



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY

DIRECTORATE-GENERAL FOR ENERGY
Directorate C - Renewables, Research and Innovation, Energy Efficiency

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CALL FOR TENDERS

N° ENER/C1/2014-688

STUDY ON TECHNICAL ASSISTANCE IN REALISATION OF THE
2016 REPORT ON RENEWABLE ENERGY, IN PREPARATION OF
THE RENEWABLE ENERGY PACKAGE FOR THE PERIOD 2020-2030
IN THE EUROPEAN UNION

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

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

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.

1.2. Joint tenders

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

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

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

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

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

or

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

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

1.3. 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.

1.4. 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)

1.5. Identification of the tenderer: legal capacity and status

- The tenderer's identification form in **Annex 1** shall be filled in and signed by:
 - The tenderer (including any member of a consortium or grouping)
 - subcontractor(s) whose share of the work represent more than 20% of the contract
- In order to prove their legal capacity and their status, all tenderers (including any member of a consortium of grouping) must provide a signed **Legal Entity Form with its supporting evidence**. The form is available on:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

- If it has not been included with the Legal Entity Form, tenderers must provide the following information
 - For legal persons, a legible copy of the notice of appointment of the **persons authorised to represent the tenderer** in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation

which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

- The tenderer (only the leader in case of joint tender) must provide a **Financial Identification Form and supporting** documents. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

- (1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- (2) Selection of tenderers on the basis of selection criteria
- (3) Evaluation of tenders on the basis of the award criteria (technical and financial evaluation)

Only tenders meeting the requirements of one step will pass on to the next step.

2.2.Exclusion criteria

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

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 20%.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender. In case of doubt on this declaration on the honour, the contracting authority may also request the evidence for subcontractors whose intended share of the contract is above 20%.

2.3.Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tenders.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority

that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

2.3.1. Economic and financial capacity criteria and evidence

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

- The average annual turnover of the tenderer for the last three years for which the accounts have been closed has exceeded 1,000,000 EUR

The following evidence should be provided:

- Copy of the profit & loss account for the last two years for which accounts have been closed,

- Failing that, appropriate statements from banks,

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

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

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

- The tenderer must prove experience in the fields related to this contract (e.g. renewable energy, including modelling and data analysis on renewable energy, and biofuel and bioenergy sustainability) with at least three projects delivered on these topics in the last three years with a minimum value for each project of € 100 000.

- The tenderer must prove ability to work with data sources and reports submitted in original EU languages without depending on the Commission translation services (e.g. work with Member State reports) with at least three projects delivered in the last three years demonstrating the necessary language coverage.

- The tenderer must prove capacity to draft high quality and sophisticated reports in idiomatic English.

- The tenderer must prove experience in modelling; data collection, statistical analyses including graphical data representation, qualitative analysis, drafting reports and recommendations

b. Criteria relating to the team delivering the service:

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

Project Manager: At least five 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 € 300 000) and coverage (geographical scope at least half of the one subject to this call for tenders), with experience in management of team of at least five people.

Expert in energy modelling and/or analysis: Relevant higher education degree and / or three years' professional experience in the field of energy modelling and/or analysis

Text and language quality check: the team should include at least one member entirely responsible for reviewing the text and language proofreading of reports. This person should possess the highest proficiency level in English equivalent to the level of native speaker.

c. Evidence:

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

- List of relevant services provided in the past three years , with sums, dates and recipients, public or private. The most important services shall be accompanied by references and weblinks to the published reports, certificates of satisfactory and complete work execution;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4.Award criteria

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

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

Sub-criterion 1 for task 1 (20 points): Methodology and completeness of reporting, dataset and modelling (e.g. output format, technologies covered, time series, sectors covered), including proposition of additional features in line with the task requirements.

Sub-criterion 2 for task 2 (20 points): Methodology and completeness of reporting, dataset and modelling (e.g. output format, technologies covered, time series, sectors covered), including proposition of additional features in line with the task requirements.

Sub-criterion 3 for task 3 (20 points): Methodology and completeness of reporting, dataset and modelling (e.g. output format, technologies covered, time series, sectors covered), including proposition of additional features in line with the task requirements.

Organisation of the work (20 points – minimum threshold 60%)

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

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

This criterion will assess the quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

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

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. An equal weight is given to quality and price. The contract will be awarded to the tender which offers the best ratio quality/price X 10.000

2.5. Technical offer

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

2.6. Financial offer

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

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

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

The total amount of work for this study is assessed at 800 man-days.

