital format
- (iii) publishing on the internet as a downloadable/non-downloadable file
- (iv) broadcasting by any kind of technique of transmission
- (v) public presentation or display
- (vi) communication through press information services
- (vii) inclusion in widely accessible databases or indexes
- (viii) otherwise in any form and by any method

(c) modifications by the contracting authority or by a third party in the name of the contracting authority:

- (i) shortening
- (ii) summarizing
- (iii) modifying of the content
- (iv) making technical changes to the content:
 - necessary correction of technical errors
 - adding new parts or functionalities
 - changing functionalities

- providing third parties with additional information concerning the result (e.g. source code) with a view of making modifications
- (v) addition of new elements, paragraphs titles, leads, bolds, legend, table of content, summary, graphics, subtitles, sound, etc.
 - (vi) preparation in audio form, preparation as a presentation, animation, pictograms story, slide-show, public presentation etc.
 - (vii) extracting a part or dividing into parts
 - (viii) use of a concept or preparation of a derivative work
 - (ix) digitisation or converting the format for storage or usage purposes
 - (x) modifying dimensions
 - (xi) translating, inserting subtitles, dubbing in different language versions:
 - English, French, German
 - all official languages of EU
 - languages used within EU
 - languages of candidate countries
 - languages of third countries as specified in Tender Specifications
- (d) the modes of exploitation listed in article II.10.4
 - (e) rights to authorise, license, or sub-license in case of licensed pre-existing rights, the modes of exploitation set out in any of the points (a) to (c) to third parties.

Where the contracting authority becomes aware that the scope of modifications exceeds that envisaged in the contract the contracting authority shall consult the contractor. Where necessary, the contractor shall in turn seek the agreement of any creator or other right holder. The contractor shall reply to the contracting authority within one month and shall provide its agreement, including any suggestions of modifications, free of charge. The creator may refuse the intended modification only when it may harm his honour, reputation or distort integrity of the work.

I.8.2 Pre-existing rights and transmission of rights

All pre-existing rights shall be licensed to the Union in accordance with Article II.10.3.

The contractor shall provide to the contracting authority a list of pre-existing rights and third parties' rights including its personnel, creators or other right holders as provided for in Article II.10.5.

Article I.9 – Termination by either party

Either party may, unilaterally and without being required to pay compensation, terminate the contract by formally notifying the other party by giving [one month's] notice. Should the contracting authority terminate the contract, the contractor shall only be entitled to payment corresponding to part-performance of the contract before the termination date. The first paragraph of Article II.14.3 shall apply.

SIGNATURES

For the contractor,

[*Company name/forename/surname/function*]

For the contracting authority,

Mechthild WÖRSDÖRFER, Director

signature[s]: _____

signature[s]: _____

Done at _____, [date]

Done at [Brussels], [date]

In duplicate in English.

II – GENERAL CONDITIONS FOR SERVICE CONTRACTS

5.7. Article II.1 – Performance of the contract

- II.1.1** The contractor shall perform the contract to the highest professional standards.
- II.1.2** The contractor shall be solely responsible for taking the necessary steps to obtain any permit or licence required for performance of the contract under the laws and regulations in force at the place where the tasks assigned to it are to be executed.
- II.1.3** Without prejudice to Article II.4 any reference made to the contractor's personnel in the contract shall relate exclusively to individuals involved in the performance of the contract.
- II.1.4** The contractor must ensure that the personnel performing the contract possesses the professional qualifications and experience required for the execution of the tasks assigned to it.
- II.1.5** The contractor shall neither represent the contracting authority nor behave in any way that would give such an impression. The contractor shall inform third parties that it does not belong to the European public service.
- II.1.6** The contractor shall be solely responsible for the personnel who executes the tasks assigned to the contractor.

