



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY
Directorate C.2 – New energy technologies, innovation and clean coal

CALL FOR TENDERS

ENER/C2/2014-641

Service contract regarding a study on "Mapping and analyses of the current and future (2020 - 2030) heating/cooling fuel deployment (fossil/renewables)"

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

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

1.3. Joint tenders

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

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

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

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

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

or

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

¹ See http://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm

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 tender.

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

example by producing an undertaking on the part of those entities to place those resources at its disposal.

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:

- An average annual turnover of a minimum of EUR 400,000 for each of the last three financial years for which the accounts have been closed.

The following evidence should be provided:

- Copy of profit and loss account for the last three financial years, and a statement of overall turnover for the last three financial years for which accounts have been closed.

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

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 statistics, energy technologies, energy scenario analysis, economics of energy, EU energy policy* with at least 2 studies delivered in each one of the above fields in the last three years with a minimum value, for each study, of EUR 200.000.
- The tenderer must prove capacity to draft reports in English.
- The tenderer must prove experience in survey techniques, data collection, statistical analyses and drafting reports and recommendations.

b. Criteria relating to the team delivering the service:

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

Project Manager: At least 12 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least EUR 1.300.000),

covering at least half (by population) of the 31 countries to be covered by the tender (28 EU Member States plus Iceland, Norway and Switzerland) and in the subject area of this tender), with experience in management of team of at least 20 people.

One expert in each field mentioned in point a. above: Relevant higher education degree and / or 10 years' professional experience in the field of energy statistics, energy technologies, energy scenario analysis, economics of energy and EU energy policy.

Collectively the team must have the capacity to identify and understand the relevant data necessary for the study in the languages of the countries covered by the study.

c. Evidence:

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

- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. Award criteria

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

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

This criterion will assess how the tenderer plans to address the specifications and services requested by the Commission and whether the proposed methodology is sound and reliable in terms of delivering the expected results.

- **Organisation of the work** (30 points – minimum threshold 60%)

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tenderer should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures** (20 points – minimum threshold 60%)

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality

system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

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

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 60/40 is given to quality and price (quality 60 and price 40).

The contract will be awarded to the tender which offers the best ratio $\text{quality/price} \times 10.000$.

2.5. Technical offer

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

The technical offer is of great importance in the assessment of the bids, the award of the contract and the future execution of any resulting contract.

Attention is also drawn to the award criteria, which define those parts of the technical offer to which the tenderers should pay particular attention. The technical offer should address all matters laid down in the specifications and should include examples and technical solutions to problems raised in the specifications. The level of detail of the tender will be extremely important for the evaluation of the tender. Tenderers must present in their bids a proposal on the methodology and the organisation of the work to carry out in the framework of the study.

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. This fixed price is used for the calculation of the quality/price ratio.

The maximum total price: EUR 1.300.000

3. TECHNICAL SPECIFICATIONS

3.1. Introduction

One of the major challenges Europe will face in the coming decades is to make its energy system more secure, more efficient and cleaner, while ensuring EU industrial leadership in low-carbon energy technologies. To help achieve such ambitious objectives, the Horizon 2020 call for competitive low-carbon energy technologies aims at developing and accelerating the time to market of affordable, cost-effective and resource-efficient technology solutions, to decarbonize the energy system in a sustainable way, to secure energy supply and to complete the internal energy market in line with the objectives of the EU energy legislation and energy policies designed to deliver the 2020 targets and to shape energy market frameworks for 2030².

The Commission set out its strategy to enable the EU to have a world-class technology and innovation sector in the Strategic Energy Technology Plan (SET-Plan). In its 2013 Communication on “[Energy Technologies and Innovation](#)”³ the Commission said it would develop an Integrated Roadmap for all energy technologies, which will include energy efficiency and renewable energy sources for heating and cooling in the entire energy generation-consumption value chain.

