EUROPEAN COMMISSION

DIRECTORATE-GENERAL FOR RESEARCH AND INNOVATION

**Directorate F - Bioeconomy**
**Unit F2 – Biobased Products and Processes**

**CALL FOR TENDERS**

N° 2016/RTD/F2/OP/PP-04541-2016

# **STUDY ON** SUPPORT TO R&I POLICY IN THE AREA OF BIO-BASED PRODUCTS AND SERVICES

# TENDER SPECIFICATIONS

# TABLE OF CONTENTS

TABLE OF CONTENTS ..... 2

1. INFORMATION ON TENDERING ..... 3

1.1. Participation ..... 3

1.2. Contractual conditions ..... 3

1.3. Compliance with applicable law ..... 3

1.4. Joint tenders ..... 3

1.5. Subcontracting ..... 3

1.6. Structure and content of the tender ..... 4

1.7. Identification of the tenderer ..... 4

2. TECHNICAL SPECIFICATIONS ..... 5

2.1. Background and objectives ..... 5

2.2. Description of the services ..... 6

3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES ..... 14

3.1. Content ..... 14

3.2. Structure ..... 15

3.3. Graphic requirements ..... 15

4. EVALUATION AND AWARD ..... 16

4.1. Verification of non-exclusion ..... 16

4.2. Selection criteria ..... 17

4.3. Award criteria ..... 20

4.4. Ranking of tenders ..... 21

5. ANNEXES ..... 23

# 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 plurilateral Agreement on Government Procurement[1] 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/EU[2].

## 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.

## 1.5. Subcontracting

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

---

[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).

Tenderers are required to identify subcontractors whose share of the contract is above **5**% or 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.

Individual experts not employed by any of the joint tenderers and subcontractors are considered subcontractors themselves.

### 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 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; therefore the price does not have to include 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) as well as costs for organising the final dissemination conference (Deliverable 4.2). Travel and subsistence expenses are not refundable separately.

### 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. Please note that the powers of attorney must be tailored-made (the model in Annex 4 is linked with the execution of the contract and not for the participation in a call for tenders). Subcontractors that are identified in the tender must provide a letter of intent (see Annex 5) 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

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. Background and objectives

Bio-based products are wholly or partly derived from materials of biological origin, excluding materials embedded in geological formations and/or fossilised. The scope of this tender is innovative bio-based products as defined by the Lead Market Initiative[3].

> *"Bio-based products refer to non-food products derived from biomass (plants, algae, crops, trees, marine organisms and biological waste from households, animals and food production). Bio-based products may range from high-value added fine chemicals such as pharmaceuticals, cosmetics, food additives, etc., to high volume materials such as general bio-polymers or chemical feedstocks [i.e. building* blocks]. *The concept excludes traditional bio-based products, such as pulp and paper, and wood products, and biomass as an energy source*."

[3] "Taking bio-based from promise to market: Measures to promote the market introduction of innovative bio-based products" http://bookshop.europa.eu/en/taking-bio-based-from-promise-to-market-pbNB3109225/%20

Bio-based products can substitute fossil-based materials and bring new functionalities to the market. They can make the economy more sustainable and lower its dependence on fossil resources. European Commission policies and strategies on industry, the bioeconomy, and the circular economy have all emphasized the need to support the development of innovative bio-based products.[4]

The overall objective of this tender is to provide a range of new information and analyses that will enable policy-makers, the scientific community, primary producers, business enterprises and other stakeholders to make more informed decisions about innovative bio-based products. Specifically it will result in:

- better decisions about whether and when to consider policy measures to support innovative bio-based products;
- better decisions about where to concentrate research and innovation funding within the overall field of bio-based products;
- and better decisions about whether and when to invest in the scaled-up production of innovative bio-based products.

This objective will be achieved through three distinct but related tasks comprising the analysis of the environmental impact of innovative bio-based products, raising awareness about commercial and financial success stories within the EU, and finally, identifying the top 20 innovative bio-based products holding the greatest promise for deployment in the coming 5-15 years.

