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CALL FOR TENDERS

N° ENER/A4/37/2014

TENDER SPECIFICATIONS

SERVICE CONTRACT

IN THE FIELD OF ENERGY

One year contract with the option to renew up to three times (in total four years maximum)

**COLLECTION OF DATA AND SERVICES FOR
THE MARKET OBSERVATORY FOR ENERGY**

CONSISTING OF SIX LOTS

Open procedure

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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 service contract which specify the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

"Results" and "staff" as mentioned in the service contract should be interpreted as: "Results" are defined as the deliverables in each information lot as described in 3.2 of the Tender specifications. "Staff" is defined as personnel of the contracting authority in possession of a named user licence.

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:

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

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.

1.4. Subcontracting

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

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

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

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

1.5. Content of the tender

The tenders must be presented as follows:

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

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

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

Part D: Technical offer (see section 2.5)

Part E: Financial offer (see section 2.6)

Part F: Power of attorney (for consortia only)

1.6. Identification of the tenderer: legal capacity and status

- The tenderer 'identification form in **Annex 1** shall be filled in and signed by:
 - The tenderer (including any member of a consortium or grouping)
 - 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.

2.3.1. Economic and financial capacity criteria and evidence

Tenderers must provide proof of their financial and economic capacity by means of the following documents: the balance sheets or extracts from balance sheets for the last two financial years, and a statement of overall turnover and turnover relating to the relevant services for the last three financial years.

This rule applies to all service providers, regardless of the percentage of tasks they intend to execute, once they have chosen to submit a tender. However, if the tender includes subcontractors whose tasks represent less than 20% of the contract, those subcontractors are not obliged to provide evidence of their economic and financial capacity.

2.3.2. Technical and professional capacity criteria and evidence

Tenderers must provide proof of their professional and technical capacity by means of a description containing the following:

- brief history of relevant activities (or the activities of the members of the grouping or consortium), number of years of experience in the field of tender application and if possible brief description of major clients – governments, international organisations, top financial institutions.
- number of employees linked to providing data services,
- number of years of experience in providing data services,
- a listing of the methods used for collecting data/information they provide (within limits ensuring business secrecy),
- a description of their IT department involved in this call for tender.

In order for a tenderer to be eligible, it must stem out from the above that his experience in providing data services should be of at least 4 years.

If several service providers/subcontractors are involved in the bid, each of them must have and show that they have the professional and technical capacity to perform the tasks assigned to them.

Tenderers should provide with their offer detailed curriculum vitae of each staff member responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills.

The CV's shall be presented, preferably, in accordance to the Commission Recommendation on a common European format for curricula vitae, published in OJ L79 of 22 March 2002, p. 66.

2.4. Award criteria

The contract will be awarded according to the criteria given below, on the basis of the economically most advantageous tender.

Only bids that have reached a total score of a minimum of 70% and a minimum score of 60 % for each criterion will be taken into consideration for awarding the contract.

a) Technical evaluation criteria in their order of importance as weighted by percentage

N°	Award Criteria	Weighting
1	Completeness (f.i. geographic coverage, market coverage, historic/future time ranges...),	20
2	Accuracy and viability (f.i. accuracy of data and of spatial coordinates (for geo-referenced data), frequency related to updates, primary sources, data collection methodology)	20
3	Flexibility allowed for the dissemination by the Commission of processed/aggregated data, perpetual licensing possibility and multi-user access possibility (including, where applicable, web map licensing)	20
4	Detailed description of the database	20
5	Newsletters & Advisory services	20
Total number of points		100

b) Total price

A contract will be awarded for each lot to the tenderer which offers the best quality/price ratio for the said lot.

c) Licensing

For the purpose of the evaluation, a license covering a broader range of users shall be considered as a 100 users' license for the enterprise license and 500 users' license for web map licenses covering an unlimited number of users, yet the multi-user access possibility of these enterprise and web map licenses will be taken into account in the Award criteria no.3.

Named and Enterprise licenses: for the purpose of the evaluation, an average price will be calculated as the weighted average price based on quotations for a 10, 20, 50 users licences and the 100 users license corresponding to the enterprise license.

Web map license: for the purpose of the evaluation, an average price will be calculated as the weighted average price based on quotations for a 100, 200, 500 users licences and the 500 users license corresponding to the unlimited users' license.

The price to be taken into consideration, for establishing the quality/price ratio, shall be a weighted average of the combined Named and Enterprise, and Web map license, where the former term has 80% weight and the latter term has 20% weight.

