



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR ENERGY

Directorate C - Renewables, Research and Innovation, Energy Efficiency

The Director

CALL FOR TENDERS

N° ENER/C2/2016-478

**COORDINATION OF RENEWABLE FUEL STAKEHOLDERS' STRATEGY
IN THE FIELD OF AVIATION**

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations. It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the multilateral Agreement on Government Procurement¹ concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

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

1.3. Compliance with applicable law

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

1.4. Joint tenders

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

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

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

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

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

1.5. Subcontracting

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

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

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

1.6. Structure and content of the tender

The tenders must be presented as follows:

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

Part B: Non-exclusion (see section 4.1)

Part C: Selection (see section 4.2)

Part D: Technical offer

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

Part E: Financial offer

The maximum contract price is EUR 1,440,000. Tenders with prices higher than the maximum will be considered unacceptable.

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

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

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

Part F: Power of attorney (for consortia only)

1.7. Identification of the tenderer

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

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

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

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, if required under applicable law, proof of registration in a professional or trade register or any other official document showing the registration number.

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

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

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

2. TECHNICAL SPECIFICATIONS

2.1. General background

The EU policy for Climate and Energy set targets of 20% of renewable energy in the EU energy mix by 2020 and 27% by 2030. The corresponding greenhouse gas (GHG) emissions reduction targets are 20% and 40% respectively, with respect to 1990 levels.

The transport sector represents 32% of the EU28 final energy consumption and contributes 20% to the overall GHG emissions. Decarbonisation of transport is therefore needed in order to be able to meet the targets. Owing to the heavy reliance of the transport sector on hydrocarbon fuels, decarbonisation is less obvious than in other sectors. The Renewable Energy Directive (RED, 2009/28/EC) calls for the inclusion of 10% of renewables in transport and the Fuel Quality Directive (FQD, 2009/30/EC) calls for a reduction of at least 6% of GHG in the life cycle per unit of energy supply by 2020.

EU Member states have chosen to include biofuels in the surface transport sector that is responsible of most of the transport emissions. In 2012, biofuels represented 5.3% of the cumulated final consumption of petrol, diesel and biofuels for transport, 80% of these biofuels being biodiesels. Currently, biofuels are mostly 'first generation' i.e. relying on biomass that can also be used for food and feed. One drawback is the potential change of use of the land caused by this demand which can have direct as well as indirect effects on GHG emissions.

Market failures and fragmented policies in the EU transport system are currently preventing the uptake of alternative fuels, including advanced biofuels; this has demonstrated the urgency to establish a coherent strategy leveraging market opportunities linked to advanced biofuels. In this context, the Commission released a Communication on "Clean Power for Transport: A European alternative fuels strategy" and proposed a Directive on the deployment of alternative fuels infrastructure, which became Directive 2014/94/EU. These have paved the way towards the establishment in 2015 of the Sustainable Transport Forum (STF) and aiming at defining a holistic strategy that reconciles all modes of transport at EU level. Subsequently, the creation of the Sub Group on Advanced Biofuels that should recommend strategies to the STF on achieving the White Paper on Transport objective for low-carbon and sustainable fuels notably for aviation with a target of 40 % by 2050.

The recent revision of FQD and RED (Directive 2015/1513) proposes to cap the support to the first generation of biofuels to 7%, recommends Member States to adopt an indicative target of 0.5 % for advanced biofuels and to report

about Indirect Land Use Change (ILUC) effects. The directive also introduces the concept of renewable fuels i.e. fuels that are produced in a sustainable way but not necessarily from biomass (e.g. fuels produced with power-to-gas technology, when the electricity is being produced from renewables).

