



EUROPEAN COMMISSION
DIRECTORATE-GENERAL FOR ENERGY

Directorate C - Renewables, Research and Innovation, Energy Efficiency

CALL FOR TENDERS

N° ENER/C1/2014-668

Study on the impact assessment for a new Directive mainstreaming
deployment of renewable energy and ensuring that the EU meets its 2030
renewable energy target

TENDER SPECIFICATIONS

TABLE OF CONTENTS

| | | |
|------|--|----|
| 1. | INFORMATION ON TENDERING..... | 3 |
| 1.1. | Participation..... | 3 |
| 1.2. | Contractual conditions..... | 3 |
| 1.3. | Joint tenders..... | 3 |
| 1.4. | Subcontracting..... | 4 |
| 1.5. | Content of the tender..... | 4 |
| 1.6. | Identification of the tenderer: legal capacity and status..... | 4 |
| 2. | EVALUATION AND AWARD..... | 5 |
| 2.1. | Evaluation steps..... | 5 |
| 2.2. | Exclusion criteria..... | 5 |
| 2.3. | Selection criteria..... | 5 |
| 2.4. | Award criteria..... | 7 |
| 2.5. | Technical offer..... | 8 |
| 2.6. | Financial offer..... | 8 |
| 3. | TECHNICAL SPECIFICATIONS..... | 9 |
| | Final output and deliverables..... | 15 |
| | Details on deliverables..... | 15 |
| | Performance and quality requirements..... | 16 |
| | General delivery time and progress meetings foreseen with the Contracting Authority if any..... | 16 |
| | The duration of the tasks shall not exceed 14 months. This period is calculated in calendar days..... | 16 |
| | Place of performance..... | 17 |
| 4. | CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES..... | 17 |
| 5. | ANNEXES..... | 18 |

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.

1.2. Contractual conditions

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

1.3. Joint tenders

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

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

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

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

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

or

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

¹ See http://www.wto.org/english/tratop E/gproc e/gp_gpa e.htm

1.4. Subcontracting

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

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

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

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

1.5. Content of the tender

The tenders must be presented as follows:

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

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

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

Part D: Technical offer (see section 2.5)

Part E: Financial offer (see section 2.6)

Part F: Power of attorney (for consortia only)

1.6. Identification of the tenderer: legal capacity and status

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

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

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

delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

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

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

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 500 000 EUR

The following evidence should be provided:

- Copy of the profit & loss account for the last three 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 certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

2.4. Award criteria

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

- **Quality of the proposed methodology** (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 work for this study is estimated to have a total budget of 600 000 to 880 000 EURO.

TECHNICAL SPECIFICATIONS

The Energy Union² confirmed the target of at least 27% renewable energy by 2030, as set out in the 2030 Communication³. The Energy Union Communication also made it clear that the new renewable energy package will include legislation that ensures that the at least 27% renewable energy target is met. The transformation of the energy landscape in Europe is well underway, with many new opportunities and challenges. This new reality requires also new policy responses, which address all the objectives of the Energy Union and takes into account the movement towards a more regional approach to renewable energy policy.

The starting point for meeting the 2030 target will be the national energy plans (NEP) prepared by Member States. At this stage, it is unclear whether Member States' planned RES shares will add up to 27% renewable energy in 2030. The EUs however collectively bound by the at least 27% target. The achievement of the target at EU level will be ensured by a governance system in the framework of the Energy Union governance.

One possible option for meeting any discrepancy could therefore be through an EU mechanism to encourage renewable energy projects. It will be important to assess the distributional impacts of such a mechanism between Member States. Such an EU wide mechanism would be a novelty in EU energy policy and the options for design would have to be thoroughly analysed, together with alternatives for funding sources, distribution of contribution among Member States and modalities.

The renewable energy target could further be supported by other EU-wide policies (than EU mechanism), which help mainstream deployment of renewable energy in all sectors. So far, such measures have been related to regional funding, research, demonstration, and removal of market barriers. The second task is therefore to assess costs and benefits of new types of EU wide policies (i.e., requirements set at EU level to be implemented in all EU Member States) incentivising renewable energy deployment that build upon, but go beyond current measures.

An energy system with increasing shares of variable renewable electricity is more cost efficient, sustainable and secure if it is more flexible. The third task is therefore to assess the potential appropriate deployment of on-shore, offshore and PV power in Europe, and assess how the power system structure (demand and supply side) best fit with such levels of variable renewable electricity in the different Member States (and regions), taking into account the increasing need for flexibility and the evolving transmission grid as well as developments in the EU internal market legislation.

Important considerations for all work-streams will be cost-efficiency; distributional impacts across Member States, but also across consumer and producer segments.

The work should, where appropriate, build on relevant completed projects, such as:

- The REFIT report⁴, assessing how effective the Renewable Energy Directive has been in the Member States.