3. TECHNICAL SPECIFICATIONS

General background

Directive 2009/28/EC on the promotion of the use of energy from renewable sources (RES Directive) requires the European Union (EU) to reach an overall 20% renewable energy target in final energy consumption and a 10% target of renewable energy in transport for 2020. The Directive also lies down legally binding renewable energy targets for Member States.² Member States are required to implement policies and measures effectively designed to reach these targets, so that the EU could reach its overall 20% target.

Meanwhile, with the adoption of the Energy Union Package in February 2015, the European Union has committed to becoming the world leader in renewable energy and the global hub for developing the next generation of technically advanced and competitive renewable energies. The EU has also set an EU target of at least 27% for the share of renewable energy consumed in the EU in 2030.³

The EU is on track to meet its 2020 target of 20% renewable energy, and considerable progress has been achieved in deployment of increasingly cost-competitive renewable energy and its market integration. But more remains to be achieved through implementation of existing legislation and new market rules, and grids have to be fit for renewables. A main trigger for renewable energy projects, especially if capital-intensive, is the access to low-cost financing.

Article 22 of the RES Directive requires Member States to report to the European Commission on progress in the promotion and use of renewable energy. These reports, detailing in particular the sectorial and overall shares of renewable energy in the two preceding calendar years and the measures taken at national level to promote the renewable energy, as well as other elements listed in Article 22, shall be submitted to the European Commission every two years starting from 31 December 2011. The next round of Member State renewable energy progress reports is due by end of 2015. On the basis of these reports and its own research, the Commission shall report by the end of 2016 on the progress in renewable energy development in the EU, as required by the RES Directive (Art. 23).

² Directive 2009/28/EC of the European Parliament and the Council on the Promotion of the use of energy from renewable sources.

³ COM (2015) 80 A *Framework Strategy for a Resilient Energy Union with a Forward-Looking Climate Change Policy*

The RES Directive (Article 17 and Article 23) also includes sustainability criteria for biofuels, and rules for reporting and monitoring the compliance with these criteria. The European Commission is reporting every two years to the European Parliament and the Council on the results of this monitoring. Through the legislative procedure on ILUC (COM (2012)595) further biofuel reporting requirements may be added. As required by Article 17(9) of the RES Directive, the Commission has reported on the sustainability of solid and gaseous biomass sources in electricity, heating and cooling (COM(2010)11 final, and SWD(2014) 259 final). Accordingly, the Commission undertook to monitor the origin and the end-use of solid and gaseous biomass in the EU.

Finally, the Energy Union⁴ confirmed the target of at least 27% renewable energy by 2030, as set out in the 2030 Communication⁵. Therefore the Commission is beginning the process of undertaking analysis to assist in the preparation of EU energy policy beyond 2020. This requires inter alia, economic modelling of the energy sector, specifically the flows, growth and impacts of renewable energy, including environmental, GHG emissions and security of supply impacts.

The Energy Union communication also announced that the Commission will propose a new Renewable energy package in 2016-2017, including an improved policy for sustainable biomass and biofuels as well as legislation to ensure that the 2030 renewable energy target is met cost-effectively. The renewable energy target could be further supported by other EU-wide measures (both financial and non-financial), which help mainstream deployment of renewable energy in all sectors. For this, it will be key to identify leverages and barriers for the deployment of renewables, and to analyse the scope for no-regret provisions in terms of further removing administrative and non-economic barriers on local, national and EU level.

This invitation to tender is launched for gaining technical support in completing the above cited reporting, monitoring and evaluation tasks.

⁴ http://ec.europa.eu/priorities/energy-union/index_en.htm

⁵ <http://ec.europa.eu/energy/en/topics/energy-strategy/2030-energy-strategy>

Reference documents

- Directive 2009/28/EC of the European Parliament and the Council on the Promotion of the use of energy from renewable sources (RES Directive), if applicable as amended through the legislative procedure on ILUC (COM (2012) 595).
- A Framework Strategy for a Resilient Energy Union with a Forward-Looking Climate Change Policy: *A policy framework for climate and energy in the period from 2020 to 2030*⁶
- EU Energy Security strategy⁷
- Communication on the Short-term resilience of the European gas system⁸
- Member State's National Renewable Energy Action Plans⁹ (NREAPs),
- Member State's reports on progress in the promotion and use of energy from renewable sources reports based on Article 22 of the RES Directive submitted to the European Commission in 2015¹⁰,
- Commission's 2015 Renewable energy progress report¹¹,
- European Commission recognized voluntary sustainability schemes¹²
- Report on sustainability requirements for the use of solid and gaseous biomass sources in electricity, heating and cooling (COM/2010/11)¹³
- Staff Working Document on biomass sustainability (SWD(2014) 259)¹⁴;