Aviation is responsible for 13% of the transport GHG emissions or 2.6% of total EU GHG emissions. Owing to the small share of aviation emissions, one option could be to rely on the 'offsetting' of aviation GHG emissions through the Emission Trading Scheme (ETS) or other similar mechanisms and rely on other sectors to achieve the decarbonisation targets. Such approach however is not considered sustainable, especially on a long term perspective. Aviation traffic continues to grow faster than technology progress or improvements in aircraft operation can reduce the fuel consumption and the fuel consumption of the other sectors tends to decrease i.e. the share of GHG emissions from aviation will be increasing. The aviation community repeatedly indicated its willingness to contribute to the decarbonisation of transport and developed roadmaps such as by the Air Transport Action Group (ATAG) recommending a carbon neutral growth beyond 2020 with an objective of 50% reduction by 2050 compared to 2005.

While surface transport modes may have several options to contribute to their decarbonisation (e.g. renewable liquid fuels, electric vehicles, etc.), on a short to medium term, aviation has currently no other alternative to kerosene than renewable liquid fuels. The lifetime of aircraft and engines (typically 30 years) and their cost are such that mixing renewable fuels with kerosene ('drop-in' approach) while guaranteeing that the properties of the mix comply with current standard and safety requirements is the only viable solution in the short and medium term. In addition, one should consider that aviation has several specificities compared to surface transport such as its international nature and the absence of taxation on kerosene.

In 2011, the Biofuel flightpath initiative was launched (<https://ec.europa.eu/energy/en/topics/biofuels/biofuels-aviation>) with a target reaching 2 million tonnes of biofuels per year by 2020 used in the aviation sector in Europe (in 2012, European Aviation consumed 50 million tonnes of kerosene). This initiative is supported by a core team

that was composed in December 2015 of: Air France, Airbus, British Airways, Biochemtex, KLM, Lufthansa, Neste Oil, UOP, Swedish Biofuels and Total and European Commission Officials. The composition of this core team has been evolving and will continue to evolve depending of stakes and interests of the stakeholders.

Emissions from aviation have been introduced in the European Emission Trading Scheme (ETS) in 2012. To avoid distortion effects at international levels, a revision was made in 2014 limiting the application to intra-European flights. This of course limits the volume of emissions traded since intra-European flights are short-haul flights involving less fuel consumption than long-haul flights. Like in other ETS sector, the scheme suffers from a low carbon price which limits the incentives to invest in low carbon technologies and fuels.

In the US, the renewable fuel policy is supported by a more pro-active context where the US defence has integrated biofuels as an important element of its security of energy supply not only for aviation but also for the navy. In addition, the U.S. government support schemes for biofuels include aviation fuels and consideration of indirect land use change is less prescriptive.

Renewable fuels for aviation are also addressed in the ICAO context where sustainability criteria and market based measures are negotiated (to develop and propose a global MBM scheme for international aviation including a roadmap and timeline for implementation along the 39th Session of the Assembly in 2016).

Today, the use of renewable aviation fuels in Europe is limited to demonstration programmes supported by airlines (e.g. Lufthansa flights carried out in 2011 involving 800 tons of biofuels). Under FP7, demonstration programmes are supported to set-up facilities capable of producing of the order of 1000 tons/year (e.g. Biorefly, BFMJ projects). Horizon 2020 Work Programme 2016-2017 (LCE-20) calls for volumes of the order of 10000 tons/years. It is therefore clear that the goal of the biofuel flightpath of 2 million tonnes per year is out of reach.

An update and renewed approach to the 2011 Biofuel Flight Path is therefore needed as well as a new impulse.

2.2. General and specific objectives

The general objective of this invitation to tender is to provide a sustainable position for aviation in Europe within the context described in section 2.1. As specific objective, the tender aims at giving a new impulse to the Biofuel Flightpath 2020, notably by supporting the activities of the Core Team and providing sound recommendations to the Commission in the frame of the different initiatives dealing with renewable fuels for aviation (e.g. the Sustainable Transport Forum and the associated Sub Group on advanced biofuels).

