



EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR ENERGY
Directorate C - Renewables, Research and Innovation, Energy Efficiency
Unit C2 - New energy technologies, innovation and clean coal

CALL FOR TENDERS

N° ENER/C2/2018-460/2

**Support for policy and market development for alternative
and renewable transport fuels and products:**

**Support for market development of algae and their
products**

TENDER SPECIFICATIONS

TABLE OF CONTENTS

Table of Content update: Select, right-click and "update field" after finalising in the document

TABLE OF CONTENTS	2
1. INFORMATION ON TENDERING	4
1.1. Participation	4
1.2. Contractual conditions	4
1.3. Compliance with applicable law	4
1.4. Joint tenders	5
1.5. Subcontracting	5
1.6. Structure and content of the tender	5
1.7. Identification of the tenderer	6
2. TECHNICAL SPECIFICATIONS	6
3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES (<i>ONLY FOR STUDIES</i>).....	8
3.1. Content.....	8
3.2. Structure.....	9
3.3. Graphic requirements.....	9
4. EVALUATION AND AWARD.....	10
4.1. Verification of non-exclusion	11
4.2. Selection criteria	11
4.3. Award criteria	16
4.4. Ranking of tenders	17
5. LEGAL VALIDATION AND FINANCIAL VIABILITY ASSESSMENT.....	18
6. ANNEXES	20

1. INFORMATION ON TENDERING

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.

1.1. Contractual conditions

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

1.2. 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.

1.3. 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).

1.4. 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.

1.5. 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 950,000.00 (Nine hundred and fifty thousand)**. 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)

1.6. 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.

In addition the tenderer must fill and sign Annex I (identification of the Tenderer) and join it to the tender.

2. TECHNICAL SPECIFICATIONS

2.1 General Background

2.1.1 Policy framework

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 strategies are less obvious than in other sectors.

The core objectives of the EU Energy Union Framework Strategy are to develop a long-term, secure, sustainable and competitive energy system in the EU. For this, it is important to continue to increase the share of renewable energy sources in the EU. The EU policy for Climate and Energy set targets of 20% of renewable energy in the EU energy mix by 2020 and 32% by 2030. The corresponding greenhouse gas (GHG) emissions reduction targets are 20% and 40% respectively, with respect to 1990 levels. The European Union is promoting the use of renewable energy in transport to reach the objective of 10% renewable energy in transport by 2020. The use of biofuels is one way of meeting these targets. These targets have been established by the Renewable Energy Directive (RED, 2009/28/EC) adopted in 2009.

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.

Additionally, concerns about the land-use impact and the thirst for water of terrestrial crops grown for biofuel, are driving efforts to explore the use of algae as a source of biofuels, along with high added-value chemicals and other market products³. The European Commission's Bioeconomy

³ COM(2012) 494 final: Blue Growth opportunities for marine and maritime sustainable growth

Strategy underlines that the extraction of algae biomass is becoming increasingly important, since this source is expected to increase the European biomass production potential, among other for protein generation. Algae are currently used mainly in the food and chemical industry as raw material for the extraction of hydrocolloids and for human nutritional products. Increased investment in sustainable farming of algae has become crucial, especially for commercially important species with identified susceptibility to ongoing stressors⁴.

The Bioeconomy Strategy supports the Blue Growth Strategy, the Renewable Energy Directive targets and the Strategic Energy Technology plan by improving the knowledge-base and fostering innovation for producing quality biomass (e.g. industrial crops) at a competitive price without adding pressure to primary production and the environment. Furthermore, it aims to help understand current and future biomass availability, demand and competition between biomass uses, including their climate change mitigation potential, in order to ensure the long-term success of the bioeconomy.