### 2.2. Description of the services

**Environmental impact of innovative bio-based products**

Innovative bio-based products often compete in the market with established fossil based products. The market growth potential of innovative bio-based products will in part depend on whether they have positive environmental, social and economic impacts. Product impacts are dependent on the application for which the product is used.

The aim of the services included in this part of the tender is to gather evidence about the environmental impacts of using innovative bio-based products in specific applications. The results will allow policy-makers to consider whether further specific policy measures to encourage the use of bio-based products in certain applications may be justifiable, and could be used for the impact assessments of such potential measures.

**EU commercial and financial success stories of innovative bio-based products**

Investors and companies are key stakeholders in the development of the EU bio-based economy. However, their lack of familiarity with the sector can make them reluctant to invest in this field. Raising awareness about the opportunities that exist is therefore essential.

---

[4] "Innovating for Sustainable Growth: A Bioeconomy for Europe" COM(2012)60 final; Closing the loop - An EU action plan for the Circular Economy" COM(2015) 614 final; and "For a European Industrial Renaissance" COM(2014)14/2.

The aim of the services included in this part of the tender is to raise awareness amongst companies and investors about EU success stories of market development and investment in innovative bio-based products, as well as to help them to best assess the risks and the potential of projects. The result must illustrate how financial and commercial success in this area is possible in the EU and identify the key drivers of success.

**Top 20 innovative bio-based products**

A very large number of possible combinations for feedstock, pre-treatment options, conversion technologies and downstream processes can be followed as potential pathways to make new bio-based products. However, only a limited number of them are already commercial, while the majority are still at research, pilot or demonstration phase. The nascent condition of the sector hinders action by policy-makers and industry, which lack a comprehensive view and understanding of the opportunities, benefits and research and innovation needs.

The aim of the services included in this of part of the tender is to help fill the gap above described by (i) mapping the most relevant value chains from key biomass intermediates and assessing them on their development status, innovation potential, sustainability and market perspective and (ii) identifying the top 20 innovative bio-based products with the greatest promise for being deployed within the next 5-10 years.

### *2.2.1. Description of the tasks*

The main activities of the contractor consist of the following technical and executive tasks:

***Environmental impact of innovative bio-based product groups***

The final study for this part of the services to be provided must include at least five case studies, representing the use of innovative bio-based products groups in specific applications, with estimated significant market potential and sustainability benefits. Examples of case studies could include among others: compostable plastics for food packaging, biodegradable plastics for agricultural applications, or use of bio-lubricants in environmental sensitive areas. A comparative environmental impact assessment with fossil based products shall be developed at least for "drop in" bio-based products.

- Task 1.1 Selection of the environmental impact case studies

  The contractor shall collect relevant information from end-users, authorities and industries to identify the most promising opportunities and preliminarily select at least 10 case studies to be proposed for an environmental impact assessment. In close cooperation with the contracting authority and at the latest by month 2, the final choice of case studies to be further analysed will be defined. The process and considerations that drive the selection of the final choice of case studies will be described in deliverable 1.1.

  Deliverable 1.1."Selection of the environmental impact case studies for further analysis"; Format: report

- Task 1.2. Collection of information for the life-cycle assessment of the case studies – preparing the knowledge base

The life-cycle assessment of the case studies shall follow EN 16760 standard on "Bio-based products - Life Cycle Assessment"[5], EN 16751 standard on "Bio-based products - Sustainability criteria"[6] and be compliant with European Commission Product Environmental Footprint guidelines[7]. It shall include end-of-life considerations and shall be clearly focused on the selected application in which the product is to be used. The environmental assessment of the case studies shall take into account a selection of different possible feedstock and types of processes (e.g. stand alone, integrated production), uses and after use options. Data compilation of the different environmental impact categories and impact indicators along the full cycle shall be presented in a schematic way allowing modular analysis of each phase of the cycle.