For this purpose, the effort will be shared along two actions lines:

A1) Proposing: Developing proposals for a coherent, structured and forward-looking strategy for promoting the take-up of biofuels in EU aviation. This will imply notably tackling the bottlenecks which prevent a larger penetration of low carbon fuels in EU aviation e.g. how to finance the extra costs of biofuels, how to incentivise Member States to develop a framework for renewable fuels for aviation, how to accompany a progressive take up of renewable fuels in the sector, how to progress towards an international sustainability criteria, which strategy to adopt with respect to certification, etc. In doing so, one should keep in mind the compatibility of the proposed solutions with an evolving international context.

A2) Supporting: Providing support to the Core Team in carrying out studies, organising events and workshops and any type of support that the action A1) will call for as well as supporting European Commission Initiatives in this field.

2.3. Tasks

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

The requested tasks under **A1) Proposing** are, among others but not exhaustively:

A1.1) Establishment of an action plan for the duration of the contract enumerating those specific actions that better concur to the fulfilment of the over-arching strategic goals under A1 (to be submitted for opinion to the Biofuel Flightpath Core Team and approved by EC services) - **A draft version of this plan must be part of the tender.**

A1.2) Elaborating position papers on EU and international policy and regulatory frameworks

A1.3) Proposing option(s) to finance the extra cost of renewable fuels for aviation

A1.4) Advising and promoting renewable fuel policy options for aviation in a selected number of EU Member states

A1.5) Proposing a pathway for the convergence of sustainability criteria for aviation (EU-US-China-ICAO perspective)

A1.6) Advising selected ongoing R&I projects on the non-technological issues (feedstock, sustainability, positioning in the regulatory context)

A1.7) Propose a new renewable fuel 'Flightpath' and seek the endorsement of the relevant stakeholders within the aviation community.

A1.8) Annual analysis of initiatives relevant to renewable fuels for aviation (EC Aviation strategy, ICAO negotiations, etc.)

The share of resources between tasks A1 and A2 is initially estimated to 50% - 50% but may be revised if deemed appropriate by the tenderers when drafting the action plan. The proposed shift of resources between A1 and A2 should however not exceed 10% of overall budget and will be subject to approval by the EC services.

This part of the work will be led and mostly carried out by the Project Leader as identified in section 4.2.5.b.

In addition to the draft version for the plan described under A1.1), tenders will describe the proposed approaches for tasks A1.2) to A1.8) (recommended length: maximum 1 page per task).

The requested tasks under **A2) Supporting** are, among others but not exhaustively:

A2.1) Carrying out studies and analysis

A2.1.1) EU and international policy and regulatory frameworks

A2.1.2) Options and impact assessment to finance the extra cost of renewable fuels including notably: incentives, charges, taxes, EU ETS and the on-going ICAO's negotiations on global

Market-based Mechanism (MBM) and assessment of the impact of their adoption and implementation.

A2.1.3) Renewable fuel policies/framework in a selected number of EU Member states – including the analysis of options to include aviation fuels at regional level that fully accounts for the relevant developments at international level.

A2.1.4) Sustainability criteria: differences of approaches between EU, US and the ICAO context.

A2.1.5) R&I projects: survey of ongoing projects and their results, assessment of the maturity of technologies, perspectives for deployment.

A2.1.6) How to define plausible targets and pathways for aviation renewable fuels that contribute to the overall EU objectives of decarbonisation.

All studies and analysis will rely as much as possible on the expertise from the tenderer but flexibility will be kept in the resources to benefit from ad-hoc expertise not available from the tenderers. Studies and analysis should be completed by month 30 and will be presented at least to the Biofuel Flightpath Core Team. The tenderers will propose a first outline for each study (maximum 1 page per study). The final detailed Terms of References of the studies will be agreed in the course of the contract with the European Commission services.

A2.2) Organising events and workshops

A2.2.1) Support to the Biofuel Flightpath Core Team meetings (maintain a calendar of events, propose meeting agendas, send invitations, etc.), typically 6 meetings per year with 20 participants.

A2.2.2) Organising 3 workshops/ conferences opened to external stakeholders addressing issues such as surveys of state of the art, outcomes of strategic and specialised analyses (to be planned by default at the end of each year of the contract; where relevant, other timing can be proposed, typically 80 participants).