² http://ec.europa.eu/priorities/energy-union/index_en.htm

³ <http://ec.europa.eu/energy/en/topics/energy-strategy/2030-energy-strategy>

⁴ Add link when published

- The background report for the 2015 progress report⁵, which assesses the progress to date and contains relevant information and further references.
- The Keep-on-track project⁶, 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 project⁷ which keeps an overview of RES relevant regulations in Member States.

GENERAL AND SPECIFIC OBJECTIVES

The general objective of the study is to assist the Commission in preparing the impact assessment and the proposal for the new EU legislative framework on renewable energy due in 2017, which should mainstream deployment of renewable energy and ensure that the EU meets its 2030 renewable energy target.

The specific objectives are:

1. Develop and analyse cost-efficient, accountable and operational deployment methods and mechanisms to assure that the EU meets its at least 27% target of renewable energy.
2. Develop and analyse EU-wide policies to incentivise renewable energy deployment and mainstream renewable energy in general.
3. Enable the Commission to start a discussion of Member State levels of flexibility in their energy systems, which may be translated into indicators, in order for a cost efficient operation of the internal energy market.
4. Equip the Commission with deployment scenarios for on-shore, off-shore and PV power, coherent with a renewable electricity share in Europe of 45% to 60% by 2030, and consulted with stakeholders and Member States.

The specific deliverables for each of the tasks are, departing from the work already done, to prepare the analytical basis for potentially new provisions contained in the new renewable energy package by:

1. Providing a description of the problems the policy measures are aiming to solve.
2. Describing the policy options (including sub-options) of measures. The consultant should assess whether more policy options than those indicated by the Commission are appropriate.
3. Describing and modelling where appropriate the current regimes, taking into account differences between Member States in order to establish a baseline scenario (i.e. what is likely developments in absence of any further policy intervention).

⁵ Add link when published

⁶ One of the final deliverables

⁷ <http://www.res-legal.eu/>

4. Analysing the feasibility and technical, economic, environmental and social impacts of the described policy options (important considerations are cost-efficiency and distributional impacts across and within Member States).

A specific necessity of the consultant is a high level of flexibility in terms of adjusting scenarios and policy options when necessary, also at short notice.

TASKS

Task 1 – EU mechanisms to achieve the at least 27% renewable energy target

Task 1 is divided into two sub-tasks. Task 1.1 concerns historical trends in investments in renewable energy (heating and cooling, electricity and transport) in Europe. This task shall be elaborated on as below:

- a) quantitative and qualitative overview of the RES financing per Member State and for the EU as a whole (public and private investments) from 2010 to 2015, including investment volume, type of capital sources and (where relevant) financial instruments used, such as
- b) analysis of the effectiveness of the financing system used, in terms of overhead costs, participation costs (if any), installed capacity and future prospects in view of meeting 2020 targets, and longer term prospects towards 2030.

The analysis shall at least include:

- National expenditures, support schemes and investments.
- Spending of the EU funds and programmes, loans and financial instruments from European and international financial institutions for RES related expenditure, among others: (Structural and investment funds from the EU Cohesion policy; Research and innovation spending from H2020; The EU Investment Plan (315 bn € Juncker investment package); European financial institutions,
- Private investments.

Task 1.2 builds on task 1.1, but concerns specific future possibility to use an EU mechanism to achieve the at least 27% target for renewable energy by 2030. The consultant should compare and assess how different options for an EU mechanism compare to each other including the financial implications. The consultant shall assess all policy options according to the European Commissions Impact Assessment Guidelines – SEC(2009), and the comparison should include an assessment of:

- Alternatives for how the ambition of Member States could influence to the impact of the mechanism, including how to fairly take into account early efforts in RES investment by some Member States. The consultant should provide spread sheet modelling of the methodologies proposed for allocating impacts among Member States.
- How investor certainty can be best maintained
- How to structure instruments to maximise the deployment of renewable energy in the most cost-effective way.

- How the mechanisms fit with national policies and integrate into the wider energy system.
- The role that different actors play with the instruments, and how the mechanism/instrument need to differ to fit the needs of different actors (such as individuals, professional developers, communities etc.) in different sectors.
- What role could Member States have in preparing the administrative and regulatory framework for the renewable energy promoted by of the mechanisms.