The contractor shall stipulate the following employment or service relationships with its personnel:

- (a) personnel executing the tasks assigned to the contractor may not be given orders directly by the contracting authority;
 - (b) the contracting authority may not under any circumstances be considered to be the employer of the personnel referred to in point (a) and the personnel shall undertake not to invoke against the contracting authority any right arising from the contractual relationship between the contracting authority and the contractor.
- II.1.7** In the event of disruption resulting from the action of one of the contractor's personnel working on the contracting authority's premises or in the event that the expertise of a member of the contractor's personnel fails to correspond to the profile required by the contract, the contractor shall replace him without delay. The contracting authority shall have the right to make a reasoned request for the replacement of any such personnel. The replacement personnel must have the necessary qualifications and be capable of performing the contract under the same contractual conditions. The contractor shall be responsible for any delay in the execution of the tasks assigned to it resulting from the replacement of personnel.
 - II.1.8** Should the execution of the tasks be directly or indirectly hampered, either partially or totally, by any unforeseen event, action or omission, the contractor shall immediately and on its own initiative record it and report it to the contracting authority. The report shall include a description of the problem and an indication of the date on which it started and of the remedial action taken by the contractor to ensure full compliance with its obligations under this contract. In such an event the contractor shall give priority to solving the problem rather than determining liability.
 - II.1.9** Should the contractor fail to perform its obligations under the contract, the contracting authority may - without prejudice to its right to terminate the contract - reduce or recover payments in proportion to the scale of the unperformed obligations. In

addition, the contracting authority may claim compensation or impose liquidated damages in accordance with Article II.12.

Article II.2 – Means of communication

II.2.1 Any communication relating to the contract or to its performance shall be made in writing and shall bear the contract number. Any communication is deemed to have been made when it is received by the receiving party unless otherwise provided for in this contract.

II.2.2 Electronic communication shall be deemed to have been received by the parties on the day of dispatch of that communication provided it is sent to the addressees listed in Article I.6. Without prejudice to the preceding, if the sending party receives a message of non-delivery to or of absence of the addressee, it shall make every effort to ensure the actual receipt of such communication by the other party.

Electronic communication shall be confirmed by an original signed paper version of that communication if requested by any of the parties provided that this request is submitted without unjustified delay. The sender shall send the original signed paper version without unjustified delay.

II.2.3 Mail sent using the postal services is deemed to have been received by the contracting authority on the date on which it is registered by the department responsible referred to in Article I.6.

Any formal notification shall be made by registered mail with return receipt or equivalent, or by equivalent electronic means.

5.8. Article II.3 – Liability

II.3.1 The contractor shall be solely responsible for complying with any legal obligations incumbent on it.

II.3.2 The contracting authority shall not be held liable for any damage caused or sustained by the contractor, including any damage caused by the contractor to third parties during or as a consequence of performance of the contract, except in the event of wilful misconduct or gross negligence on the part of the contracting authority.

II.3.3 The contractor shall be held liable for any loss or damage sustained by the contracting authority in performance of the contract, including in the event of subcontracting, and for any claim by a third party, but only to an amount not exceeding three times the total amount of the contract. Nevertheless, if the damage or loss is caused by the gross negligence or wilful misconduct of the contractor or of its personnel or subcontractors, the contractor shall have unlimited liability for the amount of the damage or loss.

II.3.4 The contractor shall indemnify and hold the Union harmless for all damages and costs incurred due to any claim. The contractor shall provide compensation in the event of any action, claim or proceeding brought against the contracting authority by a third party as a result of damage caused by the contractor during the performance of the contract. In the event of any action brought by a third party against the contracting authority in connection with the performance of the contract, including any alleged breach of intellectual property rights, the contractor shall assist the contracting

authority. Such expenditure incurred by the contractor may be borne by the contracting authority.

II.3.5 The contractor shall take out an insurance policy against risks and damage relating to the performance of the contract, if required by the relevant applicable legislation. It shall take out supplementary insurance as reasonably required by standard practice in the industry. A copy of all the relevant insurance contracts shall be sent to the contracting authority should it so request.

5.9. Article II.4 - Conflict of interest

II.4.1 The contractor shall take all the necessary measures to prevent any situation of conflict of interest. Such situation arises where the impartial and objective performance of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties, or any other shared interest.

II.4.2 Any situation constituting or likely to lead to a conflict of interest during the performance of the contract shall be notified to the contracting authority in writing without delay. The contractor shall immediately take all the necessary steps to rectify the situation. The contracting authority reserves the right to verify that the steps taken are appropriate and may require that additional steps be taken within a specified deadline.

II.4.3 The contractor declares that it 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, when such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, in so far as it serves as an incentive or reward relating to the performance of the contract.

II.4.4 The contractor shall pass on all the relevant obligations in writing to its personnel and to any natural person with the power to represent it or take decisions on its behalf and ensure that it is not placed in a situation which could give rise to conflicts of interest. The contractor shall also pass on all the relevant obligations in writing to third parties involved in the performance of the contract including subcontractors.