A2.2.3) Arranging 3 workshops for EC policy makers (Project Officers from involved DGs) to discuss legislative initiatives which might impact how renewable fuels for aviation are addressed, typically 20 participants.

A2.2.4) Organising 1 workshop with selected Member States on their renewable fuels policy and potential role of aviation fuels, 30 participants expected.

Workshops and meetings are expected to take place in Brussels. It is expected that stakeholders or the EC will provide the meeting places free of charge.

Tenderers will describe in maximum one page for each of the events / workshops indicated above the proposed support and format.

The results of the studies and analysis carried out as well as the feedback from the stated events and workshops will constitute the basis on which the Project leader will propose actions and initiatives that concur to the fulfilment of the over-arching goals of the initiative.

A certain degree of flexibility is required in the execution of tasks in case of changes in policy priorities; some tasks may be redefined in agreement with the European Commission services.

2.4. Input by the European Commission

Renewable Energy Directive, 2009/28/EC

Fuel Quality Directive, 2009/30/EC

ILUC Directive, 2015/1513

Biofuel Flightpath Technical Annex

(<https://ec.europa.eu/energy/en/topics/biofuels/biofuels-aviation>)

Insight-E reports on biofuels for aviation

http://www.insightenergy.org/static_pages/publications

2.5. Intermediate outputs and deliverables

Expected deliverables are:

- Comprehensive reports and set of slides associated with each of the studies and analysis listed in section 2.3 under "A2.1) Carrying out studies and analysis" listed in this document. All reports will include an executive summary, an introduction and a conclusion.
- Collection of material presented, list of participants and conclusions for each of the events and workshops listed in section 2.3. Tasks' under "A2.2) Organising events and workshops".
- For actions listed in section 2.3 under "A1) Proposing", the form of the deliverable will be adapted to the task and the targeted audience: reports for A1.1) and A1.3), short policy reports for A1.2) and A1.5), minutes of meetings for A1.4), communication oriented short paper for A1.7), presentations and reports for A1.6) and A1.8).
- Annual progress reports with presentation to the EC Staff, by default in Brussels, with a revised rolling action plan for at least the year to come.

2.6. Final output and deliverables

The Contractor will submit a **draft final report** to the Commission at the latest **36 months** after the date of entry into force of the contract. The draft final report shall cover the tasks described in the Technical Specifications above.

The Commission shall have 30 days from receipt to make observations. Within 20 days of receiving the Commission's observations, the Contractor will submit additional information or another report.

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

The final report shall include:

- A maximum 1 page publishable abstract with one illustration intended for generalists in the field of energy, which can be posted on a web site with a quality level typical of articles for the press; to be delivered both in English and French;
- A maximum 3 page publishable executive summary with illustrations intended for policy makers in the field of research and innovation in the field of energy with a quality level typical of a publishable document;

- All the intermediate deliverables mentioned under section 2.5 "Intermediate outputs and deliverables" organised in a comprehensive way.
- A maximum 50 pages final technical report intended for stakeholders which can be complemented by an annex.

The Commission may publish some results of the work. For this purpose, the tenderer must ensure that the results are not subject to any restrictions deriving from intellectual property rights of third parties. Should he intend to use data in the study, which cannot be published, this must be explicitly mentioned in the offer.

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

- The following standard disclaimer:

“The information and views set out in this report 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 European Commission.

Annual progress reports and the final report will be delivered under paper form in three copies. Other deliverables will be delivered under electronic form.

2.7. Duration of the tasks

The duration of the tasks shall not exceed 38 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 cases of *force majeure*). Adequate resources and appropriate organisation of the work including management of potential delays should be put in place in order to observe the timetable below.

2.8. Timetable to observe

A **kick-off meeting** will take place in Brussels, at the latest 30 days following the signature of the contract, in order to settle all the details of the studies, reports, etc. to be undertaken.