The work could where appropriate build on relevant completed and up-to-date projects, such as:

- The Keep-on-track project¹⁵, which monitors the actual deployment of renewable energy in Member States, including an overview of barriers and detailed recommendations for measures to keep on track for each Member State.
- The RES legal project¹⁶ which keeps an overview of RES relevant regulations in Member States.

6 COM(2015) 80 final

7 COM (2014) 330 EU Energy Security Strategy

8 COM (2014) 654 Communication on the short-term resilience of the European gas system

9 Available on the European Commission's website at:

<http://ec.europa.eu/energy/en/topics/renewable-energy/national-action-plans>

10 Once submitted, these reports will be available on European Commission's transparency platform at:

<http://ec.europa.eu/energy/en/topics/renewable-energy/progress-reports>

11 Once adopted, it will be available on the European Commission's website:

<http://ec.europa.eu/energy/en/topics/renewable-energy>

12 Available on the European Commission's website:

<http://ec.europa.eu/energy/en/topics/renewable-energy/biofuels/sustainability-criteria>

¹³ <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=COM:2010:0011:FIN:EN:PDF>

14 Available on the European Commission's website:

<http://ec.europa.eu/energy/en/topics/renewable-energy/biomass>

15 One of the final deliverables

16 <http://www.res-legal.eu/>

General and specific objectives

The objective of the contract is to provide Technical assistance in preparation of the 2016 report on renewable energy in Europe. This assistance shall include:

- data collection, analysis and assessment of the progress in deployment of renewable energy, and national measures promoting such deployment, in the 28 EU Member States on the basis of Member State renewable energy progress reports submitted in 2015, other reports and studies, and own research;

- modelling of Member State and EU progress towards 2020 RES targets, with reference values for 2016, 2020 and projections towards 2030,

- data collection, analysis and assessment of other impacts, including on the EU security of supply in all sectors (heating and cooling, transport and electricity), and analysis of non-economic barriers and incentives for the deployment of RES

- data collection on the EU biofuel, biomass and biogas markets and impacts of the EU consumption of biofuels, biomass and biogas¹⁷.

Description of tasks

Support activities shall cover the three following tasks that are considered as inseparable and equally important.

Task 1. Summary of Member States' progress in deploying renewable energy sources

This task shall be elaborated on as below:

- a) Overview of the renewable energy deployment in 2014 and 2015, including summary of progress towards 2013/2014 and 2015/2016 interim targets in line with the trajectory laid down in Annex I, part B of the RES Directive;
- b) Summary of progress in renewable energy use with respect to measures described in National Renewable Energy Action plans (2010) and National renewable energy progress reports (2015, and previous reports in 2013) with yearly distribution;
- c) Model-based projections for 2016, 2020 and 2030, of expected progress in renewable energy deployment and re-assessment of feasibility of 2020 RES targets.

For every a), b), c) subsection, the analysis shall be conducted for every energy using sector (including technology specific in each of the sectors) and for the total of all renewable energy uses, namely:

¹⁷ In accordance with Articles 17 (7), 23 (1), 23 (4)

- heating and cooling,
- electricity,
- transport (including conventional biofuels, advanced biofuels, electricity use in transport, and other technologies if applicable),
- total renewable energy sources (RES).

For renewable heating, cooling and electricity, the analysis shall also elaborate on the contribution of the building sector in exporting renewable energy generated on buildings (as defined in article 13.4. of the Energy Performance Building Directive) to the energy system.

Additionally, for every a), b), c), subsection, the analysis shall also include data on the impact of increased use of renewable energy at Member State and aggregated EU level on the security of supply, measuring displaced energy imports and their cost on annual basis;

Task 2. Analysis of non-economic barriers and incentives for the deployment of RES

This task shall be elaborated on as below:

- a) overview of the non-economic barriers and incentives to RES development in 2014 and 2015;
- b) assessment of progress since 2010;
- c) detailed recommendations for specific Member States where the need for improvement appears evident from the analysis;
- d) recommendations for aggregated EU level improvements within the context of legal obligations set in the Renewable Energy Directive and the remaining distance to 2020 RES target, and recommendations for improvement towards 2030, including suggestions for legal provisions to apply for the period after 2020.