Relevant background material is:

- Pilot financial instruments in the field of energy, such as the EEEF, PF4EE or InnovFin.
- The CEF DEBT financial instrument
- The EU Investment Plan and upcoming Regulation on the European Fund for Strategic Investments
- Guidelines on state aid for environmental protection and energy 2014 - 2020⁸

Task 2 – EU wide measures and policies for mainstreaming renewable energy

Examples of EU-wide measures and policies that should be developed into concrete EU legal provisions, where possible based on best-practice, consulted on and assessed according to the European Commissions Impact Assessment Guidelines – SEC(2009) are (non-exhaustive):

- Measures for regional cooperation on renewable energy deployment based on an assessment of the effectiveness of current European systems for cooperation, as set out in article 6, 7, 9 and 15.
- Measures for increased uptake of renewable energy in transport (road, rail, aviation, marine and non-motorised transport)
- Measures in terms of provisions that can unlock long-term funding for renewable energy investments, through e.g. long-term contracts or novel credit structures.
- Measures to increase the flexibility of the power system by means of integrating the electricity sector with the transport and heating sector.
- Measures for improving the role of communities, cities and consumers in participating in the renewable energy transition, by e.g. easing their access to the energy system and increased autonomy.
- Measures to stimulate heating and cooling fuel-switching to renewable energy sources for security of supply purposes.

⁸ http://ec.europa.eu/competition/sectors/energy/legislation_en.html

Task 3 – Roadmaps for variable renewable electricity in the EU, with accompanying power system structure and share of flexibility

Task 3 consists of three subtasks. Task 3.1 is an historical assessment of progress made since 2005 in integration of renewable electricity in Europe, including an assessment of the deployment of demand response through e.g. demand reduction and demand reshuffling, alternations in industrial production to exploit volatile electricity prices, use of emergency power plants in the power market and changes in grid and market operations. The following non-exhaustive list of topics should be included:

- The deployment of intelligent networks, smart metering and demand-response, with dynamic pricing. Monitoring of smart metering and demand response should include consumers' adaptability (i.e. usage) – in time and volume - of the capabilities offered by the intelligent networks, driven or not by fluctuating energy prices. Deployment should be measured in terms of final consumption (absolute and share), and number of end-consumers (idem).
- The integration of a market-based approach towards real-time ancillary and system services such as reserves and balancing, reactive power and voltage control, loss compensation, load following, system protection and energy imbalance (indicative list).
- The state of implementation of intra-day market and its efficiency in terms of liquidity and cross-border participation.

Task 3.2: Second subtask is to establish the deployment of onshore wind, offshore wind and PV power across Europe, based on an assumption of 45% and 60% (pessimistic and optimistic) renewable electricity by 2030, with limited expansion of biomass and hydro based power. The scenarios could be taken from the modelling results produced by another study going in parallel [Call for tenders ENER/C1/2015-394 Supporting investments into renewable electricity in context of deep market integration of RES-e after 2020: Study on EU-, regional- and national-level options]. Self-standing modelling can also be used required that it take into account transmission grid constraints, hourly (or less than hourly) variability of renewable electricity in-feed and its consequences for the operation of the energy system as well as public acceptance and administrative barriers. The level of energy efficiency shall be assessed at both 27% and 30% in 2030.

Finally, the resulting residual load would imply an optimal structure of the power system, with a significant share of flexible demand side response, as well as flexible supply and energy storage. To help better understand the Member States' and Europe's need for flexibility, task 3.3 should set out what the optimal power system looks like for each region in Europe, with data per Member State, using a regional approach to system adequacy. The assessment requires a simplified grid model with reasonable spatial resolution, and a simplified spot and intraday market model with hourly (or similar) prices, which enables an interaction with the available flexibility options, based on competitive markets for both *operation and investment*.

The results should include a pathway, and definitions of flexibility to set out milestones on the way to 2030 and beyond. The task therefore needs to define flexibility in an appropriate manner, which can be used to measure Member States' progress towards a more flexible power and energy markets, and guide Member States in their work on preparing energy plans as part of the governance system.

Important aspects to consider in all regions will be:

- Flexibility in scarcity situations, such as potential and gradual expected deployment of; demand reduction and demand reshuffling among households, services and industry, use of emergency power plants in the power market, electricity storage and peaking plants.
- Flexibility in surplus situations, such as potential and gradual expected deployment of smart charging of electric vehicles, power to heat, domestic and central storage (thermal, physical (kinetic and potential), chemical and electric).

Brought together, task 3.3, building on task 3.2 and 3.1 would constitute a roadmap for each region in Europe, with Member State data for the structure of an energy system well suited for high shares of variable renewable electricity. Member States are likely to benefit from this information in their work on the national plans. It is therefore crucial that the consultant establish a dialogue with each Member State, to consult on data, recommendations and findings, and arrange regional workshops open to stakeholders to exchange on these matters.