The initial timetable to observe to complete the tasks and associated deliverables is:

A1) Proposing

A1.1) Establishment of an action plan M4, update M12, M24

A1.2) Elaborating position papers on EU and international policy and regulatory frameworks M9

A1.3) Proposing option(s) to finance the extra cost of renewable fuels for aviation M18

A1.4) Advising and promoting renewable fuel policy options for aviation in a selected number of EU Member states M24

A1.5) Proposing a pathway for the convergence of sustainability criteria for aviation (EU-US-China-ICAO perspective) M20

A1.6) Advising selected ongoing R&I projects on the non-technological issues (feedstock, sustainability, positioning in the regulatory context): M12, M24 (intermediate), M36 (final)

A1.7) Propose a new renewable fuel 'Flightpath': M12 and seek the endorsement of the relevant stakeholders within the aviation community: until M36

A1.8.) Annual analysis of initiatives relevant to renewable fuels for aviation: M12, M24, M36

A2.1) Carrying out studies and analysis

A2.1.1) EU and international policy and regulatory frameworks M6

A2.1.2) Options and impact assessment to finance the extra cost of renewable fuels M12

A2.1.3) Renewable fuel policies/framework in a selected number of EU Member states M12

A2.1.4) Sustainability criteria: differences of approaches between EU, US and the ICAO context M14

A2.1.5) R&I projects: survey of ongoing projects and their results, assessment of the maturity of technologies, perspectives for deployment: M10, M22, M34

A2.1.6) How to define plausible targets and pathways for aviation renewable fuels: M24

A2.2) Organising events and workshops

A2.2.1) Support to the Biofuel Flightpath Core Team meetings (maintain a calendar of events, propose meeting agendas, send invitations, etc.), typically 6 meetings per year.

A2.2.2) Organising 3 workshops/ conferences opened to external stakeholders: M12, M24, M36

A2.2.3) Arranging 3 workshops for EC policy makers (Project Officers from involved DGs) to discuss legislative initiatives which might impact how renewable fuels for aviation are addressed: M10, M22, M34

A2.2.4) Organising 1 workshop with selected Member States on their renewable fuels policy and potential role of aviation fuels M30

In addition:

- Interim (annual) progress reports and reviews: M12, M24, M36

- Draft Final Report: M36

- Final Report: M38

The tenderers should foresee regular and close cooperation with the European Commission during all phases of the project. The timing may be adapted if need be in the course of the contract with the agreement of the European Commission.

If the European Commission finds it necessary, it may organise additional meetings, at which the Contractor is obliged to participate.

2.9. Place of performance

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

2.10. Estimate of the amount of work involved

The amount of the work involved has been estimated at approximately **1500 man days**.

2.11. Intellectual property rights

The Commission may publish (in full or in part) the studies and reports, further elaborate the data and extract materials for publications. For this purpose, the tenderer must ensure that the studies are not subject to any restrictions deriving from intellectual property rights of third parties. Should the tenderer intend to use data in the studies, which cannot be published, this must be explicitly mentioned in the offer.

3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES

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

3.1. Content

3.1.1. Final report

The final report must include:

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

“The information and views set out in this [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.”

3.1.2. Publishable executive summary

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

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

“The information and views set out in this [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.”

3.1.3. Requirements for publication on Internet

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

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

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

3.2. Graphic requirements

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

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

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

4. EVALUATION AND AWARD

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

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

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

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

4.1. Verification of non-exclusion

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

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

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

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

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

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

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

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

4.2. Selection criteria

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

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

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

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

4.2.1. Declaration and evidence

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

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

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

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

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

4.2.2. Regulatory capacity

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

4.2.3. Economic and financial capacity criteria

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

Turnover of the last two financial years above EUR 1.000.000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

Evidence to be provided:

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks.