5.10. Article II.5 – Confidentiality

II.5.1 The contracting authority and the contractor shall treat with confidentiality any information and documents, in any form, disclosed in writing or orally in relation to the performance of the contract and identified in writing as confidential.

The contractor shall:

- (a) not use confidential information and documents for any purpose other than fulfilling its obligations under the contract without prior written agreement of the contracting authority;
- (b) ensure the protection of such confidential information and documents with the same level of protection it uses to protect its own confidential information, but in no case any less than reasonable care;
- (c) not disclose directly or indirectly confidential information and documents to third parties without prior written agreement of the contracting authority.

II.5.2 The confidentiality obligation set out in Article II.5.1 shall be binding on the contracting authority and the contractor during the performance of the contract and for five years starting from the date of the payment of the balance unless:

- (a) the disclosing party agrees to release the other party from the confidentiality obligation earlier;
- (b) the confidential information becomes public through other means than in breach of the confidentiality obligation, through disclosure by the party bound by that obligation;
- (c) the disclosure of the confidential information is required by law.

II.5.3 The contractor shall obtain from any natural person with the power to represent it or take decisions on its behalf, as well as from third parties involved in the performance of the contract, an undertaking that they will comply with the confidentiality obligation set out in Article II.5.1.

5.11. Article II.6 – Processing of personal data

II.6.1 Any personal data included in the contract shall be processed pursuant to Regulation (EC) 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Such data shall be processed by the data controller solely for the purposes of the performance, management and monitoring of the contract without prejudice to its possible transmission to the bodies charged with monitoring or inspection tasks in application of Union law.

II.6.2 The contractor shall have the right to access its personal data and the right to rectify any such data. The contractor should address any queries concerning the processing of its personal data to the data controller.

II.6.3 The contractor shall have right of recourse at any time to the European Data Protection Supervisor.

II.6.4 Where the contract requires the processing of personal data by the contractor, the contractor may act only under the supervision of the data controller, in particular with regard to the purposes of the processing, the categories of data which may be processed, the recipients of the data and the means by which the data subject may exercise his rights.

II.6.5 The contractor shall grant its personnel access to the data to the extent strictly necessary for the performance, management and monitoring of the contract.

II.6.6 The contractor undertakes to adopt appropriate technical and organisational security measures having regard to the risks inherent in the processing and to the nature of the personal data concerned in order to:

- (a) prevent any unauthorised person from gaining access to computer systems processing personal data, and especially:
 - (i) unauthorised reading, copying, alteration or removal of storage media;
 - (ii) unauthorised data input, as well as any unauthorised disclosure, alteration or erasure of stored personal data;

- (iii) unauthorised use of data-processing systems by means of data transmission facilities;
- (b) ensure that authorised users of a data-processing system can access only the personal data to which their access right refers;
- (c) record which personal data have been communicated, when and to whom;
- (d) ensure that personal data being processed on behalf of third parties can be processed only in the manner prescribed by the contracting authority;
- (e) ensure that, during communication of personal data and transport of storage media, the data cannot be read, copied or erased without authorisation;
- (f) design its organisational structure in such a way that it meets data protection requirements.

Article II.7 – Subcontracting

II.7.1 The contractor shall not subcontract without prior written authorisation from the contracting authority nor cause the contract to be de facto performed by third parties.

II.7.2 Even where the contracting authority authorises the contractor to subcontract to third parties, it shall nevertheless remain bound by its contractual obligations and shall be solely responsible for the proper performance of this contract.

II.7.3 The contractor shall make sure that the subcontract does not affect rights and guarantees granted to the contracting authority by virtue of this contract, notably by Article II.18.

Article II.8 – Amendments

II.8.1 Any amendment to the contract shall be made in writing before fulfilment of any new contractual obligations and in any case before the date of payment of the balance.

II.8.2 The amendment may not have the purpose or the effect of making changes to the contract which might call into question the decision awarding the contract or result in unequal treatment of tenderers.

Article II.9 – Assignment

II.9.1 The contractor shall not assign the rights, including claims for payments, and obligations arising from the contract, in whole or in part, without prior written authorisation from the contracting authority.

II.9.2 In the absence of such authorisation, or in the event of failure to observe the terms thereof, the assignment of rights or obligations by the contractor shall not be enforceable against the contracting authority and shall have no effect on it.