A comparative life-cycle assessment with fossil based products shall be developed at least for "drop in" bio-based products. As for the bio-based, the fossil based products life-cycle assessment shall include a comprehensive list of environmental impact categories and impact indicators.

To gather the data that would be required for the environmental impact assessment of a specific case study the contractor shall conduct an extensive document review (desk research), to be completed with consultations and involvement of relevant stakeholders. The contractor shall make use of existing networks, structures and relevant EU, national and/or regional initiatives in the area to collect the information. The social and economic impact assessment of these case studies shall be developed to the extent that this information is available through a literature review.

Deliverable 1.2."Collection of information for the life-cycle assessment of the case studies shall be detailed in the description of the used methodology, schematic allowing modular analysis of each phase of the cycle and very comprehensive on the collected data"; Format: database.

- Task 1.3. Consolidation of information and drafting of the cases studies life-cycle assessments

  The contractor shall prepare based on the results of tasks 1.2 the consolidated life-cycle assessment of the selected case studies to be made publicly available.

  Deliverable 1.3. "Environmental impact assessment of bio-based products: Case studies"; Format: report.

***EU commercial and financial success stories of innovative bio-based products***

The final study of this part of the tender shall include at least 15 EU success stories of market development and investment on innovative bio-based products. The success stories shall comprise joint ventures, commercial partnerships and investments in the innovative bio-based

[5]https://standards.cen.eu/dyn/www/f?p=204:110:0::::FSP_PROJECT:39303&cs=1379CA21646C94EFCDB785629FC62F8F3

[6]https://standards.cen.eu/dyn/www/f?p=204:110:0::::FSP_PROJECT:39302&cs=1DC36D7887F91C42B3425D03E0D471964

[7] http://ec.europa.eu/environment/eussd/pdf/footprint/PEF%20methodology%20final%20draft.pdf

products economy. Each success story shall provide specific information about market and financial aspects, include an ex-post risk assessment and identify the main drivers of success.

- Task 2.1. Selection of EU commercial and financial success stories

  The contractor shall provide a list of at least 25 candidate success stories for a case study approach covering a minimum of 10 member states. The candidate success stories to be considered shall concern market developments and investments made in the EU and be no more than ten years old.

  The contractor shall briefly detail why these are to be considered as market development and/or investment successes. To establish this list, the contractor will also give consideration to data availability and sustainability factors. This list will at least include the following types of success stories: joint ventures (notably those where a larger company financially supports a start-up company), commercial partnerships (including those whereby a company increases the share of bio-based raw materials in its production process), equity and debt financing by various types of investors (of which banks) into innovative bio-based product companies. Notably investments occurring in development stages and projects where access to finance is usually scarce.

  On the basis of the list of the candidate success stories and in close cooperation with the contracting authority and at the latest by month 2, the final choice of case studies to be further analysed will be defined.

  Deliverable 2.1 "Selection of the EU commercial and financial success stories"; Format: Report.

- Task 2.2. Description and analysis of the selected success stories

  The description and analysis of the selected success stories, at least 15, will be factual and provide sufficient details and data so as to raise companies and investors' awareness and help them to best assess the risks and potential of investment opportunities/market development opportunities in the innovative bio-based product economy, developing their understanding of the fundamentals of this area. The following types of information (non-exhaustive list) will be provided in each of the case studies: **(i)** What makes it a success story; **(ii)** Market information: product description, its applications, volumes and prices and resulting turnover of products produced, customers; **(iii)** Financial information such as: volumes and prices of feedstock, R&D costs, total CAPEX and total OPEX, financing structure and types of private/public investors involved, net income and cash flows, return on equity and return on assets ; **(iv)** Technology information: type of technology used and its TRL; **(v)** Regulatory information: impacting regulations at EU and national levels; **(vi)** Environmental impact; **(vii)** Ex-post risk assessment: (e.g. technology, market, feedstock, regulatory risks) that the studied success story had faced. This in order to help investors and companies, less familiar with the innovative bio-based products economy, to better evaluate the risks of projects in this area they may be considering to finance or launch; **(viii)** Drivers of success: the considered case studies shall be analysed so as to precisely identify the drivers behind their success and explain their impact on the case studies. These drivers shall relate to a case study's intrinsic characteristics (e.g. qualified project's management team) and/or to external conditions

(e.g. favorable regulation); **(ix)** Other information: net job creation and full-time equivalents involved, information on the management team, information on logistics and location, information on patents introduced, information on other relevant stakeholders.