2.5. Technical offer

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

2.6. Financial offer

All tenders must contain a financial proposal. The tenderer's attention is drawn to the following points:

- Prices must be quoted in **euros**, including the countries which are not in the euro-area. As far as the tenderers of those countries are concerned, they cannot change the amount of the bid because of the evolution of the exchange rate. The tenderers choose the exchange rate and assume all risks or opportunities relating to the rate fluctuation.
- A price shall be quoted separately **for each lot** specified in the Section 3.2.
- The tenderer is requested to provide, for each lot, a quotation for each of the following licensing options (cfr. § 1.2.3.1 on licensing standards):
 - ***Named license***: the tender should include a pricing list for 10, 20 and 50 licenses.
 - ***Enterprise license***

- **Web map license:** if a lot contains geographical information, the tender will indicate prices for each of the following uses: web map service on the Intranet or the Internet, for 100, 200 and 500 named (Commission) users or an unlimited number of users.
- As referred to in section I.2.3.1, and when applicable, a price should also be quoted for a **web map license** for at least the number of users specified here above. The tenderer shall then specify the scope of data that could be covered by this web map licence (part or all of the data).
- **Prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT**, as the European Union is exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 (OJ L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption. For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Union is exempt from VAT;
- **Prices shall be fixed** and not subject to revision during the performance of the contract;

Bids involving more than one service provider (consortium) must specify the amounts indicated above for each provider.

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 indicative total annual budget for this tender is estimated at €491.000 which covers the six lots as described in Section 3.2.

3. TECHNICAL SPECIFICATIONS

3.1. Introduction

In the context of facilitating the full integration of Europe's energy networks and systems and the efficient operation of the EU internal energy market, the European Commission has established a Market Observatory for Energy (MOE) within the Directorate General for Energy (DG ENER). The MOE contributes to an evidence-based policymaking in the field of energy by pooling information, analysing energy markets and energy system issues and by helping to evaluate, adjust and formulate new policies in the field of energy.

The Market Observatory for Energy maintains and operates the energy market observation system (EMOS), a data warehouse; the MOE has also access to other data platforms and information sources. Information on the MOE and EMOS is available here:

http://ec.europa.eu/energy/observatory/index_en.htm

Through this call for tender, DG ENER wishes to obtain energy related databases and information that could be directly integrated into EMOS (EMOS data) or that could complement the existent portfolio of data platforms and access points (non-EMOS data).

This call for tender is divided in different lots, as described in Section 3.2. A technical description is provided in section 3.3 and 3.4 to ensure that the terms of the contract are well understood. The tender should include a detailed description of the database and data delivery methods of the tenderer. The attention of tenderers is drawn to the point that the MOE will seek compensations if the technical requirements are not met. This concerns in particular technical issues impeding data feeds for EMOS data. The general rules to be observed and the use of data and information are further specified in Sections 3.5 and 3.6.

3.2 Description of the data and information needs and the structure of the information lots

This call for tender shall consist in the acquisition of EMOS and non-EMOS datasets related to the following lots:

- Lot 1. World energy markets [containing EMOS and non-EMOS data];
- Lot 2. European energy markets – wholesale [containing EMOS and non-EMOS data]
- Lot 3. European energy infrastructure [containing EMOS data];
- Lot 4. Renewable Energy Sources and Energy Efficiency in Europe [containing EMOS and non-EMOS data];
- Lot 5. European electricity and natural gas markets – retail [containing non-EMOS data]
- Lot 6. EU trading partners and G20 countries [containing non-EMOS data]

Unless specified, the geographical coverage shall include the EU28 countries, Norway, Iceland, Switzerland, Liechtenstein and the contracting parties and observers of the Energy Community (Serbia, Bosnia and Herzegovina, Kosovo pursuant UNSCR 1244, Montenegro, FYR of Macedonia, Albania, Moldova, Ukraine, Turkey and Georgia).

A tenderer may submit an offer for one or more lots, with one tender per lot. If tenders are submitted for more than one lot, each lot will be evaluated separately.

In addition to providing the database in the format specified in Section 3.3, the tenderer will grant at least one access to its online services whenever available. This will help the European Commission to better understand the use of the database by the data provider as well as to have access to all online documentation and to check the correct implementation of the database into EMOS.

A combination of EMOS and non-EMOS data is requested in information lots 1, 2 and 4. The detailed breakdown of EMOS and non-EMOS data will be determined with the successful bidders in the respective lots bearing in mind that the leading benchmark indicators for lots 1, 2 and 4 will be part of the EMOS data whereas the majority of the remaining data will be part of the non-EMOS data.

For some lots, market intelligence services are requested and denominated "Peer-Review and advisory service". These include: analytical publications (newsletters, daily market reports); restricted number (not more than 4 per year) of ad hoc reports on specific topics; energy maps, presentations in DG ENER and so on.