Article II.10 – Ownership of the results - Intellectual and industrial property rights

II.10.1 Definitions

In this contract the following definitions apply:

(1) 'results' means any intended outcome of the performance of the contract which is delivered and finally accepted by the contracting authority.

(2) 'creator' means any natural person who contributed to the production of the result and includes personnel of the contracting authority or a third party.

(3) 'pre-existing rights' means any industrial and intellectual property rights, including background technology, which exist prior to the contracting authority or the contractor ordering them for the purpose of the contract execution and include rights of ownership and use by the contractor, the creator, the contracting authority and any third parties.

II.10.2 Ownership of the results

The ownership of the results shall be fully and irrevocably acquired by the Union under this contract including any rights in any of the results listed in this contract, including copyright and other intellectual or industrial property rights, and all technological solutions and information contained therein, produced in performance of the contract. The contracting authority may exploit them as stipulated in this contract. All the rights shall be acquired by the Union from the moment the results are delivered by the contractor and accepted by the contracting authority. Such delivery and acceptance are deemed to constitute an effective assignment of rights from the contractor to the Union.

The payment of the price as set out in the order forms or specific contracts is deemed to include any fees payable to the contractor in relation to the acquisition of ownership of rights by the Union including all forms of use of the results.

The acquisition of ownership of rights by the Union under this contract covers all territories worldwide.

Any intermediary sub-result, raw data, intermediary analysis made available by the contractor cannot be used by the contracting authority without the written consent of the contractor, unless the contract explicitly provides for it to be treated as a self-contained result.

II.10.3 Licensing of pre-existing rights

The Union shall not acquire ownership of the pre-existing rights.

The contractor shall license the pre-existing rights on a royalty-free, non-exclusive and irrevocable basis to the Union which may use the pre-existing right as foreseen in Article I.8.1 or in order forms or specific contracts. All the pre-existing rights shall be licensed to the Union from the moment the results were delivered and accepted by the contracting authority.

The licensing of pre-existing rights to the Union under this contract covers all territories worldwide and is valid for the whole duration of intellectual property rights protection.

II.10.4 Modes of exploitation

The Union shall acquire ownership of each of the results produced as an outcome of this contract which may be used for any of the following purposes:

- (a) giving access upon individual requests without the right to reproduce or exploit, as provided for by Regulation 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents;
- (b) storage of the original and copies made in accordance with this contract;

- (c) archiving in line with the document management rules applicable to the contracting authority.

II.10.5 Identification and evidence of granting of pre-existing rights and rights of third parties

When delivering the results, the contractor shall warrant that they are free of rights or claims from creators and third parties including in relation to pre-existing rights, for any use envisaged by the contracting authority. This does not concern the moral rights of natural persons.

The contractor shall establish to that effect a list of all pre-existing rights and rights of creators and third parties on the results of this contract or parts thereof. This list shall be provided no later than the date of delivery of the final results.

In the result the contractor shall clearly point out all quotations of existing textual works. The complete reference should include as appropriate: name of the author, title of the work, date and place of publication, date of creation, address of publication on internet, number, volume and other information which allows the origin to be easily identified.

Upon request by the contracting authority, the contractor shall provide evidence of ownership or rights to use all the listed pre-existing rights and rights of third parties except for the rights owned by the Union.

This evidence may refer, inter alia, to rights to: parts of other documents, images, graphs, tables, data, software, technical inventions, know-how etc. (delivered in paper, electronic or other form), IT development tools, routines, subroutines and/or other programs ("background technology"), concepts, designs, installations or pieces of art, data, source or background materials or any other parts of external origin.

The evidence shall include, as appropriate:

- (a) the name and version number of a software product;
- (b) the full identification of the work and its author, developer, creator, translator, data entry person, graphic designer, publisher, editor, photographer, producer;
- (c) a copy of the licence to use the product or of the agreement granting the relevant rights to the contractor or a reference to this licence;
- (d) a copy of the agreement or extract from the employment contract granting the relevant rights to the contractor where parts of the results were created by its personnel;
- (e) the text of the disclaimer notice if any.

Provision of evidence does not release the contractor from its responsibilities in case it is found that it does not hold the necessary rights, regardless of when and by whom this fact was revealed.