Deliverable 2.2. "EU commercial and financial success stories of innovative bio-based products"; Format: report.

***Top 20 innovative bio-based products***

The contractor shall screen the production of innovative bio-based products from (1) key biomass platforms that go beyond the sugar platform, (for which a similar study has been performed which the current study will complement and build on[8]), including oils and fats, fibres, natural rubber and lignin (2) low volume/high added value biomass components such as small organic bioactive molecules and (3) urban bio-waste.

The final study of this part of the tender shall create a database for innovative bio-based products by mapping the most relevant pathways and assess them on their development status, innovation potential, sustainability and market perspective. In addition the study shall identify the top 20 innovative bio-based products holding the greatest promise for deployment in the next 5-10 years.

- Task 3.1. Selection of the most promising biomass platforms and low volume/high added value components to bio-based products

  Based on a preliminary analysis of available feedstock and products under current development. The selection made in close cooperation with the contracting authority and at the latest by month 2 shall show the greatest potential to result in a large majority of the candidate bio-based products.

  Deliverable 3.1. "Selection of bio-based platforms"; Format: report.

- Task 3.2. Database of candidate bio-based products.

  The database will be built based on the platforms and low volume/high added value components selected in tasks 3.1. plus the urban bio-waste. It shall include the status (TRL) of the different pathways, from the feedstock to the end product, through either bio or chemical conversions, location and type of facilities, countries, active firms and leading actors. When possible, the market size indicators (price and volume) and key sustainability criteria shall also be included. To gather the data that would be required the contractor shall use literature surveys, market data and stakeholder input.

- Task 3.3. Top 20 innovative bio-based products.

  Based on the selection criteria, which includes Technology Readiness Levels (TRL), development in the EU, market, innovation and sustainability potential, the study will

[8]"From sugar platform to biofuels and biochemical" N°ENER/C2/423-2012/SI2.673791, April 2015 https://ec.europa.eu/energy/sites/ener/files/documents/EC%20Sugar%20Platform%20final%20report.pdf

define 20 case studies including: **(i)** A product description, including its applications and competing fossil products; **(ii)** A market analysis which describes the current market volumes and prices. Particular applications or regions of dominance; **(iii)** An activity summary of companies and actors involved in the bio-based product. Each actor is briefly examined to establish manufacturing location, status (pilot/demo/commercial), and application focus. Any partnerships, joint ventures or noteworthy customers are also highlighted; **(iv)** The value proposition of the bio-based product, as defined by the production costs (current or expected), the physical properties of the product, especially in comparison to the fossil-based product(s) it may compete against or new functionalities and applications. Trade-offs, particularly cost versus environmental credentials; **(v)** Key environmental criteria e.g. greenhouse gas (GHG) emissions including a reference to end-of-life options; (**vi)** Safety issues; **(vii)** The product prospects and outlook over the next 5-10 years. This includes the expected market growth rates and prices (especially against fossil competitors), plans in place to expand or commercialise, and also highlights what markets and applications may be expected to develop. A scenario analysis, including this top 20 plus the sugar platform[5] 10 case studies, shall be here performed so as to provide forecasts of the EU markets (in prices, volumes and turnovers) for 2020, 2025 and 2030. Key scenarios variables such as oil and biomass prices and availability, GHG reduction targets, policy measures to support bio-based products, shall be taken into account; **(viii)** Propose R&D needs and gaps in research aiming to improve performance yields and overcome technology barriers and facilitate large scale demonstration; **(ix)** Provide any other information that could be used to facilitate understanding of the status and eventual deployment of such products and technologies; **(x)** Finally, any key drivers necessary to unlock the market potential are briefly discussed together with potential limitations.

