



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR ENERGY

Directorate C - Renewables, Research and Innovation, Energy Efficiency

CALL FOR TENDERS

N°ENER/C2/2016-500

**SERVICE CONTRACT REGARDING A STUDY ON "BUILDING THE
INVESTMENT COMMUNITY FOR INNOVATIVE ENERGY
TECHNOLOGY PROJECTS"**

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations. It is also open to all natural and legal persons established 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 World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in 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. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU².

1.4. Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

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

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

1.5. Subcontracting

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

Tenderers are required to identify subcontractors whose share of the contract is above 20 % and those whose capacity is necessary to fulfil the selection criteria.

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

1.6. Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Non-exclusion (see section 4.1)

Part C: Selection (see section 4.2)

Part D: 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 rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

Part E: 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 bear the risks or the benefits deriving from any variation.

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

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

The maximum total price is EUR 750.000

Part F: Power of attorney (for consortia only)

1.7. Identification of the tenderer

The tender must include a **cover letter** signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The

signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) 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

The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- 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 applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, proof of registration in a professional or trade register or any other official document showing the registration number.

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.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only.

2. TECHNICAL SPECIFICATIONS

2.1. Introduction

Research, innovation and competitiveness are paramount to accelerate the EU energy transformation and reduce the cost of the energy transition. Recently, the Commission put forward the Communication "Towards an Integrated Strategic Energy Technology (SET) Plan"³, which shows how to give a new impetus to the development and deployment of low-carbon energy technologies, by better coordinating and prioritising research and innovation efforts across Europe.

The Energy Union strategy places consumers at the core of the EU energy policy, encouraging them to take full ownership of the energy transition and benefit from the new and innovative

³ Towards an Integrated Strategic Energy Technology (SET) Plan: Accelerating the European Energy System Transformation C(2015)6317.

technologies⁴. Meeting this ambition requires the innovation of the supply and consumption chains and a higher focus on the efficient delivery of the requested energy services (i.e. heating and cooling, power, mobility).

Financing is recognized to be a key element to bring innovation to the market. Therefore, the Commission and the European Investment Bank's InnovFin provides risk financing in the form of loans, equity and guarantees, going beyond traditional grant-based support. For first-of-a-kind commercial-scale demonstration projects in the fields of renewable energy and hydrogen and fuel cells a specially designed instrument InnovFin Energy Demonstration Projects can also provide risk financing. The current EU Emissions Trading System also provides financing opportunities for investments in innovation. With the proposals for the revision of the ETS Directive, presented in July 2015, the Commission proposed a new Innovation Fund and a new Modernisation Fund. Finally, the Horizon 2020 Framework programme is crucial to support the research and innovation objectives of the Energy Union. In the period 2014-2015 its financial contribution amounted to EUR 8,8 billion to support energy research, clean transport, climate action and resource efficiency, bio-economy and key enabling technologies. However, this increased effort has not translated yet in growing investment in clean energy technology projects. For instance, in 2014 new investment in clean energy in Europe summed up to almost USD 60 billion, while in 2015 they have been about USD 46 billion⁵.

The EU 2030 framework for climate and energy policies⁶ consists in reducing domestic GHG emissions by at least 40% in 2030, compared with 1990 levels, increasing the share of renewables to at least 27% of final energy consumption and improving energy efficiency by at least 27%, relative to a projected reference level, in 2030. This framework requires relevant and non-volatile flow of investment in innovative low carbon energy supply technologies included their integration into the energy systems, and in upgrading and expanding electricity distribution and transmission networks as well as new technologies and solutions for energy efficiency in the demand side. The purpose of this tender is to facilitate the building of the investment community for innovative energy technology projects to accelerate the transformation of Europe's energy system. This investment community should be in a position to develop/finance innovative solutions that can contribute considerably to give consumers in homes, companies and public administration control to optimise their energy consumption and to support the competitiveness of European industry.

Since 2007, the Strategic Energy Technology Plan (SET Plan) has been at the forefront of the European energy technology policy⁷. More recently the communication on energy technologies⁸ and the communication on the Integrated SET Plan⁹ have targeted the forces of the EU, Member States, industrial and research actors towards the development of key low-carbon technologies, aligning national and EU programmes around shared objectives, with the aim to reduce their costs and facilitate their large scale deployment. In particular, this communication proposes 10 key

4 Framework Strategy for a Resilient Energy Union with a Forward-Looking Climate Change Policy, COM/2015/080 final.

5 Clean energy investment: Q4 2015 Factpack, Bloomberg New Energy Finance, January 2016

6 European Council Conclusions, 23 and 24 Oct 2014, EUCO 169/14

7 A European Strategic Energy Technology Plan (SET-PLAN), *Towards a low carbon future*, COM(2007) 723 final

8 Energy Technologies and Innovation, COM(2013) 253 final

9 Towards an Integrated Strategic Energy Technology (SET) Plan: Accelerating the European Energy System Transformation C(2015)6317.

actions to accelerate the transformation of the energy system which should serve as a starting point for the definition, together with stakeholders and Member States, of the level of ambition, modalities for implementation, timing and deliverables. These communications define the framework for the work of the tender.