The contractor also warrants that it possesses the relevant rights or powers to execute the transfer and that it has paid or has verified payment of all due fees including fees due to collecting societies, related to the final results.

II.10.6 Creators

By delivering the results the contractor warrants that the creators undertake not to oppose that their names be recalled when the results are presented to the public and confirms that the

results can be divulged. Names of authors shall be recalled on request in the manner communicated by the contractor to the contracting authority.

The contractor shall obtain the consent of creators regarding the granting of the relevant rights and be ready to provide documentary evidence upon request.

II.10.7 Persons appearing in photographs or films

If natural, recognisable persons appear in a result or their voice is recorded the contractor shall submit a statement of these persons (or of the persons exercising parental authority in case of minors) where they give their permission for the described use of their image or voice on request by the contracting authority. This does not apply to persons whose permission is not required in line with the law of the country where photographs were taken, films shot or audio records made.

II.10.8 Copyright for pre-existing rights

When the contractor retains pre-existing rights on parts of the results, reference shall be inserted to that effect when the result is used as set out in Article I.8.1 with the following disclaimer: © - year – European Union. All rights reserved. Certain parts are licensed under conditions to the EU.

II.10.9 Visibility of Union funding and disclaimer

When making use of the results, the contractor shall declare that they have been produced within a contract with the Union and that the opinions expressed are those of the contractor only and do not represent the contracting authority's official position. The contracting authority may waive this obligation in writing.

Article II.11 – Force majeure

II.11.1 'Force majeure' means any unforeseeable and exceptional situation or event beyond the parties' control which prevents either of them from fulfilling any of their obligations under the contract, which was not attributable to error or negligence on their part or on the part of subcontractors and which proves to be inevitable in spite of exercising due diligence. Any default of a service, defect in equipment or material or delays in making them available, unless they stem directly from a relevant case of force majeure, as well as labour disputes, strikes or financial difficulties, cannot be invoked as force majeure.

II.11.2 A party faced with force majeure shall formally notify the other party without delay, stating the nature, likely duration and foreseeable effects.

II.11.3 The party faced with force majeure shall not be held in breach of its contractual obligations if it has been prevented from fulfilling them by force majeure. Where the contractor is unable to fulfil its contractual obligations owing to force majeure, it shall have the right to remuneration only for the tasks actually executed.

II.11.4 The parties shall take all the necessary measures to limit any damage due to force majeure.

Article II.12 – Liquidated damages

The contracting authority may impose liquidated damages should the contractor fail to complete its contractual obligations, also with regard to the required quality level, according to the tender specifications.

Should the contractor fail to perform its contractual obligations within the time-limits set by the contract, then, without prejudice to the contractor's actual or potential liability or to the contracting authority's right to terminate the contract, the contracting authority may impose liquidated damages for each and every calendar day of delay according to the following formula:

$$0.3 \times (V/d)$$

V is the amount specified in Article I.3.1;

d is the duration specified in Article I.2.3 expressed in calendar days.

The contractor may submit arguments against this decision within 30 days of receipt of the formal notification. In the absence of a reaction on its part or of written withdrawal by the contracting authority within 30 days of the receipt of such arguments, the decision imposing the liquidated damages shall become enforceable.

The parties expressly acknowledge and agree that any sums payable under this article are in the nature of liquidated damages and not penalties, and represent a reasonable estimate of fair compensation for the losses incurred due to failure to fulfil obligations which may be reasonably anticipated.

Article II.13 – Suspension of the performance of the contract

II.13.1 Suspension by the contractor

The contractor may suspend the performance of the contract or any part thereof if a case of force majeure makes such performance impossible or excessively difficult. The contractor shall inform the contracting authority about the suspension without delay, giving all the necessary reasons and details and the envisaged date for resuming the performance of the contract.

Once the circumstances allow resuming performance, the contractor shall inform the contracting authority immediately, unless the contracting authority has already terminated the contract.

II.13.2 Suspension by the contracting authority

The contracting authority may suspend the performance of the contract or any part thereof:

- (a) if the contract award procedure or the performance of the contract prove to have been subject to substantial errors, irregularities or fraud;
- (b) in order to verify whether presumed substantial errors, irregularities or fraud have actually occurred.

Suspension shall take effect on the day the contractor receives formal notification, or at a later date provided in the notification. The contracting authority shall give notice as soon as possible to the contractor to resume the service suspended or inform the contractor that it is proceeding with the termination of the contract. The contractor shall not be entitled to claim compensation on account of suspension of the contract or of part thereof.