Every a), b), c) and d) subsection shall include an analysis of non-economic factors at regional, national and local levels affecting (positively or negatively) investment decisions for large renewable energy projects as well as for decentralised renewable energy projects. The assessment should take into account the current obligations in Articles 13, 14 and 16 Renewable Energy Directive and best practice in EU Member States. These factors shall at least include:

- the procedures to facilitate grid access for renewables, including an analysis of measures taken by Member States to ensure the transmission and distribution of electricity produced from renewable sources, and to improve the framework or rules for bearing and sharing of costs related to the grid connections
- the level of transparency and coordination among involved authorities in charge of authorisation procedures, including the existence of a single administrative body responsible for processing authorisation, certification and licensing applications and providing assistance to applicants, and progress achieved;
- the availability of information for energy stakeholders and the assistance provided to applicants;
- the time limit for delivering authorisations;
- the development of shared ownership for renewable plants;
- the application of renewable energy obligations in buildings, including measures for increasing the share of renewables for space heating and cooling and district heating as set out in the Art.13(4) and 16 (11) of the RES Directive;

- the implementation of the Ecodesign Directive (2009/125/EC) with regard to RES equipment;
- the application of minimum level of renewables in other legal instruments, such as Green Public Procurement.

Every a), b), c) and d) subsection should answer:

- What is the nature and scale of the problem of non-economic and administrative barriers for renewable energy deployment across the EU (supported by clear evidence). What are the drivers or underlying causes of the problem?
- How has the problem developed over time and how has the implementation of the Renewable Energy Directive in EU Member States affected it?
- Does the problem affect different types of renewable energy promoters differently? Who is most/least affected and why? What are the views of the stakeholders concerned?
- To what extent is public intervention necessary to address regulatory failures? What are the pros and cons of measures at local, regional, national and EU-level?

For every a), b), c) and d) subsection, the analysis shall be conducted for every energy sector, namely:

- heating and cooling;
- electricity;
- transports;
- total RES.

Task 3. Analysis of the biofuels, biomass and biogas used for renewable energy generation

This task shall assess the compliance of biofuels and bioliquids with the EU biofuel sustainability criteria (through national certification or by voluntary schemes that have been recognised by the Commission), and the compliance of biomass and biogas for heat and power with the 2010 Commission recommendations (as complemented by the 2014 Staff Working Document).

This assessment shall include at least the following:

Impacts on the energy supply

- data on the quantities, types and origin of biofuels and bioliquids, biomass and biogas consumed in the EU, detailed data on the types and origin of their feedstocks (including market share of domestic and imported biofuels and solid fuels), and quantitative data on the total land use associated with the EU biofuel and bioliquid, biomass and biogas consumption within the EU and in third countries as required in Art. 23 (1) of the RES Directive and the 2010 Biomass sustainability report;
- progress in availability of biofuels, biomass and biogas made from waste, residues, non-food cellulosic material and lingo-cellulosic material;
- progress in the use of renewable electricity and hydrogen in transport;

- assessment of impacts from renewable energy use in transport, as described in Articles 23 (1), 23 (4), 23 (5a-e) of the RES Directive in the EU and in main third countries supplying the EU.

Environmental impacts

- compliance of the EU consumed biofuels with the EU biofuel sustainability criteria¹⁸ and the use of Commission agreed voluntary schemes for proving the compliance with these criteria;
- compliance of the EU consumed biomass and biogas for heat and electricity with the EU recommendations made in 2010 and complemented by the 2014 Staff Working Document;
- assessment of impacts from increased EU consumption of biofuels¹⁹, biomass and biogas in the EU and in main third countries supplying the EU:
 - total land use associated with the EU biofuels, biomass and biogas consumption and changes in land use associated with that consumption;
 - GHG savings from RES use in transport per Member State and aggregated at EU level;
 - GHG savings of biomass and biogas use for heat and power
 - impacts on biodiversity, soil, water and air.