2.2. Rationale and aims of the study

2.2.1 Scope

Research, innovation and competitiveness are pivotal to accelerate the EU energy transformation and reduce the cost of the energy transition. Financing is recognized to be a key element to bring to the market innovative energy technology solutions, notably those developed within R&I projects supported by EU or national public programmes. However, in spite of the increased effort devoted to it, investment in clean energy technology projects are not growing at the rate necessary to assure the deployment required.

The general objective of this project is to develop a partnership with investors in view to increase the volume of investment to innovative energy technologies and help achieving the EU's 2030 climate and energy targets. At this end it is necessary to advance in the following three focus areas;

- a strategic orientation that makes sense for both energy policy and investors,
- the best framework conditions for technology investments,
- models for co-investment by public and private funds.

The proposal shall describe successful investment community building models, and propose comprehensive, straightforward methods to incorporate the findings into EU initiatives, monitoring and analysis.

The support provided should consolidate networking and facilitate a wide range of interactions between energy system investors.

Besides this general objective, the project aims to an assessment of the relevant energy demonstration projects granted at EU level (i.e. FP7, H2020) and national level and already completed or under completion. This activity should identify those which have not proceeded to the deployment phase for lack of follow-up financing to finance the investments for the scaling up of the demonstration or the (pre-) commercialisation phase. For these projects, the study should devise the proper investment scheme and verify concretely the willingness to invest of the community.

2.2.2 Methodology

The Contractor shall frame the study on a thorough literature and web analysis.

In particular, for his work and elaborations, the Contractor should take full stock of the already existing results of the Commission tendered study "Study on Innovative Financial Instruments for First-of-a-Kind demonstration projects in the field of Energy", going beyond state of art.

This work is based on the five main activities described below.

i. Best examples/failures, best practice of existing Community-Building in the investment community in both Europe and worldwide

The Contractor shall:

- Provide a definition of "Community-Building in the investment community" and set out

the geographical and technology parameters of the tender.¹⁰ Summarise¹¹ findings of influential academic peer reviewed publications concerning Community-Building in the investment community and analyse best practice documents of influential organizations dealing with the topic Community-Building in the investment community the most important aspects and conclusions¹².

- Describe the role of the citizens and how can citizens respond positively and get actively involved (organized or individuals). Give case-by-case example of how large scale investors are working with individuals.

ii. European *community-building of the investment community* potential

The Contractor will analyse all important aspects concerning preconditions for a successful community-building of the investment community. The Contractor shall:

- Analyse the international context (by countries and areas, in terms of administrative structure, practices, trends, strategies), in order to identify where and how successful cases of community-building of the investment community.
- Identify on main obstacles to replication. In which part of the process are the bottlenecks and what type are they (administrative, political, technological, economic, social, acceptance-related, and cultural) and how can they be overcome.
- Put specific effort into describing the main characteristics of successful business models and analyse which European national characteristics might impede the replication potential of those investment models for projects in certain places.
- Make a classification of innovative investment community models showing where their strengths and weaknesses lie and where the main differences to classical business models are.
- Develop methods, structures and concrete recommendations for (different kinds of) community-building of the investment community that will ensure that all critical elements needed.

iii. Synergies between actors in the *investment community*

The Contractor will analyse the potential for synergies between the different initiatives and groupings present in the investment community. The Contractor shall:

- Give an overview¹³ with short descriptions (including main focus, type, structure, size, constituency, reference to key publications and contact details) of main activity-groups/associations¹⁴ working in this area and analyse in depth the potential for synergies between them.
- Elaborate recommendations on how to successfully use these synergies to further advance

¹⁰ The specific geographical and technology parameters are to be decided by the applicant. The tender can decide to choose a specific technology in a specific area, choose several technologies in a several areas or be technology neutral across Europe.

¹¹ Executive summary style, concisely underlining the most important aspects and conclusions, including a good bibliography.

¹² Executive summary style overview

¹³ Text and table/matrix

¹⁴ Including the ones listed on: http://ec.europa.eu/eip/smartcities/links/index_en.htm

investment in clean energy technology projects.