Article II.14 – Termination of the contract

II.14.1 Grounds for termination

The contracting authority may terminate the contract in the following circumstances:

- (a) if a change to the contractor's legal, financial, technical or organisational or ownership situation is likely to affect the performance of the contract substantially or calls into question the decision to award the contract;
- (b) if execution of the tasks has not actually commenced within three months of the date foreseen, and the new date proposed, if any, is considered unacceptable by the contracting authority, taking into account Article II.8.2;
- (c) if the contractor does not perform the contract as established in the tender specifications or fails to fulfil another substantial contractual obligation;
- (d) in the event of force majeure notified in accordance with Article II.11 or if the performance of the contract has been suspended by the contractor as a result of force majeure, notified in accordance with Article II.13, where either resuming performance is impossible or the modifications to the contract might call into question the decision awarding the contract or result in unequal treatment of tenderers;
- (e) if the contractor is declared bankrupt, is 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;
- (f) if the contractor or any natural person with the power to represent it or take decisions on its behalf has been found guilty of professional misconduct proven by any means;
- (g) if the contractor is not in compliance with its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established or with those of the country of the applicable law of this contract or those of the country where the contract is to be performed;
- (h) if the contracting authority has evidence that the contractor or natural persons with the power to represent it or take decisions on its behalf have committed fraud, corruption, or are involved in a criminal organisation, money laundering or any other illegal activity detrimental to the Union's financial interests;
- (i) if the contracting authority has evidence that the contractor or natural persons with the power to represent it or take decisions on its behalf have committed substantial errors, irregularities or fraud in the award procedure or the performance of the contract, including in the event of submission of false information;
- (j) if the contractor is unable, through its own fault, to obtain any permit or licence required for performance of the contract.

II.14.2 Procedure for termination

When the contracting authority intends to terminate the contract it shall formally notify the contractor of its intention specifying the grounds thereof. The contracting authority shall invite the contractor to make any observations and, in the case of point (c) of Article II.14.1, to inform the contracting authority about the measures taken to continue the fulfilment of its contractual obligations, within 30 days from receipt of the notification.

If the contracting authority does not confirm acceptance of these observations by giving written approval within 30 days of receipt, the termination procedure shall proceed. In any case of termination the contracting authority shall formally notify the contractor about its decision to terminate the contract. In the cases referred to in points (a), (b), (c), (e), (g) and (j) of Article II.14.1 the formal notification shall specify the date on which the termination takes effect. In the cases referred to in points (d), (f), (h), and (i) of Article II.14.1 the termination shall take effect on the day following the date on which notification of termination is received by the contractor.

II.14.3 Effects of termination

In the event of termination, the contractor shall waive any claim for consequential damages, including any loss of anticipated profits for uncompleted work. On receipt of the notification of termination, the contractor shall take all the appropriate measures to minimise costs, prevent damages, and cancel or reduce its commitments. The contractor shall have 60 days from the date of termination to draw up the documents required by the special conditions for the tasks already executed on the date of termination and produce an invoice if necessary. The contracting authority may recover any amounts paid under the contract.

The contracting authority may claim compensation for any damage suffered in the event of termination.

On termination the contracting authority may engage any other contractor to execute or complete the services. The contracting authority shall be entitled to claim from the contractor all extra costs incurred in this regard, without prejudice to any other rights or guarantees it may have under the contract.

Article II.15 – Reporting and payments

II.15.1 Date of payment

Payments shall be deemed to be effected on the date when they are debited to the contracting authority's account.

II.15.2 Currency

The contract shall be in euros.

Payments shall be executed in euros or in the local currency as provided for in Article I.5.

Conversion between the euro and another currency shall be made according to the daily euro exchange rate published in the *Official Journal of the European Union* or, failing that, at the monthly accounting exchange rate established by the European Commission and published on its website, applicable on the day on which the payment order is issued by the contracting authority.

II.15.3 Costs of transfer

The costs of the transfer shall be borne in the following way:

- (a) costs of dispatch charged by the bank of the contracting authority shall be borne by the contracting authority,
- (b) cost of receipt charged by the bank of the contractor shall be borne by the contractor,
- (c) costs for repeated transfer caused by one of the parties shall be borne by the party causing repetition of the transfer.