Candidate products can be either business to business (B2B) or business to customer (B2C) and belong to any relevant products group and end application. They will include products combining bio-based and fossil-based components.

Deliverable 3.2."Report on bio-based products including top 20 bio-based products" (reporting on tasks 3.2 and 3.3); Format: report.

**Information and communication activities**

The contractor will be responsible for developing and implementing an information and communication strategy and workplan supporting the overall objectives of this tender and focusing on the dissemination of the results of the activities. The strategy shall also contribute to the overall awareness of the activities and better understanding by the key stakeholders on how they can use the produced deliverables in their strategic decision making and planning. It shall lead to an increased impact and awareness of the produced deliverables.

Electronic communication and document handling is to be done by the contractor. Processing and providing related information to the European Commission, stakeholders and national authorities is a key task.

The contractor shall organise a final dissemination conference in Brussels where the main findings of the study shall be presented and discussed. For further details please see Annex 3.

Deliverables: D 4.1. Information and communication strategy and workplan; D 4.2 Final dissemination conference; D 4.3 Presentations summarizing the three main parts of the Final Study report.

### *2.2.2. Deliverables*

The contractor is expected to work closely with the Commission services. It is required to design and maintain a reporting mechanism that will allow the Commission to evaluate the services performed, the progress of individual tasks and the developments and further prospects of the overall exercise.

Lists of main deliverables and their timing:

| Specification/ Title | Delivery month | Format |
|---|---|---|
| Report on the inception meeting | 1 | Report |
| Progress reports | 2,4,8 | Reports |
| Pre-final study report<br>Final study report | 12<br>14 | Reports |
| D1.1. Selections of case studies for the impact assessment of bio-based products | 2 | Report |
| D1.2. Collection of information for the environmental impact assessment of the case studies | 4,8Interim<br>12 Pre-final<br>14 Final | Database |
| D1.3 Environmental impact assessment of bio-based products: Case studies | 4,8 Interim<br>12 Pre-final<br>14 Final | Reports |
| D2.1 Selection of the EU commercial and financial success stories | 2 | Report |
| D2.2. EU commercial and financial success stories of innovative bio-based products. | 4,8 Interim<br>12 Pre-final<br>14 Final | Reports |
| D3.1. Selection of bio-based platforms | 2 | Report |
| D.3.2. Report on bio-based products including top 20 bio-based products. | 4,8 Interim<br>12 Pre-final<br>14 Final | Reports |
| D4.1. Information and communication strategy and workplan | 2 | Report |
| D4.2 Final dissemination conference | 13 | Conference |
| D4.3 Presentations summarizing the three main parts of the final study report | 12 Interim<br>14 Final | Power point |

Inception, progress, pre-final and final reports

The report on the inception meeting will be submitted month 1.

Interim deliverables shall follow the structure of pre-final and final deliverables. They shall give a comprehensive overview on the progress made by the contractor by the delivery month.

Three progress reports will be delivered at months 2, 4 and 8. Progress reports will give a short overview in max 10 pages (including a page executive summary but excluding annexes) and will include in annex the (interim) reports of the deliverables due for that period as appears in the "Lists of main deliverables and their timing" table. Progress reports shall be submitted to the Commission 7 days before the progress meeting and presented and discussed at the meeting. The Commission shall have 30 days from receipt to approve or reject the report. Within 30 days of receiving the Commission's observations, the contractor will submit additional information or another report.

The contractor will submit a pre-final study report month 12 and a final study report at the latest in month 14. The pre-final and final study reports shall give a comprehensive overview of the activities implemented. The Commission shall have 30 days from receipt to approve or reject the report, and the Contractor shall have 30 days in which to submit additional information or a new report.