Heating and cooling (H&C) are energy commodities that are widespread. They account for a large share of final energy consumption in Europe. However, the dispersed nature of the applications for heating and cooling makes accurate quantification difficult. Heating and cooling demand is currently mostly met by fossil fuels. Heating and cooling demand could be reduced by energy efficiency measures applied to building envelopes and by increasing the conversion efficiency of the heating and cooling technologies. There is however a large untapped potential to increase the use of indigenous renewable sources (in particular biomass, geothermal and solar) and to replace fossil fuels in the H&C sector.

3.2. Rationale and aims of the study

Scope

The demand and consumption aspects of the H&C sector and the technological transformation routes are sometimes difficult to assess. There are some concerns that certain fuels (such as non-commercial use of biomass) are not properly monitored by national administrations and thus that their full consumption is not reported to Eurostat. Furthermore, final heat consumption is only directly reported for CHP and district heating and cooling, while heat consumption data in the main economic sectors must be calculated indirectly. Consequently, official energy statistics and energy balances cannot fully account for all energy for H&C.

² COM(2014) 15 final “[A policy framework for climate and energy in the period from 2020 to 2030](#)”, Brussels 22.1.2014.

³ COM(2013) 253 final “[Energy Technologies and Innovation](#)”, 2.5.2013

The study aims to have a comprehensive and detailed view of the European heating and cooling sector, both in terms of (i) quantities, types and qualities of the fuels which are used (Deliverable D1) and in terms of the (ii) energy transformation technologies currently used (Deliverable D2). The aim is to have the current situation as well as (iii) scenario analysis to the years to 2020 and 2030 (Deliverable D3). The scenario analysis to the years 2020 and 2030 is interlinked with (iv) economic analysis, comparing the costs of replacing fossil fuel used for H&C with indigenous renewable resources, in the different scenarios of technology deployment (Deliverable D4). The study will also (v) identify the main barriers and bottlenecks for substituting higher shares of fossil fuels and deliver policy recommendations (Deliverable D5).

Methodology

The study will quantify final energy consumption for H&C, by fuel and technology, in Industry, Households and Services^{4,5}.

- Within each of these sectors, the study should identify the primary energy sources.
- The minimum types of fuels to be analysed in each consumption sectors are fossil (solid - non biomass, liquid, natural gas, other), electricity, renewables (biomass, geothermal, solar, other).
- Temperature-corrected final consumption figures, broken down for each type of fuel are required for each of the consumption sectors. The standard methodology⁶ must be used.
- Technologies are to be described in terms of installed capacity (energy power units), age, performances (efficiency, lifetime) and cost.
- Each of the EU28 countries, plus 3 (Iceland, Norway and Switzerland) must be covered.
- Quantities must be provided at least at country level.
- The amount of conventional and renewable energy sources for supplying heating and cooling must be provided.
- The imports within and from outside the EU to deliver heating and cooling are required. Furthermore two aggregated forms: (i) EU28 and (ii) IS, NO, CH are required
- Where biomass feedstock is used in the H&C sector, its origin needs to be identified to determine whether it is subject to national and EU policies and regulations.

⁴ Nace Rev. 2 -Statistical classification of economic activities in the European Community- European Communities, 2008

⁵ [Manual for statistics on energy consumption in households](#), Eurostat Manuals and guidelines, European Commission of the European Union, 2013

⁶ [Panorama of Energy](#) – Energy statistics to support EU policies and solutions, Eurostat statistical books (2007 edition) from page 154.

- The definitions and categories used in EU energy statistics must be used.⁷
- Any possible gap in the above data must be covered with appropriate means (e.g. surveys, ...)

Scenario analysis for the 2020 and 2030 time horizons will indicate and explain possible trajectories for the deployment of low-carbon energy technologies in the heating and cooling sector to replace fossil fuels. Data should include the most recent year available and have trajectories to 2020 and 2030. Data should also include a past year (i.e. 2005) useful for controlling the quality of the analysis.