Relevant literature for all the tasks and references are:

- The Greenbook of Germany (<http://www.bmwi.de/EN/Topics/Energy/Electricity-Market-of-the-Future/green-paper.html>)
- The “leitstudie” that builds the background of the Greenbook: <http://www.bmwi.de/BMWi/Redaktion/PDF/Publikationen/Studien/leitstudie-strommarkt,property=pdf,bereich=bmwi2012,sprache=de,rwb=true.pdf>
- The RE – shaping project: <http://www.reshaping-res-policy.eu/>
- The RES-INTEGRATION project: <http://www.oeko.de/oekodoc/1378/2012-012-en.pdf>
- The DNV-GL, Imperial college and Nera study on integration of renewable electricity done for the Commission: https://ec.europa.eu/energy/sites/ener/files/documents/201406_report_renewables_integration_europe.pdf
- The TYNDP of ENTSOE (www.entsoe.eu)
- National Renewable Energy Action Plans (: www.ecn.nl/units/ps/themes/renewable-energy/projects/nreap/)
- The REServices study (<http://ec.europa.eu/energy/intelligent/projects/en/projects/reservices>)
- The Diacore project: <http://diacore.eu/>
- The Towards2030 project: <http://towards2030.eu/>

RESOURCE WEIGHT OF EACH TASK

The Commission suggest an approximate allocation of resources as set out in the table below, with suggested sequencing of the timing:

| | |
|----------|-----|
| Task 1.1 | 5% |
| Task 1.2 | 20% |

| | |
|----------|-----|
| Task 2 | 30% |
| Task 3.1 | 5% |
| Task 3.2 | 15% |
| Task 3.3 | 25% |

Task 1 and 2 are urgently needed for preparing the Impact Assessment on the new renewable energy package. These tasks therefore need full attention during the first 5 months. Task 3 is consequently less urgent.

OUTPUTS AND DELIVERABLES

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, with detailed results and information regarding task 1 and 2, and initial progress on task 3.
- 9 months after the date of signature of the contract, with **final** results of task 1 and 2.

The interim reports shall include the latest results of modelling done and 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.

Final output and deliverables

The contractor will submit a final report covering tasks 1 and 2 to the Commission **at the latest 9 months** after the signature of the contract.

The contractor will submit a final report covering task 3, and potential updates of task 1 and 2 to the Commission **at the latest 15 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

Task 1 on RES finance and task 3 on flexibility has several synergies with a separate tender [Call for tenders ENER/C1/2015-394 Supporting investments into renewable electricity in context of deep market integration of RES-e after 2020: Study on EU-, regional- and national-level options] where in particular the scenarios under that study could be of help for task 3 of this tender. On the other hand would the experience gained under task 1 in this study on financing be useful to the other contractor. It is therefore requested that the two teams work together in a cooperative fashion with close coordination of relevant tasks.

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 18 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.

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 logo⁹.

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/>

⁹ 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

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:

“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.

1. 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/C1/2014-668

| 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) ¹⁰ | |
| Address | |
| Address of registered office of tenderer | |
| Where appropriate, administrative address of tenderer for the purposes of this invitation to tender | |
| Contact Person | |
| Surname: | |
| First name: | |
| Title (e.g. Dr, Mr, Ms) : | |
| Position (e.g. manager): | |

¹⁰ For natural persons

| | |
|---|------------|
| 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 organisation¹¹ | |
| I, the undersigned, certify that the information given in this tender is correct and that the tender is valid. | |
| Surname: First name: | Signature: |

¹¹ 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 control¹² 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 penalties¹³ 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.

¹² This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

¹³ 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

Full name

Date

Signature

ANNEX 3
POWER OF ATTORNEY

mandating one of the partners in a joint tender as lead partner and lead contractor¹⁴

| |
|---|
| <p>The undersigned: – Signatory (Name, Function, Company, Registered address, VAT Number)</p> <p>having the legal capacity required to act on behalf of his/her company,</p> <p>HEREBY AGREES TO THE FOLLOWING:</p> <ol style="list-style-type: none">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:<ol style="list-style-type: none">(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:<ol style="list-style-type: none">(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. <p>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.</p> <p>Signed in on [dd/mm/yyyy]</p> <p>Place and date:</p> <p>Name (in capital letters), function, company and signature:</p> |
|---|

¹⁴ To be filled in and signed by each partner in a joint tender except the lead partner.

ANNEX 4
Standard Word template for studies

European
Commission

Add document title 1

Add title 2

TABLE OF CONTENTS

| | |
|---|----|
| HOW TO USE THIS DOCUMENT TEMPLATE | 25 |
| Cover page..... | 25 |
| Page set up..... | 25 |
| Headings and subheadings | 25 |
| Body text | 26 |
| Header..... | 26 |
| Footer..... | 26 |
| Bulleted list..... | 26 |
| Hyperlinks | 26 |
| Table of Contents | 26 |

How To Use This Document Template

Cover page

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

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

Page set up

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

Headings and subheadings

The following styles should be used for headings and subheadings.

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

- **Heading 3**
Font type: Verdana
Font Size: 10
Colour: R:38, G:54, B:115

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

Body text

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

Header

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

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

Footer

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

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

Bulleted list

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

Hyperlinks

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

Table of Contents

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

ANNEX 5

DRAFT CONTRACT

Please see separate document