### *2.2.3. Meetings*

The contractor is expected to participate in six management meetings in the premises of the Contracting Authority in Brussels to discuss the progress made on and the various tasks. The meetings will tentatively take place in week two (inception meeting) and months 2, 4, 8 12 and 14 after the entry into force of the contract. At least three representatives of the contractors will attend each of the meetings. The costs for attending the meetings will not be reimbursed separately. The Commission may invite experts they consider relevant to attend these meetings.

An inception meeting will be organised in Brussels between the contractor and the Commission Services within the first two weeks after signature of the contract. As conclusion of the inception meeting an inception report setting out the methodology and time schedule of the work is to be provided month 1.

In addition to these meetings, the Contractor will be available, upon request of the Contracting Authority, to attend teleconferences.

The contractor shall submit minutes of any meeting within 2 weeks after the meeting has taken place.

| Deliverable | Meeting | Month 1 | Month 2 | Month 4 | Month 8 | Month 12 | Month 14 |
|---|---|---|---|---|---|---|---|
| | Inception meeting | | | | | | |
| Inception report | | | | | | | |
| 1st Progress report | | | | | | | |
| | 1st Progress meeting | | | | | | |
| 2nd Progress report | | | | | | | |
| | 2nd Progress meeting | | | | | | |
| 3rd Progress report | | | | | | | |
| | 3rd Progress meeting | | | | | | |
| Pre-final study report | | | | | | | |
| | 4th Progress meeting | | | | | | |
| Final study report | | | | | | | |
| | Final meeting | | | | | | |

# 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. Pre-final and final study reports

The pre-final and 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 study 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 study 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

The pre-final and final study reports shall contain three distinct and standalone parts:

- Environmental impact assessment of innovative bio-based products
- European commercial and financial success stories of innovative bio-based products
- Top 20 innovative bio-based products

Each part should include the following elements:

- a description of the background, policy context and aim of the study,
- an overview of the approach and methodology,
- all relevant outcomes as presented in deliverables 1.3, 2.2 and 3.2.

The fine tuning on the outline and structure of the final study report will be agreed with the contracting authority within the second progress meeting (month 8).

## 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. To this end, each member of the group must duly fill in sections I to VI of above-mentioned declaration; in section VII they shall indicate 'N/A', as this will be filled in only by the leader.

In case of subcontracting, subcontractors whose share of the contract is above 5 % or whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative. To this end, they must duly fill in sections I to VI of above-mentioned declaration; in section VII they shall indicate 'N/A', as this will be filled in only by the leader.

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 and to subcontractors whose share of the contract is above 5 % or 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 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

For the selection criteria, the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour (by filling in sections VII and VIII of Annex 2) stating that the tenderer, including all members of the group in case of joint tender and including identified subcontractors if applicable, fulfils the selection criteria.

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 declarations on honour. Nevertheless, it reserves the right to require evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After contract award, the successful tenderer will be required to provide the evidence mentioned below 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 subcontractors whose capacity is necessary to fulfil the selection criteria.

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. Legal and 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. 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, a proof of registration on a professional or trade register or any other official document showing the registration number.

#### 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.

- **Criterion F1**: Total turnover of the last two years (2014 and 2015 together) above EUR 2 000 000; 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 on request):**

- Copy of the profit and loss accounts and balance sheet 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 evidence must be provided only on request.

The project references[9] indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private.

**Criterion A1**: The tenderer must prove technical knowledge and experience in:

- Bio-based products environmental impact assessment
- Research and Innovation roadmaps
- Economic/market analysis, including data collection and analysis techniques, use of modelling and scenarios;
- Working with stakeholders, experts and industries in the bio-based products sectors in an international environment;
- Incentivizing bio-based products stakeholders, in particular industries, to contribute to activities and reports.
- Dissemination activities and conference organisation.

**Evidence A1:** the tenderer must provide references for at least 5 projects covering all of these fields with a minimum value for each project of €100 000. (Note: this does not mean that each project has to cover all the fields. Different projects might cover different fields).