Definition of the field of work

To exploit the potential for introducing low-carbon energy technologies and devise appropriate policies and measures for H&C, this study will provide a complete description of the sector. In particular, it will improve reporting of the quantities (in energy units), types and qualities of fuels used for:

- A. Final energy use in industry
 - process heat production in industry
 - process heat (temperature <100 °C)
 - process heat (temperature >100 °C)
 - cooling consumption and requirements

- B. Final use of energy in households
 - space heating
 - space cooling
 - water heating
 - other use

The final use of energy in households must be split between:

- B1. Urban households and rural households and
- B2. Typology of buildings (house vs. apartment)

- C. Final use of energy in the services sector
 - space heating
 - space cooling
 - water heating
 - other use

The successful tenderer will provide a detailed assessment of the relevant technologies which are used at the demand side of the value chain, included the electricity to H&C

⁷ [Regulation \(EC\) No 1099/2008 on energy statistics](#), OJ L 304/1, 14.11.2008.

technologies. This will be in terms of installed capacity (power units), age, efficiency and cost. Technologies for H&C storage will also be included in the analysis.

Expected results and deliverables

Deliverable D1: Final energy consumption

The successful tenderer will quantify (in energy units and %), synthesize and describe (also graphically):

D1.1 Use of fossil fuels (disaggregated as: solid - non biomass, liquid, natural gas, other), electricity, renewables (disaggregated as: solid biomass, geothermal, solar, other) for delivering H&C to the consumption sectors described at points A, B and C above. Elaborated and aggregated data, according to the two general categories “fossil energy sources” and “renewable energy sources” shall also be provided.

D1.2 Final heating and cooling use (i.e. the useful heating or cooling) in the economic sectors of consumption described at points A, B and C above. The consumption of heating and cooling quantities should reflect and be consistent with the data on transformation efficiencies of the supply technologies, as provided for under deliverable D2.

Furthermore, the study should assess the:

D1.3 National statistical data which are already available at EU28+3 and, at individual country level, the data collection practices currently in use in the heating and cooling sector. A critical analysis should identify gaps and make recommendations on how to improve data collection.

Deliverable D1 is a pivotal part of the study on which the other deliverables build on. As such proper allocation of efforts and resources are expected.

Deliverable D2: Assessment of the technologies

D2.1 Assessment of the transformation technologies including the installed capacity (power units), performances (efficiency, lifetime), age and costs, currently used for the final uses of energy in the consumption sectors and described above at points A, B and C.

D2.2 Assessment of District heating and cooling

District heating and cooling (DHC) technology is extensively used in some European countries. Given its relevance, DHC technology must be covered separately.

D2.3 Division of the overall production capacities

These will be calculated:

- attributing the overall heat production capacity among the two categories: 1. individual boilers and 2. district heating systems.
- considering heating and cooling production from cogeneration and tri-generation, to differentiate among: 1. applications in industry and 2. DHC.

The required disaggregation level of these data is: individual EU28+3 countries.

Deliverable D3: Scenario analysis

This deliverable will build on the information in deliverables D1 and D2 to provide scenarios to 2020 and 2030. The analysis will consider the progress in the technologies and describe the market penetration trajectories of the different technologies (including electricity-to-H&C technologies like electrical boilers, heat pumps). Two scenarios are to be developed:

1. *Current policies*, which considers the current energy policies, targets and proposals^{2, 3, 8, 9, 10, 11}
2. *Enhanced energy security*, which envisages a marked reduction in EU energy dependence and security risks through an accelerated deployment of technologies to exploit the use of indigenous renewable energy sources for H&C.

Each of the two scenarios will be developed under three economic growth patterns: high, moderate and economic stagnation. The (per capita) growth rates, together with scenarios parameters and assumptions are agreed with the Commission.

Environmental and social aspects will also be analysed.