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

4.2.4. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

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

- The tenderers will demonstrate a sound understanding of the current policy, regulatory, economic and technical context of renewable fuels for aviation in Europe, a good understanding of the context in this field in relation to the International Civil Aviation Organisation, have knowledge on the situation in countries outside the EU (e.g. USA, Indonesia, Brazil) and understand issues and constraints faced alternative fuels producers. More details on the overall context are given in section "2.1 General background".
- The tenderers will show evidence of their capacity to analyse a complex situation and propose practical initiatives aiming at resolving issues which are currently preventing a larger use of renewable fuels in aviation in Europe so as to contribute to the decarbonisation of aviation,
- The tenderers will demonstrate their capacity to carry out studies and analysis and mapping of factors having impact on biofuels deployment at European level and worldwide in the fields of:
 - Financing strategies and legal instruments to compensate for the extra cost of renewable fuels,
 - Current EU and Member States regulatory frameworks regarding biofuels / renewables fuels,
 - Single European Sky regulatory framework
 - Different methodologies used to establish sustainability criteria of renewable fuels in different regions of the world (EU, US, etc.),
 - Certification of aviation fuels,
 - Full supply chain of aviation fuel (from production to delivery at the aircraft).

Studies and analysis will bear more on the methodologies and processes than on the technical content. These capacities can be illustrated relying on examples on their previous involvement in a similar type of work.

- The tenderers will provide evidence that he delivered at least 1 project related to the fields mentioned above in the last five years with a minimum value for each project of € 300,000.

- The tenderers must prove experience of working in English with at least two projects delivered in the last five years showing the necessary language coverage.
- The tenderers must prove experience of having projects in a European context with at least two projects delivered in the last five years, the combination of which showing the necessary coverage.
- The tenderer must prove experience in data collection, modelisation, analysis, and drafting of 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.

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

Project Manager: At least five years of 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 and scope (being at least in one of the fields covered or related this call for tender) with experience in management of team of at least 3 people and have experience of working in a European and/or international context.

Project Leader: At least five years of experience in the field of renewable fuels for aviation, having demonstrated competence, ownership of the issue and recognition of its action among the community of aviation fuels; the project leader must have the capacity to understand, analyse, take leadership and propose practical initiatives in this complex environment; he must be able to dedicate at least 60% of its time over the duration of the contract and at least 70% of his /her time if the project leader and the project manager roles are carried out by the same person.

At least 3 experts in the following fields of expertise listed below by order of importance:

- Regulatory framework: renewable fuels evolve in a complex and changing EU and international regulatory framework (Renewable Energy Directive, Fuel Quality Directives, Emission Trading Schemes, Single European Sky, ICAO context, etc.); expertise in other regulatory frameworks such as in the USA, Brazil and Indonesia is desirable.
- Economic analysis and modelling: mechanisms to finance extra costs linked to renewable fuels in a transition phase from the current limited levels of production of renewable fuels in demonstration plants to a situation where price parity and/or stable support will allow volumes of renewable fuels of the order of several percent's of volumes of the fuel consumption of aviation in Europe; knowledge of the case of surface transport is an added value.
- Sustainability: methodologies used for the assessment of the sustainability of fuels, including aspects linked to Indirect Land Used Change; one of the issues will be how to harmonise sustainability criteria at international level.
- Certification process of renewable fuels.
- Fuel supply and distribution chain.

Each expert shall demonstrate relevant higher education degree and 3-years professional experience in at least one of the above mentioned fields.

At least one person with adequate experience in providing support for the organisation of workshops, events and skills for communication towards stakeholders and policy makers.

Language quality check: at least three members of the team should have proficiency level language skills in English, as guaranteed by a certificate or past relevant experience.

c. Evidence:

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

- List of relevant services provided in the past five 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.
- A list of references (reports, publications) which shows the capacity of the tenderers to address the scope of the tender and its geographical extent.

The persons and expertise identified in the tender will correspond to the actual persons who are intended to carry out the work. Practices such as putting forward experiences of employees of the tenderers which will ultimately not be contributing to the work and be replaced by other employees who have little or no experience in the field may lead to the cancellation of the contract.