The potential for the development of a competitive European algae production sector should be supported by strengthening the knowledge base for the sustainable exploitation of aquatic biodiversity through farming, taking into account the existing legal framework (Common Fisheries Policy; Marine Spatial Planning Directive; etc.), the interactions with the environment, as well as, the social and economic dimensions of aquaculture, including the competition in the global markets and the consumer needs. Such actions will support the development of production systems with reduced greenhouse gases (GHG) emissions, adapted to and mitigating the adverse impacts of climate change. It will thus contribute to the objectives of the Roadmaps for moving to a low-carbon economy in 2050 and to a Resource Efficient Europe, as well as to the EU climate change policy⁵.

Recast of the Renewable Energy Directive (REDII)

The Renewable Energy Directive called for the inclusion of 10% of renewables in transport while the recast of RED II calls for an overall target of 14% from renewable energy sources in transport. Furthermore RED II provides for the inclusion of renewable fuels of non-biological origin (e-fuels from RES electricity) as well as for low carbon fuels of non-renewable origin.

The recast of the Renewable Energy Directive has been recently agreed amongst the EU institutions⁶ with the co-legislators agreeing to continue to promote renewables in transport with a dedicated measure. The current 10% target will be replaced by a requirement for Member States to introduce an obligation on fuel suppliers enabling the achievement of a 14% target for renewables which includes a 3.5% share of advanced biofuels. As regards conventional biofuels, bioliquids and biomass fuels (produced from food or feed crops) consumed in transport, their production will be frozen at the level of such fuels reached in 2020 in the respective Member State with an additional 1%, but it must not go beyond 7%. Member States with a share of conventional biofuels of less than 1% by 2020 will be able to increase their consumption of such fuels to 2%.

⁴ A sustainable bioeconomy for Europe: Strengthening the connection between economy, society and the environment – Updated bioeconomy strategy, 2018. Directorate General for Research and Innovation, European Union.

⁵ Innovating for sustainable growth: A bioeconomy for Europe, 2012. Directorate General for Research and Innovation, European Union.

⁶ At the time of drafting the Terms of Reference the full text was not available in the public domain and thus no detailed information can be provided at this stage.

The Annex IX to the RED II specifies which feedstock can count towards the advanced biofuel sub-target. Annex IX consists of two parts: A and B.

Fuel volumes from part B feedstocks are capped at 1.7% of energy content of transport fuels in 2030. Fuel volumes from Annex IX, part A feedstocks show a steady growth track: 0.2% in 2022, 1% in 2025, 3.5% in 2030 double counted. The achievement of the target is to be facilitated by several multipliers on energy content. Aviation and marine sectors receive incentives to stimulate the uptake and development of these fuels; fuels supplied to the aviation and shipping industry will receive a multiplier of 1.2 (i.e. 1 ton of fuel counts for 1.2 tons of fuel towards the targets, on an energy content basis). For biogas and biofuels produced from feedstocks listed in Annex IX (parts A and B) a multiplier of 2 shall apply. Other multipliers related to electrification of transport are: road transport x4.0 and for trail transport x1.5 on energy content.

The production of biofuels from "algae" are under Annex IX, part A.

In addition, the contribution towards the renewable targets of conventional biofuels produced from crops for which a significant expansion of the production area into land with high carbon stock has been observed would be subject to a specific limit. Between 2021 and 2023 this limit is set at the level of consumption of those types of biofuels in that Member State in 2019. As of 31 December 2023, this limit is gradually reduced to 0% by 2030. Low indirect land-use change risk biofuels will be excluded from this limit.

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 advance 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 (SGAB) published 3 reports (on policy, technology status and costs of advanced biofuels) recommending 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 2050⁷.

Biofuels produced from algae have been addressed under the SGAB work.