II.15.4 Invoices and Value Added Tax

Invoices shall contain the contractor's identification, the amount, the currency and the date, as well as the contract reference.

Invoices shall indicate the place of taxation of the contractor for value added tax (VAT) purposes and shall specify separately the amounts not including VAT and the amounts including VAT.

The contracting authority is, as a rule, exempt from all taxes and duties, including VAT, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.

The contractor shall accordingly complete the necessary formalities with the relevant authorities to ensure that the supplies and services required for performance of the contract are exempt from taxes and duties, including VAT exemption.

II.15.5 Pre-financing and performance guarantees

Pre-financing guarantees shall remain in force until the pre-financing is cleared against interim payments or payment of the balance and, in case the latter takes the form of a debit note, three months after the debit note is notified to the contractor. The contracting authority shall release the guarantee within the following month.

Performance guarantees shall cover performance of the service in accordance with the terms set out in the tender specifications until its final acceptance by the contracting authority. The amount of a performance guarantee shall not exceed the total price of the contract. The guarantee shall provide that it remains in force until final acceptance. The contracting authority shall release the guarantee within a month following the date of final acceptance.

Where, in accordance with Article I.4, a financial guarantee is required for the payment of pre-financing, or as performance guarantee, it shall fulfill the following conditions:

- (a) the financial guarantee is provided by a bank or an approved financial institution or, at the request of the contractor and agreement by the contracting authority, by a third party;
- (b) the guarantor stands as first-call guarantor and does not require the contracting authority to have recourse against the principal debtor (the contractor).

The cost of providing such guarantee shall be borne by the contractor.

II.15.6 Interim payments and payment of the balance

The contractor shall submit an invoice for interim payment upon delivery of intermediary results, accompanied by a progress report or any other documents, as provided for in Article I.4 or in the tender specifications.

The contractor shall submit an invoice for payment of the balance within 60 days following the end of the period referred to in Article I.2.3, accompanied by a final progress report or any other documents provided for in Article I.4 or in the tender specifications.

Upon receipt, the contracting authority shall pay the amount due as interim or final payment within the periods specified in Article I.4, provided the invoice and documents have been approved and without prejudice to Article II.15.7. Approval of the invoice and documents shall not imply recognition of the regularity or of the authenticity, completeness and correctness of the declarations and information they contain.

Payment of the balance may take the form of recovery.

II.15.7 Suspension of the time allowed for payment

The contracting authority may suspend the payment periods specified in Article I.4 at any time by notifying the contractor that its invoice cannot be processed, either because it does not comply with the provisions of the contract, or because the appropriate documents have not been produced.

The contracting authority shall inform the contractor in writing as soon as possible of any such suspension, giving the reasons for it.

Suspension shall take effect on the date the notification is sent by the contracting authority. The remaining payment period shall start to run again from the date on which the requested information or revised documents are received or the necessary further verification, including

on-the-spot checks, is carried out. Where the suspension period exceeds two months, the contractor may request the contracting authority to justify the continued suspension.

Where the payment periods have been suspended following rejection of a document referred to in the first paragraph and the new document produced is also rejected, the contracting authority reserves the right to terminate the contract in accordance with Article II.14.1(c).

II.15.8. Interest on late payment

On expiry of the payment periods specified in Article I.4, and without prejudice to Article II.15.7, the contractor is entitled to interest on late payment at the rate applied by the European Central Bank for its main refinancing operations in Euros (the reference rate), plus eight points. The reference rate shall be the rate in force on the first day of the month in which the payment period ends, as published in the C series of the *Official Journal of the European Union*.

The suspension of the payment periods in accordance with Article II.15.7 may not be considered as a late payment.

Interest on late payment shall cover the period running from the day following the due date for payment up to and including the date of actual payment as defined in Article II.15.1.

However, when the calculated interest is lower than or equal to EUR 200, it shall be paid to the contractor only upon request submitted within two months of receiving late payment.

Article II.16 - Reimbursements

II.16.1 Where provided by the special conditions or by the tender specifications, the contracting authority shall reimburse the expenses which are directly connected with execution of the tasks on production of original supporting documents, including receipts and used tickets, or failing that, on production of copies or scanned originals, or on the basis of flat rates.

II.16.2 Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the shortest itinerary and the minimum number of nights necessary for overnight stay at the destination.