Economic, and social impacts

- Assessment on commodity prices sustainability in the EU and in third countries, and on availability of food, especially in developing countries,
- Assessment of impacts on local economy and social sustainability in the EU and in third countries, including the impact of the EU biofuel policy on the availability of foodstuffs at affordable prices, farmer incomes, local employment and availability of land for farming and land use rights in particular for people living in developing countries,
- assessment of the implementation of the conventions specified in Article 17 (7) of the RES Directive in the EU and in main third countries supplying the EU biofuel market and the institutional capacity to ensure effective implementation of the rights stipulated in these conventions,
- assessment of the impacts of increased demand for biomass for energy uses on other biomass using sectors, including an assessment of the structural impact of bioenergy support schemes on the European wood market development

¹⁸ Articles 17 (2), 17 (3), 17 (4), 17(5), 17 (6) and 17 (7)) of the RES Directive

¹⁹ Articles 23 (1), 23 (4), 23 (5a-e) of the RES Directive

Methodology notes

Analysis for Tasks 1 and 2 shall be carried out for the 28 EU Member States and at aggregated EU level. Unless otherwise specified in the task description above, analysis for task 3 should be carried at least at aggregated EU level. All analysis will be based on the 28 Member States' renewable energy reports (due by the end of 2015²⁰), EUROSTAT renewable energy data for 2013, 2014 and 2015, extensive own research and data gathering through direct interaction with Member State authorities, industry, stakeholders, financial institutions and others as appropriate and relevant recent studies (2013, 2014, 2015) on the renewable energy.

Progress assessment will take place against the interim trajectory and feasibility of the Member States 2020 targets on the basis of measures described in the National Renewable Energy Action Plan, and on previous national renewable energy progress reports submitted in 2011, 2013 and 2015. In case of missing information or delays in submission of 2015 reports, it is the sole responsibility of the consultant to obtain the necessary information from Member State authorities and other competent bodies by other means than Member State progress reports. The consultant must have the capacity to work with Member State report in their original language or must ensure own translation of the report without relying on the Commission translation services. In case of use of external data sources, all figures have to be made consistent with normalisation rules set out in Annex II of the RES Directive. Where relevant, energy figures have to be expressed in ton oil-equivalent (toe) and share in gross final energy consumption.

For the analysis of non-economic barriers a range of existing research has already been undertaken for the purpose of assessing non-economic and administrative barriers for renewable energy deployment. The work in task 2 should build on this. Some examples are:

- The REFIT report²¹, assessing how effective the Renewable Energy Directive has been in the Member States,
- The background report for the 2015 progress report²², which assesses the progress to date and contains relevant information and further references.
- The PV Grid project²³ focusing on measures for reducing administrative burdens for PV power plants.
- The GP wind project, which focuses on measures for reducing administrative burdens for wind power plants²⁴

²⁰ Once submitted, these reports will be available on European Commission's transparency platform at:

http://ec.europa.eu/energy/renewables/transparency_platform/action_plan_en.htm

²¹ Add link when published

²² Add link when published

²³ <http://www.pvgrid.eu/project/administrative-burdens.html>

²⁴ <http://www.project-gpwind.eu>

- BESTGRID (<http://www.bestgrid.eu>) (2015)
- Promote Geothermal District Heating Systems in Europe / GEODH (<http://geodh.eu>) (2015)
- Regulation of Geothermal HP systems at local and regional level in Europe / REGEOCITIES (2015)
- Renewable Smart Cooling for Urban Europe / RESCUE (www.rescue-project.eu) (2015)
- Solar Thermal in Major Renovations and Protected Urban Areas / URBAN SOL PLUS (<http://www.urbansolplus.eu/en>) (2014)
- RES H/C policy (www.res-h-policy.eu) (2011);
- Wind Barriers: (<http://www.windbarriers.eu/>) (2010)) and <http://www.trade-wind.eu/>
- Planning and financing to improve public acceptance: <http://www.resshare.nu/en/resshare/home>
- Study on the social and economic value of wind energy / JRC (2015) http://publications.jrc.ec.europa.eu/repository/bitstream/JRC93792/d1_regulatory_framework_wind_energy_in_ms_march_2015%20%282%29.pdf

The data on quantities, types and origin of biofuels and bioliquids, solid biomass and biogas consumed in the EU in 2013 and 2014 (and 2015 where available), as well as detailed data on the types and origin of their feedstocks will be sourced from Member State reports submitted to the Commission (due by the end of 2015)²⁵, EUROSTAT statistics, other public statistics and databases such as EU trade statistics, FAOSTAT. Other data sources and own data collection may be used to compare, verify and complement the data from these sources.