3.2.1 World energy markets [containing EMOS and non-EMOS data]

In a first lot, DG ENER would like to purchase as a whole package (A+B+C) the following:

A/ Daily price² and traded volume³ information for the major international benchmarks covering spot markets and all contracts and traded products⁴ from the forward curve:

for Oil and refined products

- Price and volume assessments of international crude benchmarks
- Crude oil and refined products futures and other derivative contracts from the Intercontinental Exchange (ICE) and the New York Mercantile Exchange (NYMEX)
- Prices and trade flows for different types of biofuels (e.g. ethanol, cellulosic ethanol, FAME, Hvo, RME, PME, SME, TME, UCOME) – focus on the EU 28

for Coal and biomass

- Price and volume assessments of international Steam Coal and Coking coal benchmarks;
- International FOB prices and freight rates;
- Coal indices or other applicable forwards for Steam Coal;
- Supply outlook for hard coal and lignite;
- Monthly coal statistics on production, exports and imports (for the main countries, and for steam and coking coal).
- Prices and trade flows for biomass (pellets, woodchips) – focus on EU 28

² Prices and assessments

³ Total volumes and number of transactions covering the most representative trading venue for the corresponding product.

⁴ By *traded products* we mean: the forwards, options and swaps. It also includes supporting indicators such as open interest, spark and dark spreads, and liquidity and volatility indicators.

for Natural gas

- Price and volume assessments of international natural gas benchmarks for the major trading regions (Atlantic basin, covering markets in the EU, North America and South America; Pacific basin covering markets in South East Asia and India), including LNG netbacks and landed prices
- Contracted volumes between liquefaction and regasification LNG terminals;
- LNG carriers, existing and on order;
- Trade (in volume by exporting and importing country);

B/ Hydrocarbon Resources: a relational database (in case of EMOS data) / dataset (in case of non-EMOS), focused on **reserves, exploration and production of oil, gas and coal**, covering the world's major and mid-sized producing countries:

- Production by year (with on/off shore detail);
- Reserves (with on/off shore detail);
- Contingent and prospective resources and recovery factors by year
- Exploration activity by year;
- Exploration performance by year
- Licensing activity per year

C/ Peer-Review and advisory service;

3.2.2 European energy markets – wholesale [containing EMOS and non-EMOS data]

In a second lot, DG ENER would like to purchase in a whole package (A+B) the following:

A) **Daily price⁵ and traded volume⁶ information** related to the *wholesale markets⁷* of each Member State or region covering spot markets and all contracts and products⁸ from the forward curve:

⁵ Prices and assessments

For Physical and Forward gas markets

- Price and volume assessments for natural gas for the main European hubs (OTC and exchange): balancing, intra-day, day-ahead and future month(s) or quarter(s), seasons, gas years,

For Physical and Forward Electricity markets

- Price and volume assessments for electricity for all trading areas of the EU Member States (OTC and exchange): balancing, intra-day, day-ahead and future month(s) or quarter(s), seasons, gas years,

For Physical and Forward CO₂ markets

- EU CO₂ spot price assessment and, year-ahead contracts

B/ Peer-Review and advisory service

3.2.3 European energy infrastructure [containing EMOS data]

In a third lot, DG ENER would like to purchase in a whole package (static data, updated annually, for parts A+B+C+D and dynamic data, updated more frequently, for parts E + F +G) the following:

A/ A geographical database⁹ **on infrastructure relative to oil, its derivatives and its substitutes**, containing information relating to the following items:

- Pipelines of Oil (and its derivative energy products) including among others, data on the pipeline name, name of the constructor, name of the operator(s), third party access and who has access, year of operation / construction, costs of investment, installed capacity, length and diameter, capacity of the cross-border points, leakages (difference between in and out).

⁶ Total volumes and number of transactions

⁷ The most representative trading venue for the corresponding Member State: voluntary Power Exchange, mandatory pools, OTC, brokers' platforms...

⁸ By *traded products* we mean: for the physical market, the balancing market, DA hourly and block contracts; for the financial market, the forwards, options and swaps. It also includes supporting indicators such as spark and dark spreads, and liquidity and volatility indicators.

⁹ A relational database that includes spatial information (spatial coordinates). Coordinate Reference System and others requirements for the geographical data are described in detail in paragraph 3.3.4.

- LPG plants, including among others data, the name of the plants, intake and/or output capacities, commissioning year, operator, year of operation / construction, costs of investment, nominal annual capacity, maximum hourly capacity, storage capacity;
- Methanol and Olefin plants, including among others data, the name of the plants intake and/or output capacities, commissioning year, operator, year of operation / construction, costs of investment, nominal annual capacity, maximum hourly capacity, storage capacity;
- Refineries, including among others data, the name of the refinery, intake and/or output capacities, commissioning year, operator, capacity by refining process, year of operation / construction, costs of investment, nominal annual capacity, maximum hourly capacity, storage capacity;
- Major storage facilities located outside the refineries;
- Main information on ports handling energy products.

The geographic data must have precision equivalent to the scale 1:500 000 or larger. The information must have a temporal resolution of one year or better. Others requirements for the geographical data are described in paragraph 3.3.4.