Algal biofuels

⁷ European Commission, Directorate-General for Mobility and Transport, Sustainable Transport Forum Sub group on advanced biofuels :

Building up the future:

https://publications.europa.eu/en/search-results?p_p_id=portal2012searchExecutor_WAR_portal2012portlet_INSTANCE_q8EzsBteHybf&p_p_lifecycle=1&p_p_state=normal&queryText=MI0417510ENN&facet.collection=EULex,EUPub,EUWebPage,EUSummariesOfLegislation&language=en&startRow=1&resultsPerPage=10&SEARCH_TYPE=SIMPLE&

Building up the future: Technology Status and Reliability of the Value Chains: <https://publications.europa.eu/en/publication-detail/-/publication/f1c977d1-67a4-11e8-ab9c-01aa75ed71a1/language-en/format-PDF/source-search>

Building up the future: , The Costs of Biofuels: <https://publications.europa.eu/en/publication-detail/-/publication/13e27082-67a2-11e8-ab9c-01aa75ed71a1/language-en/format-PDF/source-71250236>

In discussions with the EU algae industry (including micro- and macroalgae) it has become apparent that algal biofuels are relative costly and at present there are more financially interesting applications in other sectors such as food and food applications, feed, nutraceuticals, fertilizers, cosmetics or pharmaceuticals. Although there are market applications where algal biofuels make economic sense (such as in waste water treatment facilities), it is reasonable to address algal refineries producing a variety of products including biofuels.

There are several projects financed under FP7 and H2020 aiming to demonstrate the sustainable production of biofuels from algae. Based on the progress achieved the Commission gave Mandate 547 to CEN to develop standards for algae products for several different applications including food and non-food products. This resulted in the CEN Technical Committee 454 which has elaborated a detailed workprogramme and is working in close liaison with the industry.

Significant scientific and development progress has been achieved the last decade in the area of microalgae (especially with photobioreactors) and macroalgae (with a significant increase in the number of aquaculture units) production supplying biomass for a variety of commercial applications.

2.2 Objectives

The aim of this action is to create a single forum representing the European algae producers. In addition all major algae market sectors should be represented in the forum to enable a constructive dialogue between producers and users. The objective is to facilitate addressing common issues on policy and overcome market penetration barriers for these algal products. One of the problems faced by the sector is that existing policy addresses mainly traditional biofuels and although REDII addresses algal fuels such fuels face significant development, financing and market penetration issues. Another problem is that often legislation can be vague and non-specific especially when new concepts, such as algal biofuels and products are to be developed and or defined. Other important barriers are the lack of consumer awareness for algae derived products, the complex legislative framework regulating the sector with gaps and lengthy administrative procedures and the current technical constraints to upscale the production and increase the efficiency of the value chain.

Additionally, the forum will allow early-movers to exchange information and experience from industrial capacity, experience and understanding of the use of algal biofuels and products, maximizing their impact on policy strategy by addressing all algal markets. The forum must ensure representation from microalgae and macroalgae industries.

2.4 Tasks

The **Forum for Algae (FORAlgae)** will provide an environment for open dialogue, consultation, and stimulation of constructive ideas on how to advance innovative technologies and achieve market deployment of algal biofuels and products.

The tenders should also address the following:

Task 1: The FORAlgae shall consist of technology developers and industry representatives from the various value chains for producing and using Algal Industrial Products that are envisaged to be in the market by 2020 and beyond. These technology providers and representatives from the industry using these products are expected to provide direct input to the work, deliberations and considerations of the Forum. In addition the Forum shall have representation from all market sectors and groups of produced organisms (macro and microalgae industry should be equally represented) so that producers and users of Algal Industrial Products are engaged in deliberations on policy analysis and

recommendations to the Commission. Attention must be paid to assure a strong participation of the macroalgae industry⁸.

The structure of the FORAlgae - for example, but not restricted to – roles, meetings, internet solutions, internal and external communication, involvement of participants, approximate timeline in line with the Tender Specifications - is for the tenderers to propose and is a crucial element of the tenders, to be evaluated under award criterion 1.1 below.