- Develop and implement measures to improve investment community capacity. The contractors should develop and implement a range of measures that could improve European investment capacity, reduce innovative energy technology project cost and stimulate the market.

iv. Information and communication activities

The contractor will be responsible for developing and implementing an information and communication strategy and plan of work supporting the overall objectives of this tender and focusing on the dissemination of the results of the activities. The strategy should as well contribute to the overall awareness of the activities and a better understanding by Member States, policy-makers and other energy-system stakeholders on how they can use the produced deliverables in their strategic decision-making and planning. Ultimately it should lead to an increased impact of the produced deliverables.

v. Lessons learnt, recommendations

This activity is based on the work developed under the previous ones (3.2.2.i to 3.2.2.iv), on the identification of barriers and bottlenecks to larger investment in innovative energy technology projects; identify meaningful best practices already implemented, with a significant replication potential; Building on this work, the Contractor shall 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.

2.2.3 Expected results and deliverables

Deliverable D1: *Best examples/failures, best practice of already existing Community-Building in the investment community in both Europe and worldwide.*

The successful tenderer will elaborate and describe a strategic orientation that makes sense for both energy policy and investors. It will include the best framework conditions for clean energy technology investments and models for co-investment by public and private funds. The Tenderer shall also describe successful investment community building models, and propose comprehensive, straightforward methods to incorporate the findings into EU initiatives, monitoring and analysis. The related activities to be reported are described in more details above in particular in 3.2.2.i and 3.2.2.ii.

Deliverable D2: Portfolio of clean energy innovation projects

Completion of a portfolio of energy innovation projects which can be potentially relevant for investors. This portfolio of projects is completed by taking into consideration the EU funded energy demonstration project (i.e. FP7 and H2020) and the projects funded at National level in the EU MSs. This deliverable will include an economic analysis and a risks identification analysis of each project.

Deliverable D3: Vademecum for energy technology innovators

D3.1 The *Vademecum for energy technology innovators* is a guide, targeting the energy technology innovators, identifying the investment opportunities and the way to get access to them. The *Vademecum* provides guidelines on relevant elements such as protection of intellectual

property rights, financial skills, know-how and tools to define a solid project that can successfully attract private investments as well as public support.

D3.2 Furthermore, being risks of projects very high in the initial phase and declining in the following phases, it is necessary to devise a portfolio of diversified financial tools/options (equity, grants, loans) to properly deal with the different project phases. The *Vademecum* should also contain an analysis linking the best financial tool to the different project phase, also based on concrete examples.

Deliverable D4: Match –making event

Following the development of aforementioned portfolios a targeted match –making event will be organized among potential investors and candidate projects in a fair, also considering workshop/roundtable for presentations.

Deliverable D5: Lessons learnt, recommendations

In line with best practices, the Tenderer shall identify possible policy and legislative gaps with current EU policies and provide policy measures at EU level required to overcome barriers and bottlenecks. The activities to be reported are described in more details above in 3.2.2.v.

2.3. Format of the deliverables

Each due deliverable (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.

2.4. Reports, meetings 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 the details of the study to be undertaken (workplan, content and length of the reports, other).

A **draft interim report** showing progress of the study shall be submitted to the Commission 9 months after the date of entry into force of the contract.

The Commission shall have 30 days from receipt of the draft report to make observations.

These observations as well as the work accomplished will be discussed during the **second meeting**, to be held in Brussels within 30 days following the submission of the draft interim report.

Within 20 days of receiving the Commission's observations, the Contractor will submit the final version of the report addressing the comments of the Commission. A payment will be made in accordance with Article I.4.1 of the contract.

The contractor will submit a **draft final report** to the Commission at the latest 15 months after the date of entry into force of the contract.

The Commission shall have 30 days from receipt of the draft report to make observations.

These observations as well as the work accomplished will be discussed during the **third meeting**, to be held in Brussels within 30 days following the submission of the draft final report.

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.

The final report

2.5. Duration of the task

The duration of the tasks shall not exceed 17 months. This period is calculated in calendar days.

2.6. 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.

3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES

The contractor must deliver the study and other deliverables as indicated below.

3.1. Content

3.1.1. Final study report

The final study report must include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following 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."

3.1.2. Publishable executive summary

The publishable executive summary must be provided in both in English and French and must include:

- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following 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."

3.1.3. Requirements for publication on Internet

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 the Commission policy on accessibility for information providers, see: http://ec.europa.eu/ipg/standards/accessibility/index_en.htm.

For the publishable versions of the study, abstract and executive summary, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

3.2. Graphic requirements

The contractor must deliver the study and all publishable deliverables in full compliance with the corporate visual identity of the European Commission, by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo. The graphic rules, the Manual and further information are available at:

http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm

A simple Word template will be provided to the contractor after contract signature. The contractor must fill in the cover page in accordance with the instructions provided in the template. The use of templates for studies is exclusive to European Commission's contractors. No template will be provided to tenderers while preparing their tenders.

4. EVALUATION AND AWARD

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

4.1. Verification of non-exclusion

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

In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.