B/ A geographical database¹⁰ on **coal importing** infrastructure

- Tonnage, storage capacity and inventories by major coal handling ports; loading and discharge equipment for sea-going vessels, barges and rail cars
- Tonnage, storage capacity and inventories by major railway entry points; loading and discharge equipment

The geographic data must have precision equivalent to the scale 1:500 000 or larger. The information must have a temporal resolution of one year or better. Others requirements for the geographical data are described in paragraph 3.3.4.

C/ A geographical database¹¹ on **gas infrastructures** (gas terminals, gas storage sites, gas compressor and gas grid) as specified below:

¹⁰ A relational database that includes spatial information (spatial coordinates). Coordinate Reference System and others requirements for the geographical data are described in detail in paragraph 3.3.4.

¹¹ A relational database that includes spatial information (spatial coordinates). Coordinate Reference System and others requirements for the geographical data are described in detail in paragraph 3.3.4

- The gas pipeline infrastructure over 12" in diameter (or less if applicable) including among others data on its length (with cross-border points), its name, name of the operator(s), third party access and who has access, possibility of physical reverse flows, year of operation / construction, costs of investment, installed capacity, length, compression station (installed capacity), number of lines and diameter, capacity of the cross-border points, leakages (difference between in and out).
- Information on distribution grids (operators, areas, sectors covered, general grid indicators).
- The location of gas compressors, gas storage sites, LNG liquefaction and regasification terminals as well as LNG carriers including among others data on:
 - For LNG (worldwide geographical coverage): Name of the infrastructure, name of the constructor , name of the operator(s), name of the user(s), year of operation / construction, amount of investment, nominal annual capacity, maximum hourly capacity, ship class size (maximum), storage capacity, type of LNG: strategic / operational / degasification / liquefaction
 - For storages: name of the storage, name of the constructor, name of the operator(s), year of operation / construction, amount of investment, working capacity, redraw capacity, volume received per year, storage per year, type of storage: aquifer, gas field, salt cavity, etc.

The geographic data must have precision equivalent to the scale 1:500 000 or larger. The information must have a temporal resolution of one year or better. Others requirements for the geographical data are described in paragraph 3.3.4.

D/ A geographical database¹² on electricity infrastructure, covering power generation units and the power grid.

- All power generation sites with a capacity of at least 10 MW and the total installed capacity below 10 MW. The data by power plant unit shall specify the net & gross capacity; commissioning date, status (in operational, retired, cold reserve, etc.); retirement date; generation technology (e.g. gas turbine, combined cycle, coal steam plant, wind on/offshore, etc.) and specific technology parameters (e. g. sub/super critical, fluidised bed, turbine type, manufacturer, ...); primary and secondary fuel; co-generation/CHP, thermal capacity of heat send-out; cost: investment cost, fixed and variable operational & maintenance cost; repowering/refurbishment: date, cost, information on changes (e.g.

¹² A relational database that includes spatial information (spatial coordinates). Coordinate Reference System and others requirements for the geographical data are described in detail in paragraph 3.3.4

additional/new capacity, efficiency, turbines, etc.). In case of fossil plants, the plant shall be linked to the respective installation in the Emission Trading Scheme (ID of installations' account).

- All power lines with a voltage above 110 kV (and less if connecting power generation sites above 10 MW). High voltage overhead lines, cables and submarine cables would include among others data, the name of the lines, name of the constructor, name of the operator, year of commissioning, status, amount of investment, voltage (kV), capacity (MW), length (km), type (single / double circuit, AC/DC, overhead/underground), etc. The information on electric flow components (phase shifting transformers, capacitor batteries, etc) would include among others data: location, the name of the device, the name of the constructor, name of the operator, year of commissioning, amount of investment, type, annual emissions and allowances, eventual CO₂ infrastructure, etc.
- Information on distribution grids (operators, areas, sectors covered, general grid indicators).

The geographic data must have precision equivalent to the scale 1:500 000 or larger. The information must have a temporal resolution of one year or better. Others requirements for the geographical data are described in paragraph 3.3.4.

E/ Flow data for natural gas

- Daily and hourly flows (nominations and realised) by interconnection point and balances (by transmission area) by main Demand and Supply categories

F/ Flow data for electricity

- Daily and hourly flows (nominations and realised) – or higher frequency –by transmission lines and balances (by transmission area) by main Demand and Supply categories

G/ Peer-Review and advisory service

3.2.4 Renewable Energy Sources and Energy Efficiency in Europe [containing EMOS and non-EMOS data]

In a fourth lot, DG ENER would like to purchase as a whole package (A+B+C) the following:

A/ Renewable Energy Sources, covering the EU28 plus Switzerland, Norway and the contracting parties of the Energy Community and if possible, splitting up the data by TSO