Further publications considered relevant for this section are provided.^{12,13}

Deliverable D3, as the case of D1, is key to the study. As such, it is expected the proper allocation of efforts and resources.

Deliverable D4: Economic analysis

The economic analysis will address the economic consequences of integrating an increasing share of renewables for heating and cooling at the different time horizons 2020 and 2030 in terms of newly-created business opportunities, businesses destroyed, GDP and the net impact on employment. This analysis is interlinked with the scenario analysis and must be done at the level of each EU Member State. It must compare the costs of replacing fossil fuel used for H&C (especially imported fossil fuels - for instance natural gas) with indigenous renewable resources, which are locally available, especially biomass, geothermal and solar. Furthermore, this analysis has to compare the costs and benefits of replacing currently used transformation technologies with the state-of-art technologies available at the indicated time horizons 2020 and 2030.

⁸ Directive 2009/28/EC [on the Promotion of the use of energy from renewable sources](#), OJ L 140/16 of 5.6.2009.

⁹ COM(2013) 175 final "[Renewable energy progress report](#)", 27.3.2013.

¹⁰ [Directive 2012/27/EU on Energy efficiency](#), OJ L 315/1 of 14.11.2012.

¹¹ COM(2013) 762 "[Implementing the Energy Efficiency Directive – Commission Guidance](#)"

¹² [Impact assessment](#) accompanying the document "A policy framework for climate and energy in the period from 2020 up to 2030" SWD(2014) 15 final, Brussels 22.1.2014.

¹³ [EU Energy, Transport and GHG emissions trends to 2050](#), EU Reference scenario 2013 (16.12.2013).

Deliverable D5: Barriers, bottlenecks and best practices and policy recommendations

D5.1 Barriers, bottlenecks and best practices

It is requested to:

- identify the barriers and bottlenecks to greater deployment of technologies exploiting renewable energy sources for replacing a larger share of fossil fuels for heating and cooling
- provide a comprehensive picture of the implications of pursuing different deployment trajectories
- identify meaningful best practices already implemented and with a significant replication potential.

D5.2 Policy recommendations

It is requested to build on previous deliverables, especially D5.1, to identify possible policy and legislative gaps with current EU policies and provide policy measures at EU level that would be required to overcome barriers and bottlenecks, in line with best practices.

It is requested to:

- build on previous deliverables, especially D5.1;
- identify possible policy and legislative gaps and elaborate policy measures at EU level that would be required to realize the identified potentials.

3.3. Format of the deliverables

Each deliverable due (from D1 to D5) will report all the data in an annex to the main document. The data and statistical results shall be delivered to the Commission in multiple formats (i.e. text, csv, xls). The Commission may publish (in full or in part) the study and reports on its web site, further elaborate the data and extract materials for publications.

3.4. Report and documents to produce

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

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

A **kick-off meeting** will take place in Brussels, at the latest 21 days following the entry into force of the contract, in order to settle all the details of the study to be undertaken.

A **second meeting** will be held in Brussels within 30 days following the submission of the draft interim report, in order to enable the contracting part to discuss the work accomplished. The contractor(s) will have to take fully into consideration any suggestion made by the Commission.

A **third meeting** will be held in Brussels within 30 days following the submission of the draft final report, in order to enable the contracting part to discuss the work accomplished. The contractor(s) will have to take fully into consideration any suggestion made by the Commission.

3.4.1. Interim report

The **draft interim report** showing progress on the list of tasks as defined in section 3.5 of the tender specifications shall be submitted to the Commission at the latest 8 months after the date of entry into force of the contract.

The Commission shall have thirty days from receipt to make comments. Within 20 days of receiving the Commission's observations, the Contractor will submit additional information or another report.

3.4.2. Final report (study)

The contractor will submit a **draft final study report (study)** to the Commission at the latest **14 months** after the date of entry into force of the contract. The draft study shall cover tasks D1-D5 as described in the paragraph 3.2.