In case of subcontracting, subcontractors whose share of the contract is above 20% and those whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender, to subcontractors whose share of the contract is above 20% and to subcontractors whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.2. Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

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.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

4.2.1. Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 2), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see section 4.1) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the evidence to be submitted with the tenders.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.2.2. Regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders.

4.2.3. Economic and financial capacity criteria

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria.

- **Criterion F1:** Turnover of the last two financial years above EUR 250.000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

Evidence:

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

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its 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. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.2.4. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below. The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of *the investment community of innovative renewable energy, community-building of private investors and new challenges of the energy sector* as well as in writing literature reviews, survey techniques, data collection, statistical analyses and drafting concise reports and recommendations.

Evidence A1: the tenderer must provide references for 2 projects delivered in these fields in the last three years with a minimum value for each project of € 200.000.

- **Criterion A2:** The tenderer must prove capacity to work in economics to be able to analyse business models.

Evidence A2: the tenderer must provide references for 2 projects delivered in this field in the last three years with a minimum value for each project of EUR 50.000.

- **Criterion A3:** The tenderer must prove capacity to draft reports in English.

Evidence A3: the tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

b. Criteria relating to the team delivering the service:

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

Evidence will consist in CVs of the team responsible to deliver the service. Each CV should indicate the intended function in the delivery of the service.

B1 - Project Manager: At least 12 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size at least € 500.000 and covering at least half (by population) of the 28 EU Member States countries to be covered by the and in the subject area of this tender, with experience in management of team of at least 20 people.

Evidence: CV

B2 - Expert: Relevant higher education degree or equivalent professional experience and at least 10 years' professional experience in the field.

Evidence: CV

4.3. Award criteria

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. 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 score 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 flexible, sound and reliable in terms of delivering the expected results. More specifically, this criterion will assess, among the other aspects related to the quality of the proposed methodology: the quality of the strategic orientation and framework conditions which are proposed for investments on clean energy technology and models for co-investment by public and private funds; the methodology for the identification of the relevant projects and the completion of the risk analysis; and the quality of the proposed guide for innovators, including the identification of the financing tool more appropriate to each project phase.

- **Organisation of the work and resources** 30 points – minimum score 60%)

This criterion will assess how the roles and responsibilities of the proposed team and of the different economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and human resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer. It is not a budget requested as part of the financial offer.

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

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

of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

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

4.4. Ranking of tenders

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 60/40 is given to quality and price (quality 60 and price 40).

$$\text{Final score tender } x = \frac{\text{Total score for quality for tender } x}{100} \times 60 + \frac{\text{Minimum tender's price}}{\text{Price tender } x} \times 40$$

This formula assigns a weight of 60% to quality and 40% to price for the calculation of the final score.

The tender ranked first after applying the formula will be awarded the contract.

5. ANNEXES

1. Tenderer 's Identification Form
2. Declaration of honour on exclusion criteria and selection criteria
3. Power of attorney (mandate in case of joint tender)
4. Standard Word template for studies
5. Draft Contract or purchase order

ANNEX 1

IDENTIFICATION OF THE TENDERER

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

Call for tenders ENER/C2/2016-500

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 selection criteria

The undersigned Mr./Ms....., representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number:	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number:

➤ declares whether the above-mentioned person is in one of the following situations or not:		
SITUATION OF EXCLUSION CONCERNING THE PERSON	YES	NO
a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>

d) it has been established by a final judgement that the person is guilty of any of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:	<input type="checkbox"/>	<input type="checkbox"/>
i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;		
ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;		
iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;		
iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or		

v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.		
----------------------------------------------------------------------------------------------------------------------------	--	--

<i>[Only for legal persons other than Member States and local authorities, otherwise delete this table]</i>		
➤ declares whether a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations or not:		
SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	YES	NO
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>

➤ declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not:			
SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ declares whether the above-mentioned person is in one of the following situations or not:		
 GROUNDS FOR REJECTION FROM THIS PROCEDURE	YES	NO
h) has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure;	<input type="checkbox"/>	<input type="checkbox"/>
i) has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;	<input type="checkbox"/>	<input type="checkbox"/>
➤ acknowledges that the above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.		

REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply for the situations referred in point (d) of this declaration.

EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the person or the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates 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 person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

➤ declares whether the above-mentioned person complies with the selection criteria as provided in the tender specifications:		
SELECTION CRITERIA	YES	NO
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section [<i>insert</i>] of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section [<i>insert</i>] of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section [<i>insert</i>] of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>
➤ declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.		

Full name

Date

Signature

ANNEX 3 POWER OF ATTORNEY

mandating one of the partners in a joint tender as lead partner and lead contractor¹⁷

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:

¹⁷ To be filled in and signed by each partner in a joint tender except the lead partner.

ANNEX 4
Standard Word template for studies

ANNEX 5
DRAFT CONTRACT

Please see separate document