- **Annual installed and available capacity** (total for each technology, plant numbers for size categories and distributed generation) and auxiliary production fuel type for biofuel/bioliquid plants;
- **Generation** of electricity (MWh) by technology on daily / hourly frequency, and **production** of biofuels (including average national blends), of bioliquids, of biomass (mtoe/tonnes) and of biogas;
- **Annual imports** of biofuels, bioliquids and biomass (by country of origin);
- **Price¹³, tariff, premium or green certificate and volume¹⁴ where applicable** for each tariff category (e.g. plant size) for

The electricity generated from

- co-firing power plants,
- onshore/offshore wind,
- biomass (wood, chips, pellets),
- biogas (landfill, anaerobic digestion, gasification, other),
- solar (Photovoltaic, Concentrated Solar Power),
- marine (ocean, tidal),
- geothermal, hydro (large and small),
- biofuels and bioliquids (bioethanol, biodiesel, other, including any premium for biofuel fulfilling EU sustainability criteria), and for

The following fuels

- biomass (wood, chips, pellets),
- biogas (landfill, anaerobic digestion, gasification, other),
- biofuels (bioethanol, biodiesel, other, including any premium for biofuel fulfilling EU sustainability criteria),
- **Supply outlook** (for each technology).

B/ Peer-Review and advisory services including: industry intelligence and annual data on levelized costs of electricity (LCOE) for major RES technologies. The LCOE data and the

¹³ Prices and assessments

¹⁴ Total volumes and number of transactions

factors determining LCOE should be available at EU and MS level and also for the EU major trading partners, covering at least G 20.

3.2.5 European electricity and natural gas markets – retail [containing non-EMOS data]

In a fifth lot, DG ENER would like to purchase data [non-EMOS] related to the retail markets of electricity and natural gas in Europe. The data should cover, as much as possible of the following:

- Monthly prices paid by the typical residential and industrial consumer in Member States taking into account different national consumption patterns and breaking down the final price into energy, transmission and distribution charges (including public service obligations), associated taxes and VAT and reflecting different emerging tariff schemes, such as fixed tariffs, variables tariffs, green tariffs offered by incumbents and competitors.
- Annual retail market indicators relative to :
 - Market contestability (number of competitive offers per segment; retail market shares; switching rates and potential savings; etc.)
 - Suppliers (penetration of energy service companies and demand aggregators by number of consumers or by aggregated energy; etc.)
 - Consumers (number of consumers receiving social tariffs or other assistance / support measures; number of consumers falling behind with bill payments; number of consumers using pre-payment meters; disconnection rate; total number of smart meters and smart meters installed per year; etc.)

DG ENER may further specify specific consumer categories based on a geographical criteria such as representative consumers from the capital; large cities, rural areas, etc.

3.2.6 EU trading partners and G20 countries [containing non-EMOS data]

In a sixth lot, DG ENER would like to purchase energy related data [non-EMOS] covering macroeconomic, industrial, trading and statistical indicators that are relevant for the energy systems and markets of the major trading partners of the EU and including all G20 countries.

The data should be delivered at the highest possible frequency. It should complement the UN, OCDE-IEA and other world energy balances (already available in DG ENER) and focus on

competitiveness-related aspects such as: disaggregated energy prices by type of consumers, structure of production costs and expenditure by industrial branches, fuel subsidies, etc.

3.3. Technical specification of EMOS data

3.3.1. Use and configuration of the Web Server

The tenderer must set up a software architecture either based on the use of a Web Server configured in HTTP/HTTPS mode or instead, a FTP/SFTP server, both available and accessible through the Internet network.

In both cases, the access to the information will be restricted and protected by a username/password created for that purpose, which will enable the European Commission to gain access to this restricted area.

The user account will be managed by the data provider and sent to the functional EMOS e-mail address (ENER-EMOS@ec.europa.eu) right after the signature of the contract between both parties.

It is worth noting that it will be under the responsibility of the European Commission to perform the data synchronization with the intended provider, meaning that the data will be exchanged and transferred in one direction and shall always be initiated from the EMOS system but in no case, the other way around.

Regardless of the technology chosen for delivering the data, the tender file naming convention must be agreed with the European Commission.

At the signature of the Contract, the provider shall provide the URLs syntaxes (resp. FTP address) of its website (resp. FTP server) to enable the European Commission to register it in its download scripts. Please note that the URL (resp. FTP address) must remain static and may not be changed over the duration of the contract without prior consent of the Commission.

After every export procedure, the provider shall proceed to a thorough check in order to make sure that the stored data are accurate, reliable, consistent and viable. Furthermore, it shall guarantee that its data are identical on both sides, that is between the data persisting in its relational database and its local files. The Commission shall seek financial compensation in case it can be proven that the Contractor has not respected the above general recommendations.

In this context, the Contractor's responsibility and duty is to ensure on the one hand the proper functioning of its export facility tool (i.e. Web Server or FTP Server) aimed at collecting the required information in the framework of this tender and, on the other hand, guaranteeing that all the requirements expressed by the European Commission and specified in this technical chapter shall be duly fulfilled without any constraint.