Task 2: The FORAlgae should analyse all barriers and impediments to the development of the sector that are not related to technology and research issues per se. The Forum should on a continuous basis:

- Task 2.1: investigate, scrutinise and explore the effectiveness of the EU legislation in view of promoting Algal Industrial Products. The Forum should follow all policy developments at EU level and in particular the effect of revisions or new policy documents (EU Directives, Communications etc.) on the development of Algal Industrial Products technologies and markets. It should also encourage its Members (see Task 1) to take part in public questionnaires and whenever possible respond to such questionnaires as "Algal Industrial Products". The Forum should report its findings and positions periodically to the Commission (see below section 2.5 deliverables).
- Task 2.2: investigate, scrutinise and explore the effectiveness of the EU market policies in view of facilitating the market uptake of Algal Industrial Products. All EU market policies, either at EU or national level, relating to energy, climate, environment, maritime and agriculture affect Algal Industrial Products and changes to these policies may facilitate or hinder the market uptake of Algal Industrial Products. Especially the issue of wide variation in implementing EU legislation at national level by Member States creates barriers to the proper operation of the free EU market. The FORAlgae should follow such developments closely and periodically report its findings to the Commission (see below section 2.5 deliverables).
- Task 2.3: assess sustainability aspects of biofuel production from algae in terms of greenhouse gas reduction potential and establish a framework to evaluate the environmental impact of algae production. This task should evaluate the pros and cons of directing biomass production from micro- and macroalgae towards different end uses, i.e. biofuels, feed, cosmetics or biochemicals. Additionally this task should assess the comparative environmental impact of aquaculture production and of integrated multitrophic aquaculture.

Task 3: Based on the analyses under Task 2, the FORAlgae should aim in developing proposals and recommendations for a coherent, structured and forward-looking strategy for promoting the uptake of Algal Industrial Products in difficult and specific market sectors such as transport, food, feed, nutraceuticals, chemicals, pharmaceuticals etc. These sectors need particular attention since they are difficult to decarbonise and face specific problems. Whenever appropriate the Forum should report to the Commission its strategy (or changes to it) on the uptake of Algal Industrial Products in the above markets.

⁸ Please note that the tenderers must already present at least 27 letters of intent from the forum participants under the Selection Criteria (Section 4.2 below).

Task 4: The FORAlgae should develop a dedicated strategy for communication with all stakeholders and the European Institutions. In particular more dedicated attention should be placed on that communication and advocacy focusing on the implementation of RED II as this will be fundamental to enable investments to materialise. This should be clearly specified in the tender submission and a dedicated strategy should be developed.

2.5 Input by the Contracting Authority

The European Commission will be in direct contact with the FORAlgae and it will be invited to co-chair the plenary meetings with the contractor. It will provide information on existing and completed policy work, ongoing work and, wherever appropriate will consult and take the opinion of the Forum on policy work to be undertaken in the future.

Commission's publications under contract on renewables can be found at:

https://ec.europa.eu/energy/en/studies?field_associated_topic_tid=44

The EU policies and legislative acts can be found at:

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

2.6 Deliverables

All reports and deliverables are to be drafted in the English language.

All reports and deliverables will be submitted in 2 hard copies as well as electronically.

2.6.1 Submission of deliverables

Expected main deliverables based on the tender specifications are:

1) An interim report showing progress of the work shall be submitted to the Commission at the latest 8 months after the date of entry into force of the contract. This early date is planned so that the Commission can see the progress of the Algal Industrial Products Forum and, if necessary, suggest appropriate actions to improve the operation of the Forum. This report should, as a minimum, include substantial information on:

- (a) The established, existing and working structure of the FORAlgae (its members), and
- (b) The progress with the first strategy paper under development for Task 3, as well as,
- (c) The progress achieved each of the Tasks 1-4.

Approval by the Commission of the interim report is a pre-condition for the contractor to be entitled to the interim payment.

2) A draft final report shall be submitted to the Commission at the latest 22 months after the contract was signed. The draft final report shall cover all tasks described in the technical specifications above.

The Commission will have 15 days to provide the Contractor with its comments. Within 20 days of receiving the Commission's observations, the Contractor will submit additional information or another report.