II.16.3 Travel expenses shall be reimbursed as follows:

- (a) travel by air shall be reimbursed up to the maximum cost of an economy class ticket at the time of the reservation;
- (b) travel by boat or rail shall be reimbursed up to the maximum cost of a first class ticket;
- (c) travel by car shall be reimbursed at the rate of one first class rail ticket for the same journey and on the same day;

In addition, travel outside Union territory shall be reimbursed provided the contracting authority has given its prior written consent.

II.16.4 Subsistence expenses shall be reimbursed on the basis of a daily subsistence allowance as follows:

- (a) for journeys of less than 200 km for a return trip, no subsistence allowance shall be payable;
- (b) daily subsistence allowance shall be payable only on receipt of supporting documents proving that the person concerned was present at the destination;

- (c) daily subsistence allowance shall take the form of a flat-rate payment to cover all subsistence expenses, including meals, local transport which includes transport to and from the airport or station, insurance and sundries;
- (d) daily subsistence allowance shall be reimbursed at the flat rates specified in Article I.3;
- e) accommodation shall be reimbursed on receipt of supporting documents proving the necessary overnight stay at the destination, up to the flat-rate ceilings specified in Article I.3.

II.16.5 The cost of shipment of equipment or unaccompanied luggage shall be reimbursed provided the contracting authority has given prior written authorisation.

II.16.6 Conversion between the euro and another currency shall be made as specified in Article II.15.2.

5.12. Article II.17 – Recovery

II.17.1 If an amount is to be recovered under the terms of the contract, the contractor shall repay the contracting authority the amount in question according to the terms and by the date specified in the debit note.

II.17.2 If the obligation to pay the amount due is not honoured by the date set by the contracting authority in the debit note, the amount due shall bear interest at the rate indicated in Article II.15.8. Interest on late payments shall cover the period from the day following the due date for payment, up to and including the date when the contracting authority receives full payment of the amount owed.

Any partial payment shall first be entered against charges and interest on late payment and then against the principal amount.

II.17.3 If payment has not been made by the due date, the contracting authority may, after informing the contractor in writing, recover the amounts due by offsetting them against any amounts owed to the contractor by the Union or by the European Atomic Energy Community or by calling in the financial guarantee, where provided for in Article I.4.

Article II.18 – Checks and audits

II.18.1 The contracting authority and the European Anti-Fraud Office may check or have an audit on the performance of the contract. It may be carried out either directly by its own staff or by any other outside body authorised to do so on its behalf.

Such checks and audits may be initiated during the performance of the contract and during a period of five years which starts running from the date of the payment of the balance.

The audit procedure shall be deemed to be initiated on the date of receipt of the relevant letter sent by the contracting authority. Audits shall be carried out on a confidential basis.

II.18.2 The contractor shall keep all original documents stored on any appropriate medium, including digitised originals when they are authorised by national law and under the conditions laid down therein, for a period of five years which starts running from the date of payment of the balance.

II.18.3 The contractor shall allow the contracting authority's staff and outside personnel authorised by the contracting authority the appropriate right of access to sites and premises where the contract is performed and to all the information, including information in electronic format, needed in order to conduct such checks and audits. The contractor shall ensure that the information is readily available at the moment of the check or audit and, if so requested, that information be handed over in an appropriate form.

II.18.4 On the basis of the findings made during the audit, a provisional report shall be drawn up. It shall be sent to the contractor, which shall have 30 days following the date of receipt to submit observations. The final report shall be sent to the contractor within 60 days following the expiry of that deadline.

On the basis of the final audit findings, the contracting authority may recover all or part of the payments made and may take any other measure which it considers necessary.

II.18.5 By virtue of Council Regulation (Euratom, EC) No 2185/96 of 11 November 1996 concerning on-the-spot checks and inspection carried out by the Commission in order to protect the European Communities' financial interests against fraud and other irregularities and Regulation (EC) No 1073/1999 of the European Parliament and the Council of 25 May 1999 concerning investigation conducted by the European Anti-Fraud Office (OLAF), the OLAF may also carry out on-the-spot checks and inspections in accordance with the procedures laid down by Union law for the protection of the financial interests of the Union against fraud and other irregularities. Where appropriate, the findings may lead to recovery by the contracting authority.

II.18.6 The Court of Auditors shall have the same rights as the contracting authority, notably right of access, for the purpose of checks and audits.