The data files must be compatible with one of the two following formats: **CSV** or **XML**.

The data files can be compressed with one of the two following formats: **GZIP** or **ZIP**.

The geographic data must be in an ArcGIS compatible format, preferably as **File**

Geodatabase.

3.3.2. CSV Data Format

In the creation of the CSV files, the data provider will have to be compliant with the following rules:

I. Each record is one line:

A record separator may consist of a line feed (i.e. ASCII/LF=0x0A), or a carriage return and line feed pair (i.e. ASCII/CRLF=0x0D 0x0A)

II. Fields must be separated with commas or semi-columns:

Example: John, Doe, 120 any st., "Anytown, WW", 08123

III. Leading and trailing space-characters adjacent to comma field separators are ignored:

Example: John, Doe... resolves to "John" and "Doe", etc.

Space characters can be spaces or tabs.

IV. Fields with embedded commas must be delimited with double-quote

characters: Example: John, Doe, 120 any st., "Anytown, WW", 08123

In this example, "Anytown, WW" had to be delimited in double quotes because it had an embedded comma.

V. Fields that contain double quote characters must be surrounded by double-quotes, and the embedded double-quotes must each be represented by a pair of consecutive double quotes:

Example: John "DaMan" Doe would convert to "John ""DaMan """,Doe, ...

VI. The number of columns cannot vary over the updated data files. This means that for each data file, the same number is required and must remain static.

VII. There must always be a header line, identifying uniquely and concisely each column.

VIII. In case non ASCII characters are used, the file must be saved in UTF-8 format.

3.3.3. XML Markup Language Data Format

The UTF-8 character set will be used in the respective XML data files to preserve the basic ASCII encoding standard method.

The XSD file will accompany the XML data file and will provide the structure of the XML document (data files).

The XSD files should not encapsulate information in any of "Annotation" and "Documentation" elements, since these are not supported by the EMOS' ETL tool.

3.3.4. Geographic data

The requirements for geographic data are specified below:

A. Geographic Coordinate System

The geographic data has to be delivered in a geographic coordinate system . The coordinate reference system preferred is the European Terrestrial Reference System 1989 (ETRS89). If the geometric accuracy of the geographic data is inferior to 1m, WGS84 can also be accepted. Additionally geographic data delivered in latitude/longitude in decimal degrees (DD) could be accepted if delivered with at least two decimals to have an acceptable position on the objects. Latitude/longitude in Degrees/minutes/seconds (DMS) will not be accepted as DMS format is not suitable for GIS systems.

B. Metadata and documentation requirements

Metadata has to be available for the geographic data.

Geographic data needs to be documented in line with the INSPIRE requirements (INSPIRE Implementing Rules on Metadata (Commission Regulation (EC) No 1205/2008 of 3 December 2008)¹⁵). Metadata must be available. XML encoding as described in the INSPIRE technical guidelines on metadata is preferred.

In addition each geographical data delivery will be accompanied by a number of documents:

Data model showing the relations between features and tables

Feature catalogue explaining all the attributes, data formats, domain values, code lists, etc

C. Data quality

The quality of the geographic data has to be documented in the metadata part. In addition further documentation on the methods on how information is collected and how unicity of key field is maintained is welcome.

D. Resolution

The data must have a resolution corresponding to a scale level of minimum 1: 500 000 or larger. It is commonly accepted that the accuracy for a same level of 1:500 000 is about 250 meters. In any case, the resolution of the data provided will be described.

¹⁵ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:326:0012:0030:EN:PDF>

E. Topological rules

The contractor will describe whether the geographic data is organized topologically or not and if it could be used for modelling.

F. Data format

As the Commission is using the ArcGIS software (version 10.x), the geographic data has to be delivered in an ArcGIS compatible format, preferably as File Geodatabase.

G. Updates

The Commission shall at least receive an update of the geographic data twice a year.

3.4. Technical specification of non-EMOS data

The contractor must have/set up a secure online platform, in a password protected area, that allows to the end user to consult, navigate and download the data contracted to the tender, the related metadata, and market intelligence reports.

In case of this secure online platform being web based, it must be accessible using Internet Explorer version 9 or higher or Mozilla Firefox version 17.0.8 or higher.

In case of a subscription to a mailing list, the emails should be correctly readable with Microsoft Outlook 14 or higher.

The web interface will include a data dictionary or glossary, which will help identify the content and meaning of the available data fields.

The platform must be user friendly and responsive, and the data must be available to download in one of the following formats: CSV, XML for quantitative data and JPEG, PDF or/and ARCGIS compatible formats for maps and qualitative data.

The contractor will provide DG ENER with a user manual describing the functionalities of the web interface and the methodologies for extracting the data.

DG ENER will be informed in advance of any system maintenance operations that could provoke the discontinuity of the services. In any case, these maintenance operations will possibly be performed outside of the EC working hours.