The contractor will submit the final report to the Commission at the latest 23 months after the entry into force of the contract. The final report shall include:

- A description of the status of the Algal Industrial Products technologies considered by the Forum.
- An analysis of the status of the Algal Industrial Products technologies in relation to market uptake in the transport sectors.
- An analysis of the effect of the EU policy developments on the market uptake of Algal Industrial Products.
- An analysis of the dedicated policies on Algal Industrial Products by the Member States.
- Reference (in Annex) or inclusion (directly in the report) of all other documents developed by the Forum.

Expected Algal Industrial Products Forum deliverables are:

- 3) For Task 1: A detailed diagram representing the forum and its functions.
- 4) For Task 2: All reports, policy analysis etc. that are produced by the Forum in relation to Task 2.1 , 2.2 & 2.3 and their updates should be submitted to the Commission whenever completed on an ad-hoc basis and should be annexed to the progress and final reports mentioned above.
- 5) For Task 3: All strategy papers on the uptake of Algal Industrial Products in the EU market should be delivered to the Commission whenever ready but the first strategy paper should be delivered at the latest 12 months after the contract was signed. They should also be annexed to the progress and final reports mentioned above.
- 6) For Task 4: All communication actions should be reported to the Commission whenever they take place and should be annexed to the progress and final reports referred above.

2.6.2 Performance and quality requirements:

The contractor is expected to provide the highest quality possible for reporting and should pay particular attention to this considering the wide ranging options for value chains and transport sectors. The reports should be drafted in English, using figures and tables wherever possible and should be short, well-structured and concise.

2.6.3 Progress meetings planned with the Contracting Authority

The contractor is expected to outline the strategy and timeline for keeping the Commission informed of the work carried out by the Algal Industrial Products Forum. The contractor should propose meetings to be held with the Commission but these should be well justified and structured (purpose, timing structure etc.). The Commission can also propose the similar meetings.

2.7 Duration of the Tasks

The duration of the tasks shall not exceed **24 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.

A **kick-off meeting** will take place in Brussels, at the latest **21 days following the entry into force of the contract**, in order to settle all the details of the work to be undertaken.

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

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.

2.8 Place of performance

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

3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES

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

3.1. Content

3.1.1. Final study report

The final study report must include:

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

"The information and views set out in this [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. Structure

Given the complexity of the study in view of the numerous value chains and transport sectors involved the tenderer must provide a detailed structure of the final report based on Chapters, Sections and Subsections in the tender submission

3.3. Graphic requirements

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

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

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

4. EVALUATION AND AWARD

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

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria

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

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

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

4.1. Verification of non-exclusion

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

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

In case of subcontracting, identified subcontractors must provide a declaration on honour signed by an authorised representative.

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, and to identified subcontractors.

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 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 that they have the capacity to attract the strong participation by the technology developers and the transport sectors. For this purpose tenderers shall:

- submit **at least 25 letters of intent confirming the willingness to participate in the Forum for Algae (FORAlgae)** by representatives of the technology developers, industry and market sectors. From these **10 should be from the macroalgae industry.**

The Algal Industrial Products Forum may play a critical role in decarbonising transport in the EU. However, decarbonising transport is a global issue and it is expected that the Algal Industrial Products Forum will liaise with international organisations and bodies as well as with non-EU organisations. For this purpose tenderers shall:

- submit **at least 2 letters of intent confirming the willingness to participate in the Forum for Algae (FORAlgae)** by representatives from international organisations or non-EU bodies.

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.

After contract award, for the selection criteria:

- the successful tenderer will be required, for technical and professional capacity criteria , to provide the evidence mentioned below before signature of the contract and within a deadline given by the contracting authority.
- for the Economical and financial capacity criteria, the Contracting Authority will evaluate on the basis of the evidence uploaded in the "Participant Register of the Participant Portal.

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 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.