4.3. Award criteria

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

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

This criterion will assess how the tenderer plans to address the specifications and services requested by the Commission under section 2, "Technical Specifications" and whether the proposed methodology is sound and reliable in terms of delivering the expected results on time.

The proposed methodology shall be relevant, adequate and effective. Tenders shall demonstrate sound knowledge of the topics and of the stakeholders community, provide fit for purpose advice, bring value added and ensure quality and timely delivery. Tenders shall demonstrate ability to organise and manage effectively the events required in the Tender Specifications, to identify the relevant stakeholders, and to adapt to unforeseen circumstances.

- **Management/organisation of the work** (25 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 tenderers should provide details on the allocation of time and resources and the rationale behind the choice of this allocation.

- **Quality control measures** (15 points – minimum threshold 60%)

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

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

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below. A weight of 70/30 is given to quality and price.

$$\text{Score for tender x} = \frac{\text{Total quality score for award criteria for tender x}}{100} \text{ Multiplied by } 0.7 + \frac{\text{Price of the lowest tender}}{\text{Price of tender x}} \text{ Multiplied by } 0.3$$

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

5. ANNEXES

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

ANNEX 1

IDENTIFICATION OF THE TENDERER

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

N° ENER/C2/2016-478

COORDINATION OF RENEWABLE FUEL STAKEHOLDER'S STRATEGY IN THE FIELD OF AVIATION

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) ³	
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:	

³ For natural persons.

Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation⁴ I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

⁴ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

Declaration of honour on exclusion criteria and selection criteria

The undersigned [*insert name of the signatory of this form*], representing:

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

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

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

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

[Only for legal persons other than Member States and local authorities, otherwise delete this table]

➤ declares whether a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations or not:

SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	YES	NO
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>

➤ declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not:

SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ declares whether the above-mentioned person is in one of the following situations or not:

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

REMEDIAL MEASURES

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

EVIDENCE UPON REQUEST

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

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

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

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

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

Full name

Date

Signature

ANNEX 3

POWER OF ATTORNEY

mandating one of the partners in a joint tender as lead partner and lead contractor⁵

The undersigned:

– Signatory (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of his/her company,

HEREBY AGREES TO THE FOLLOWING:

- 1) To submit a tender as a partner in the group of partners constituted by Company 1, Company 2, Company N, and led by Company X, in accordance with the conditions specified in the tender specifications and the terms specified in the tender to which this power of attorney is attached.
- 2) If the European Commission awards the Contract to the group of partners constituted by Company 1, Company 2, Company N, and led by Company X on the basis of the joint tender to which this power of attorney is attached, all the partners shall be co-signatories of the Contract in accordance with the following conditions:
 - (a) All partners shall be jointly and severally liable towards the European Commission for the performance of the Contract.
 - (b) All partners shall comply with the terms and conditions of the Contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the Contract.
- 1) Payments by the European Commission related to the services and/or supplies subject to the Contract shall be made through the lead partner's bank account: [Provide details on bank, address, account number].
- 2) The partners grant to the lead partner all the necessary powers to act on their behalf in the submission of the tender and conclusion of the Contract, including:
 - (a) The lead partner shall submit the tender on behalf of the group of partners.
 - (b) The lead partner shall sign any contractual documents — including the Contract, and Amendments thereto — and issue any invoices related to the Services on behalf of the group of partners.
 - (c) The lead partner shall act as a single contact point with the European Commission in the delivery of the services and/or supplies subject to the Contract. It shall co-ordinate the delivery of the services and/or supplies by the group of partners to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present power of attorney shall be subject to the European Commission's express approval. This power of attorney shall expire when all the contractual obligations of the group of partners towards the European Commission for the delivery of the services and/or supplies subject to the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission's consent.

Signed in on [dd/mm/yyyy]

Place and date:

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

⁵ To be filled in and signed by each partner in a joint tender except the lead partner.

ANNEX 4
Standard Word template for studies

Add document title 1

Add title 2

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How to Use This Document Template

Cover page

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