3.5. Technical offer: Structure and general rules to be observed

The technical offer shall contain:

A document broken down in four chapters containing comprehensive information with regard to EMOS and non-EMOS data:

In Chapter I:

Detailed documentation on EMOS data providing:

1. Type of data format chosen for the export of data (i.e. CSV or XML)
2. **Data schema with detailed description of each datafile and each field of the datafile:**
 - 2.1. Type of each field (*e.g. date, number or varchar*)
 - 2.2. Comments
 - 2.3. Constraints and relationships (in particular unique keys, primary keys, foreign keys)
 - 2.4. Other relevant information on the content of each table;
 - 2.5. **Complete business description of the datafile content** (commercial brochures do not constitute a description of tables; extensive metadata of each table is required);
 - 2.6. Indication on the **type of table** (Dimension table or Fact table¹⁶);
3. A list of **redundancies of information** in the data files, if any;
4. A **list of all dimensions** and their associated **codes**;
5. A volume for each datafile (number of rows) and for the whole historical dataset, in order to estimate the size of the EMOS tables;
6. Description of the format of EMOS data files that the supplier propose to send to DG ENER (the final format will need to subsequently be agreed by the EC)
7. Regarding geographic data, the deliverables provided by the supplier will at least cover the following items:
 - 7.1. List of geographic data;
 - 7.2. Metadata and/or data description;
 - 7.3. Format that will be provided (Filegeodatabase, SHP, other)

In Chapter II:

Regarding the EMOS data:

¹⁶ In Data Warehousing, the fact table contains business facts (or measures), and foreign keys which refer to candidate keys (normally primary keys) in the dimension tables. Examples of dimensions would be Time, Country, Product, Sector, etc

1. The type of software technology chosen for gaining access to the required data sources (i.e. Web Server or FTP Server)
2. Description of the format of EMOS data files that the tenderer propose to send to DG ENER (the final format will need to subsequently be agreed by the EC)
3. System availability rates

In *Chapter III*:

Regarding the non-EMOS data:

1. A description of the functionalities, including screenshots of the user interface, for the secure platform used to access the data.
2. A complete business description of the data tables and fields provided via the interface.
3. The infrastructure system availability rates.

In *Chapter IV*:

The provider shall indicate the phone and e-mail address of its support team who can be contacted by the European Commission at any time during business hours for obtaining aid and assistance in connection with the required data and the export facility set up. He will also give the contact details (name, e-mail address and phone number) of the IT and business department staff in charge of dealing with this project in the premises of the provider.

For each table (or set of tables if appropriate) listed in chapter 1 of the "EMOS Project" described above:

1. A detailed description of the data, including geographical coverage, market coverage, historical/future time ranges;
2. Frequency of updates, types of primary sources of the data and data collection methodology (within the limits of business secrecy), accuracy of data (f.e margins of uncertainty) and of spatial coordinates (for geographic data);
3. Privacy and/or legal conditions related to the data, stating, *inter alia*, which of the data or information and on which conditions could become subject to public dissemination after aggregation or processing by the Commission services (cfr. I.4);

Rule 1 - Guaranteed Access Rules:

All the data shall be accessible without any ambiguity.

In the event a change would occur for specific and justified reasons, a notification message shall be sent to the European Commission by e-mail two months beforehand by

mentioning the type(s) of change, the reason(s) and its impact(s) so that European Commission can take all the appropriate measures to fit the modification in the EMOS system in due time.

Especially in the case of EMOS data, once the data structure is predefined and validated by both parties (i.e. fieldname, field length, field types, etc), the provider shall not apply any change.

Rule 2 – System availability:

Updates for the EMOS data should be provided timely.

DG ENER will be informed in advance of any system maintenance operations that could provoke the discontinuity of the services.

DG ENER expects the system to be available 98% of the time.

Rule 3 - Systematic Treatment of NULL values:

A field should be allowed to remain empty. This involves the support of null value, which is distinct from an empty string or a number within a value of zero. However, attention should be drawn to the fact that most databases support the concept of a non-null field constraint that prevents null values in a specific table column.

Rule 4 — Duplicate rows and referential integrity:

Duplicate rows will be avoided by a proper design of the database, in particular the definition of the unique key. The referential integrity will also be ensured.

Rule 5 — Dimensions:

The Contractor will take a conservative and coherent approach regarding the dimension tables. In particular, the Contractor will modify its conventions only if needed for the good functioning of the system and will use one and only one term for a particular meaning.

Rule 6 — Real needs:

Following the award of a contract to a provider, a kick off meeting shall be convened to fix the technical details of data/information transfer. For a matter of performance of the EMOS system, the provider(s) should do their best to supply only the necessary data sets or information agreed to during this meeting. Specifically, they shall ensure their data files do not in any case return more or less columns than agreed.