The Commission shall have thirty days from receipt to make comments. Within 20 days of receiving the Commission's observations, the Contractor will submit additional information or a new final report.

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

The content of the study is described below in section 4.1.

3.4.3. Final report (study) format and publication

Three copies of the final report in the English language shall be supplied in paper form and one copy in electronic form in MS Word.

The Commission may publish the results of the study. For this purpose, the tenderer must ensure that the study is not subject to any restrictions deriving from intellectual property

rights of third parties. Should he intend to use data in the study, which cannot be published, this must be explicitly mentioned in the offer.

3.5. Duration of the task

The duration of the tasks shall not exceed 16 months. This period is calculated in calendar days.

3.6. Place of performance

The tasks will be performed on the Contractor's premises. However, meetings between the contractor and the Commission shall be held on Commission premises in Brussels.

4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo¹⁴.

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 report (study)

The study shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
- the following standard disclaimer:

¹⁴ 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 information and views set out in this study 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 study are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”

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

4.2. Graphic requirements

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

5. ANNEXES

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

ANNEX 1

IDENTIFICATION OF THE TENDERER

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

Call for tender ENER C2/2013-627

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) ¹⁵	
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:	

¹⁵ For natural persons

E-mail address:	
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 organisation¹⁶ I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

¹⁶ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

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

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

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

- in [his][her] own name (*for a natural person*)
or
- representing the following legal person: (*only if the economic operator is a legal person*)

full official name:

official legal form:

full official address:

VAT registration number:

- declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
 - a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
 - b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
 - c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
 - d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
 - e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
 - f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.
- (*Only for legal persons other than Member States and local authorities, otherwise delete*) declares that the natural persons with power of representation, decision-

making or control¹⁷ 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 penalties¹⁸ 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.

¹⁷ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

¹⁸ 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

Contract number: **ENER/C2/2014-641**

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

Full name

Date

Signature

ANNEX 3

POWER OF ATTORNEY

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

19

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 coordinate 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]**

¹⁹ To be filled in and signed by each of the partners in a joint tender, except the lead partner;

Place and date:

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

ANNEX 4

Standard Word template for studies

Add document title 1

Add title 2

Table of Contents

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How to Use This Document Template

Cover page

Add the title of the document which should be center aligned. Add any other relevant information if necessary which should be left aligned on the left vertical axis of the EC logo.

The font colour of the title should be **White**.

Page set up

- Top margin: 3.5
- Bottom margin: 2.5
- Left margin: 3
- Right margin: 2.5

Headings and subheadings

The following styles should be used for headings and subheadings.

- Heading 1
Font type: Verdana
Font Size: 14
Colour: R:38, G:54, B:115
- Heading 2
Font type: Verdana
Font Size: 11
Colour: R:38, G:54, B:115
- Heading 3
Font type: Verdana
Font Size: 10
Colour: R:38, G:54, B:115

Do not use capital letters for the headings/subheadings, the format should always be "sentence case", except for abbreviations.

Body text

Font style: Verdana
Font size: 10
Font colour: Gray 80%

Header

The header should include the EU flag and the reference text:

- European Commission
- The title of the document
- Font type: Verdana Italic
- Font size: 8

Footer

Add the relevant name of the month and year in the footer which should appear to the left below the line.

- Font type: Verdana Italic
- Font size: 8.
- The page numbers will appear automatically.

Bulleted list

The bullet should be square and the colour should be Black. For reference please see list under "[Headings and subheadings](#)". To apply the style of the list, select "List Bullet 2" from the "Style" drop down menu.

Hyperlinks

By default the hyperlinks will appear in blue (colour coder: R:26, G:63, B:124), no underline.

Table of Contents

This template is complete with Styles for a Table of Contents. From the **Insert menu**, choose **Reference**, then **Index and Tables**. Click on the tab "**Table of Contents**". In the "Format" box, select "From template".

ANNEX 5
DRAFT CONTRACT