Annual turnover of the last two financial years above **EUR 0.5 million**; this criterion applies to the leader in case of a joint tender.

4.2.4. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

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

- **Criterion A1:** The tenderer must prove experience in the following fields: 1) Algal Industrial Products and their uses, 2) market penetration studies, 3) data collection 4) related modelling work, and 5) drafting reports and recommendations for policy and decision makers.

Evidence A1: the tenderer must provide references for at least **5 projects** delivered in these fields in the last five years with a minimum value for each project of € 0.5 million. The projects cumulatively must cover all requested fields.

- **Criterion A2:** The tenderer must prove capacity to work in English.

Evidence A2: the tenderer must provide references for **10 projects** delivered in the last three years showing the necessary language coverage. Please note that these 10 projects must be different to those in Evidence A1 above.

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

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

- **Criterion A4:** The tenderer must prove its capacity to organise and manage large meetings, in excess of 50 participants with numerous stakeholders.

Evidence A4: the tenderer must provide references for **2 such meetings** organised in the last three years.

Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles listed under B1-B4 below.

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

B1 - Project Manager: At least **8 years'** experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution, as well as experience in project of a **similar size** (at least € 0.5 million) and experience in management of external team of at least **10 persons** outside of his/her organisation **and in addition to his/her own team.**

Evidence: CV

B2 - Language quality check: All members of the team leading certain sections of the work should have at least **C1 level** in the Common European Framework for Reference for Languages⁹ in English. These members should be identified in the tender documents as well as their role in drafting the report(s)/deliverable(s).

Evidence: a language certificate or past relevant experience.

B3 - Experts in Algal Industrial Products and their market uses: The tender team should consist among others on at least **5 persons** with minimum **8 years** of professional experience. Relevant higher education degree or equivalent professional experience of at least **8 years'** professional experience in the field. These members should be identified in the tender documents as well as their role in the tender.

Evidence: CV

B4 - Team for data collection: collectively the team of at least **5 persons** should have knowledge of English and proven experience of **5 years** in data collection techniques.

Evidence: CV and a language certificate or past relevant experience.

4.3. Award criteria

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

- **Quality of the proposed methodology** (50 points - minimum score 50%)

Sub-criterion 1.1 Structure of the Algal Industrial Products Forum (30 points – minimum score 50%):

⁹ See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

The structure of the Algal Industrial Products Forum will be critical in the effectiveness of the work to be undertaken by the forum and thus this criterion will assess how the tenderer plans to address the structure, participants and other elements of the forum. It will also assess the feasibility of the approach proposed and the clarity and completeness of the offer. The proposed structure will be evaluated against how it facilitates the achievement of the objectives and implementation of the tasks described above.

Sub-criterion 1.2 Analysis of the barriers for market deployment (20 points – minimum score 50%)

Coherence with the defined scope and objectives, scientific soundness, completeness and feasibility of the methodology proposed in view of analysing the barriers for market deployment of Algal Industrial Products.

Organisation of the work and resources (30 points – minimum score 50%)

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

- **Quality control measures** (20 points – minimum score 50%)

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 control 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 50% for each criterion and sub-criterion, and minimum 70% in total. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

4.4. Ranking of tenders

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

Score for tender X	=	cheapest price	*	100	*	price weighting (in %)	+	total quality score (out of 100) for all award criteria of tender X	*	quality criteria weighting (in %)
		price of tender X								

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

5. LEGAL VALIDATION AND FINANCIAL VIABILITY ASSESSMENT

In the course of the procedure, tenderers are requested to register in the European Commission's Participant Register. On registering, each organisation obtains a Participants Identification Code (PIC, 9-digit number),

In the course of the procedure, the EU Validation Services (Research Executive Agency Validation Services) may contact tenderers via the Participant Register and ask for supporting documents with respect to the legal existence and status and economic and financial capacity. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

For this purpose, the EU Validation Services may request the tenderer to submit the following documents:

i. For the purpose of the legal validation of the entities:

- Signed legal entity identification form¹⁰:
Natural Person Form
Private Legal Entity Form
Public Legal Entity Form
- Official VAT document or — if the entity is not registered for VAT — the proof of VAT exemption, not older than 6 months.
- Signed Bank Account Form, and
- the following additional documents, where relevant:

Status	Documents to be submitted
Private body (including SME)	Registration extract (not older than 6 months).
Public body	Copy of the act, law, decree or decision that established the organisation as a public body (or, if this doesn't exist, any other official legal document that proves this).
Non-profit organisation	Copy of an official document attesting that the organisation has a legal or statutory obligation not to distribute profits to shareholders or individual members.

¹⁰ http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm

	The certificate of tax exemption may only constitute an indication of the non-profit status of the entity, which has to be assessed together with other elements.
Research organisation	Copy of an official document attesting that one of the main objectives of the entity is carrying out research or technological development.
Secondary or higher education establishment	Copy of an official document attesting that the organisation is recognised such as 'secondary or higher education establishment by the national education system and is entitled to deliver diplomas recognized by the State.
International organisation International organisation of European interest	Copy of the relevant international treaty creating the organisation under international public law.
Natural person	Copy (legible) of valid identity card or passport.
Entities without legal personality	<p>-Copy of an official document attesting that the representatives of the entity have the capacity to undertake legal obligations on its behalf.</p> <p>- Copy of an official document attesting that the entity has the same operational and financial capacity as that of a legal entity :i.e.</p> <p>a document showing patrimony/asset/capital that is separated and different from those of the members/owners of the entity, and</p> <p>a copy of the rules providing that creditors can rely on this patrimony/asset/capital and — in case of liquidation/insolvency — are reimbursed before the patrimony/asset/capital is divided between the owners/members.</p>

ii. For the purpose of preparing the financial capacity assessment:

Status	Documents to be submitted
Legal entity	1. Profit and loss account

	<p>2. Balance sheet</p> <p>3. Explanatory notes and/or annexes that form part of the above financial statements (if available)</p> <p>4. External audit report¹², for the procurement domain – to be submitted on voluntary basis if the entity has already been audited for other purposes</p>
Natural Person	<p>1. Income tax declaration</p> <p>2. Certified declaration of current patrimony (may not be applicable to procurement), including:</p> <p>a. fixed patrimony (e.g. land, tenement, hereditament, medium/long-term time deposits (more than one year), stock options that cannot be exercised within one year)</p> <p>b. current patrimony (e.g. available cash, savings, short-term time deposits (maximum of one year), stock-options that can be exercised within one year)</p> <p>3. List of certified debts, which must contain all debts (with dates and figures), broken down in short-term debts (of maximum one year) and medium/long-term debts (of more than one year)(may not be applicable to procurement).</p>
Start-up companies without closed accounts	Business plan

6. ANNEXES

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

ANNEX 1

IDENTIFICATION OF THE TENDERER

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

Call for tenders MOVE/ENER/SRD C2/2018-460

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) ¹¹	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number:	

¹¹ For natural persons.

E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation¹² I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

¹² This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

Comments *[in grey italics in square brackets]* are to be deleted and/or replaced by appropriate information.

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: <ul style="list-style-type: none"> 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 	<input type="checkbox"/>	<input type="checkbox"/>

v. infringement of Union or national competition law; or 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:

GROUND 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 contractor¹³

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:

¹³ To be filled in and signed by each partner in a joint tender except the lead partner.

ANNEX 4

Standard Word template for studies

The logo of the European Commission, featuring the text "European Commission" in a white sans-serif font on a blue rectangular background. The logo is positioned at the top center of a large blue rectangular area that serves as a background for the document title.

European
Commission

Add document title 1

Add title 2

▪ **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

<The draft contract has to be sent for publication in a separate document – Templates can be found in the [Models](#) section of the Manual of Procedures>