3.6. Use of data and information

The Commission wants to create manuals, materials, maps, papers, reports, documents and other materials. These documents could be made available to the public under the following conditions:

3.6.1. Licensing

The Commission requires a perpetual license¹⁷ for the use of the data or information.

When the tenderer intends to differentiate prices depending on the number of user licenses for accessing to the data or information, DG ENER will consider two types of licenses:

- *Named license:*

Under a named license, a single user is granted access to the complete source data for any type of processing, manipulation or analysis. The tender should include a pricing list for 10, 20 and 50 licenses.

- *Enterprise license:*

Under an enterprise license, any person of the Commission is granted access to the complete source data for any type of processing, manipulation or analysis.

When a Lot includes geographical information, DG ENER will consider the following *additional* or *complementary* licence:

- *Web map license:*

Under the web map license, end users can have limited access¹⁸ to the data through a web map service. The web map service could be used on the Intranet or the internet. The web map license covers an unlimited number of users.

The management of licenses within the Commission and its contractors is handled by the Commission. The data distributed to contractors may be the subject to a follow-up by the Contractor, in order to ensure the correct use of the data. A non-disclosure agreement is signed by the Commission and by its contractors. The non-disclosure agreement may be sent on request to the tenderer for information.

The Commission will not transfer in any way its licence(s) to any third party without prior written consent of the Contractor.

3.6.2. Data property and access

Title to the Data, all property rights, including all the tangible and intangible intellectual

¹⁷ A perpetual license implies that the license to use the already provided data does not expire after a certain time period.

¹⁸ at any time, the end user can only access a web map service displaying an image (in jpeg, png or gif format); the end

user could also obtain attribute information of features (by "identifying" features) on the map; but at no point can the end user access the original dataset nor download the whole or partial dataset;

property rights therein, and all materials supplied to the Commission shall be and remain the sole and exclusive property of the Contractor (or the third party from whom the Contractor has obtained access rights).

The Commission will maintain the Contractor Data in strict confidence. The Commission will take all reasonable steps to ensure that no unauthorized persons shall have access to the Contractor Data and that all authorized persons having access to the Contractor Data shall refrain from any data disclosure, duplication or reproduction.

3.6.3. Acknowledgement of source, copyrights and branding

Reports, documents, manuals, maps, papers and other materials of the Commission that are made available to the public may contain the Contractor Data provided that they contain enhancements, modifications, aggregations, manipulated results of analysis or other features not contained in the Contractor Data which cannot be target of any restriction on its diffusion.

It is suggested that the credit to the Contractor will be the following: "Copyright (publication year)" followed by the name of the Contractor; when datasets of one provider are combined with datasets from other providers or in-house datasets, copyrights and branding will be displayed as above only if the dataset represents the most relevant data in the map, table or other presentation item. In the other case, a link (for online maps) and an acknowledgement text will refer to copyrights and branding of all contributing datasets.

3.6.4. Specific use of geographic data

Regarding geographic data, the Commission is authorized to use the data:

- As geographic reference, i.e. creating a geographical context for other data;
- For network analysis and other types of spatial analysis;
- For flow analysis;
For deriving new geographic datasets by applying data manipulation procedures, e.g. combining different geographic datasets, generalization procedures, including smoothing and dropping of spatial features, adding new attribute information. An example of derived geographic data is the Project of Common Interest (PCI) - http://ec.europa.eu/energy/infrastructure/transparency_platform/map-viewer/.
- For the production of web map services (**see 3.6.1**).
- For the production of maps, publications, posters for print and in electronic form, using the original data and derived data, and for free distribution of these products provided that the user of these products cannot extract the original data from them and provided that source and copyright of the provider will always be visibly displayed on the mapframe.

- For distributing the metadata via a data catalogue service within the Commission and to the public where appropriate without any restriction in accordance with the provisions of INSPIRE¹⁹.

¹⁹ Infrastructure for Spatial Information in Europe - <http://inspire.jrc.ec.europa.eu/>

4. ANNEXES

Tenderer's Identification Form

Declaration related to the exclusion criteria and absence of conflict of interest

Power of Attorney (mandate in case of joint tender)

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 A4/37/2014

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) ²⁰	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	

²⁰ For natural persons

Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: 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 organisation²¹ I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

²¹ 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 control²² 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 penalties²³ 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.

²² This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

²³ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

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

Full name

Date

Signature

ANNEX 3

POWER OF ATTORNEY

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

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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.

²⁴ To be filled in and signed by each of the partners in a joint tender, except the lead partner;

Signed in on [dd/mm/yyyy]

Place and date:

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

ANNEX 4 DRAFT CONTRACT

<Relevant draft contract (i.e. direct/framework service/supply contract or purchase order [see Manuel partie III section 5.2.2.16 for more info] should be inserted hereunder in the invitation to tender – Templates can be found in the Library or the Models section>