**Criterion A2:** The tenderer must prove capacity to draft reports in English.

**Evidence A2**: the tenderer must provide three documents 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 each document.

##### B. Criteria relating to the team delivering the service:

The team delivering the service shall include, as a minimum, the following profiles.

[9] Project references are any certificate of execution or participation in the projects.

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

**B1 – One Project Manager**: The Project Manager will coordinate the work subject to this call for tenders. She/he will be responsible for the day-to-day management of the work subject to this tender and will be the contact person for the Contracting Authority.

She/he shall have at least a master's degree or equivalent university degree in a relevant field for the subject of the tender and at least 3 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience with experience in management of team of at least 10 people.

**Evidence**: CV

**B2 - Language quality**: The project manager shall have at least C1 level in the Common European Framework for Reference for Languages[10] in English. All members of the team shall have language skills in English corresponding to at least level B2 of the Common European Framework of Reference for Languages.

**Evidence**: a language certificate or past relevant experience drafting technical reports

**B3 - Experts in bio-based products** covering (i) environmental impact assessment, (ii) research and innovation roadmaps and (iii) market and economic analysis. At least one senior full-time equivalent expert with at least 10 years of professional experience, on each one of the three (i.e. i, ii, iii) mentioned fields.

**Evidence**: experts CVs including proved publication record with at least three reports or articles on one of the subject fields mentioned published within the last five years prior to the present call for tenders.

Additional members of the team:

The tenderer shall provide at least 5 full-time equivalents with an expertise of minimum 5 years each covering the areas listed below. (Note: this does not mean that each expert has to cover all the fields. Different experts might cover different fields).

- working with stakeholders, experts and industries in the bio-based products sectors in an international environment;
- incentivizing bio-based products stakeholders, in particular industries, to contribute to activities and reports;
- data collection and analysis techniques, use of modelling and scenarios, as well as drafting reports and recommendations.
- Organisation of at least one international conference (at least 100 participants) in the last five years.

---

[10] See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

**Evidence**: CVs

### 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.

1. **Quality and relevance of the methodology** (70 points - minimum score 50%)

   **Sub-criterion 1.1** Effectiveness of the work plan. This will be assessed on the basis of the quality and relevance of the overall approach, the appropriateness of the timing (Gantt chart), the articulation of the different tasks and the quality of the proposed management and coordination of the future contract including potential risks during the contract implementation (20 points – minimum score 50%).

- **Sub-criterion 1.2** Quality of the proposed outline for developing bio-based products environmental impact assessment, research and innovation roadmaps and economic/market analysis; effectiveness and quality of the proposed (i) efficiency and effectiveness of the data-collection methods, analysis techniques and use of modelling and scenarios; (ii) approach for working with stakeholders, experts and industries in the bio-based products sectors in an international environment; (iii) approach for incentivizing bio-based products stakeholders, in particular industries, to contribute to activities and reports (35 points – minimum score 50%).

- **Sub-criterion 1.3** Quality of the approach suggested for the communication and information activities (15 points – minimum score 50%)

2. **Allocation of resources** (20 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 human resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender shall provide details on the allocation of time and human resources and the rationale behind the choice of this allocation (i.e. which profile is going to do which task, and how much time each profile will spend on each task). Details shall be provided as part of the technical offer. It is not a budget requested as part of the financial offer.

3. **Quality control measures** (10 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 system shall 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 60 % 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 60/40 is given to quality and price.

| | | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| score for tender X | = | $\frac{\text{cheapest price}}{\text{price of tender X}}$ | * | 100 | * | Price weighting (40 %) | + | total quality score (out of 100) for all award criteria of tender X | * | quality criteria weighting (60 %) |

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

# 5. ANNEXES

1. Draft contract

2. Declaration on honour

3. Final dissemination conference requirements.

4. Model of Power of Attorney

5. Letter of intent for sub-contractors