Intermediate outputs and deliverables

The **interim reports** showing progress of the work shall be submitted to the Commission at the latest

- 5 months after the date of signature of the contract
- 9 months after the date of signature of the contract

The interim reports shall include the latest datasets available, especially the analysis of the Member States' progress report. They shall also include an overview of the progression for each task, with a summary of remaining analyses.

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

²⁵ Once submitted, these reports will be available on European Commission's transparency platform at:

http://ec.europa.eu/energy/renewables/transparency_platform/action_plan_en.htm

Final output and deliverables

The contractor will submit a final report covering tasks 1 to 3 to the Commission **at the latest 12 months** after the signature of the contract.

The final report shall contain at least

- An Executive Summary presenting briefly the common conclusions of the results of assessments required in above specifications;
- Main report containing detailed analysis and assessments drafted according to the structure described in above specifications;
- Source data, relevant background datasets and other information used in the main report, and full list of data sources, including names of databases, statistical collections used and relevant national and international bodies consulted for data collection purposes etc. The data should be made further exploitable for the Contracting Authority in the form of MS Excel ® files.

The Commission shall have forty-five days from receipt to approve or reject the final report, and the Contractor shall have 20 days in which to submit additional information or a new final report.

Details on deliverables

3 copies of the reports shall be supplied in paper form and one copy in electronic form including:

- report in .doc or .docx format
- report in .pdf format
- exploitable data sets in .xls or .xlsx format.

All reports and datasets shall be written in English.

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.

Performance and quality requirements

Both reports and dataset must be of high technical and scientific quality, as comprehensive as possible and reflect the most recently available information.

Both interim and final reports must be written in high quality English. All graph representations and figures must be clearly explained in the text, easily readable and understandable.

The dataset must be user-friendly designed and easily accessible. Unless necessary, multiple references and values for one single data must be avoided. Dataset should be attached with the methodology file.

General delivery time and progress meetings foreseen with the Contracting Authority if any

The duration of the tasks shall not exceed 14 months. **This period is calculated in calendar days.**

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

In principle, the deadlines set out below cannot be extended. The Contractor is deemed solely responsible for delays occasioned by subcontractors or other third parties (except for rare and justified cases of *force majeure* to be agreed with the Contracting Authority). 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 10 days following the signature of the contract, in order to settle all the details of the study, report, etc to be undertaken. A **study outline** containing an extensive table of contents and description of methodological issues relevant for each task shall be submitted to the Commission within one week of the meeting and be agreed or modified by the Commission within one week. The study outline agreed by the Commission will form the structure for the work and studies.

Two progress meetings will take place in Brussels:

- in month 5 following the submission of the 1st progress report.
- in month 10 following the submission of the 2nd progress report.

Place of performance

The tasks will be performed on the Contractor's premises. Data gathering from Member States should be performed mainly by usual IT, phone and other communication tools limiting the travels to Member States for the purposes of data gathering. As far as third countries are concerned and where data or local expertise is not available, for the purposes of data gathering the Contractor should use local experts, or travel to third countries to do fieldwork in third countries. These missions should be proportionate as to the purposes of fulfilling the requirements of this contract.

Meetings between the contractor and the Commission will be held on Commission premises in Brussels.

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

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo²⁶.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

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

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: <http://www.w3.org/WAI/>

4.1. Content

4.1.1. Final study report

The final study report shall include:

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

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

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

4.1.2. Publishable executive summary

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

- the following standard disclaimer:

²⁶ The Visual Identity Manual of the European Commission is available upon request. Requests should be made to the following e-mail address: comm-visual-identity@ec.europa.eu

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

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

4.2. Structure

The structure of the report should be compliant with the task organisation. The different chapters must be clearly distinguished, and the key findings and conclusions must be highlighted for each of them.

4.3. Graphic requirements

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

5. ANNEXES

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

ANNEX 1

IDENTIFICATION OF THE TENDERER

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

Call for tenders ENER/C1/XXX-2015

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) ²⁷	
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) :	

²⁷ For natural persons

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 organisation²⁸ I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

²⁸ 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 control²⁹ 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 penalties³⁰ if any of the declarations or information provided prove to be false.

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

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

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

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

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

Full name	Date	Signature

²⁹ This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

³⁰ 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

ANNEX 3

POWER OF ATTORNEY

mandating one of the partners in a joint tender as lead partner and lead contractor³¹

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:

³¹ To be filled in and signed by each partner in a joint tender except the lead partner.

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

ANNEX 4

Standard Word template for studies

<Template can be found in the Library or the Models section.>