



EUROPEAN COMMISSION

EUROSTAT

Directorate E Sectoral and regional statistics

ORIGINAL EN

Unit: E-4 Regional statistics and geographical information

Invitation to tender for the supply of geographical information services

Acquisition of detailed transport network data

ESTAT/E/2017/014

**TABLE OF CONTENTS**

SECTION 1	INTRODUCTION	4
1.1	Presentation of Eurostat.....	4
1.2	Subject of the contract	4
1.3	Glossary	4
SECTION 2	TECHNICAL INFORMATION	7
2.1	General information and objectives.....	7
2.2	Volume of the contract	8
2.3	Tasks and expected results	8
2.4	Meetings and missions	25
2.5	Duration and timetable	25
2.6	Minimum requirements	26
2.7	Technical implementation reports	26
2.8	Assessment of results	26
2.9	Specific conditions	27
SECTION 3	INFORMATION ON THE CONTRACT	31
3.1	General information.....	31
3.2	Payments.....	31
3.3	Replacement of persons assigned to carry out the work	31
3.4	Personal data and intellectual property rights	32
3.4.1	Personal data.....	32
3.4.2	Intellectual property rights	33
3.5	E-prior.....	33
SECTION 4	INFORMATION ON THE TENDER PROCEDURE	34
4.1	General information.....	34
4.2	Who may participate in this invitation to tender	35
4.3	How to send a tender	37
4.3.1	General Information	37
4.3.2	Date and place of opening of the tenders	38
4.3.3	Contact with Eurostat	39
4.3.4	Period of validity of the tender	40
4.4	Structure of the tender	40



4.4.1	Section One: Administrative information	41
4.4.2	Section Two: Exclusion criteria	44
4.4.3	Section Three: Selection criteria	44
4.4.4	Section Four: Technical offer	46
4.4.5	Section Five: Financial offer	47
4.5	Evaluation and award	47
4.5.1	Exclusion and selection of tenderers	48
4.5.2	Compliance with minimum requirements	51
4.5.3	Award of the contract	52



SECTION 1 INTRODUCTION

1.1 Presentation of Eurostat

Eurostat is a Directorate-General of the European Commission (“Commission”). Its mission is to provide the European Union with a high quality statistical information service.

Together with the national statistical offices, Eurostat is responsible for the European statistical system: see Regulation (EC) No 223/2009 of the European Parliament and of the Council of 11 March 2009 on European statistics (OJ L 87/164, 31.3.2009). Eurostat implements standards, methods and classifications for the production of comparable, reliable and relevant data. Users of Eurostat’s output include the Commission and other institutions of the European Union, national governments of the Member States, international organisations, businesses, universities and a wide range of other users. Eurostat also supports non-member countries, including the candidate countries, in adapting their statistical systems.

More information can be found on the Eurostat's website:

<http://ec.europa.eu/eurostat>

Eurostat carries out some of its activities by awarding contracts for the provision of services relating to the various fields of the European statistical programme.

1.2 Subject of the contract

This invitation to tender covers:

The purchase and annual update of geographic database containing a detailed European transport network.

1.3 Glossary

Accuracy: Closeness of observations, computations or estimates to the value accepted as being true. Accuracy relates to the exactness of the result, and is distinguished from precision, which relates to the exactness of the operation by which the result is obtained.

Attribute: Information about a geographic feature in a GIS, usually stored in a table and linked to the feature by a unique identifier. For example, attributes of a river might include its name, length, and average depth.

Attribute data: Tabular and/or textual data describing the geographic and non-geographic characteristics of geographic features, e.g. a road number, the road width, etc.

Derived (geographic) data: Geographic data created by running a geo-processing operation on existing data. Data derived from one process can serve as input data for another process.

Endonym: Name used by local people for a geographical feature.



Exonym: Name used by non-local people for a geographical feature.

Geographic data: Data that contain the geometry and topology of geographic features/spatial objects, as opposed to attribute data that only contain the attributes of geographic features but not their geometry.

Feature: A set of points, lines or polygons in a spatial database that represent a real-world entity. The terms 'feature' and 'object' are often used synonymously.

Feature class: Collections of features of the same type with a common spatial representation and set of attributes.

Resolution: The detail with which a map depicts the location and shape of geographic features. The larger the map scale, the higher the possible resolution. As scale decreases, resolution diminishes and feature boundaries must be smoothed, simplified, or not shown at all; for example, small areas may have to be represented as points. High resolution implies a high degree of discrimination but has no implication as to accuracy.

Scale: The ratio or relationship between a distance or area on a map and the corresponding distance or area on the ground, commonly expressed as a fraction or ratio.

Topology: The geometric relationships, determined mathematically, between connecting or adjacent features in a geographic dataset. Topology may include information about connectivity, direction, length, adjacency, and polygon definition. Topology makes most types of geographic analysis possible because it allows analysis of spatial relationships between features.

CC: Candidate Countries (Albania, Montenegro, the Former Yugoslav Republic of Macedonia, Serbia, Turkey)

PCC: Potential Candidate Countries (Bosnia and Herzegovina, Kosovo (under UNSCR 1244))

DG: Directorate General

EC: European Commission

EFTA: European Free Trade Association (Iceland, Liechtenstein, Norway and Switzerland).

EU28: European Union: Austria, Belgium, Bulgaria, Croatia, Cyprus, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Hungary, Spain, Ireland, Italy, Latvia, Lithuania, Luxembourg, Malta, Netherlands, Poland, Portugal, Romania, Slovakia, Slovenia, Sweden, United Kingdom.

GISCO: Geographic Information System of the Commission



ESTAT/E/2017/014

LAU: Local Administrative Units¹

POI: Points of interest are features with point geometry that have an interest for users, e.g. schools, hotels, touristic attractions

¹ <http://ec.europa.eu/eurostat/web/nuts/local-administrative-units>



SECTION 2 TECHNICAL INFORMATION

2.1 General information and objectives

GISCO (Geographic Information System of the Commission) is a permanent service of Eurostat that answers the needs of Eurostat and the European Commission for geographical information at the level of the European Union (EU), its Member States and regions.

GISCO's main task is to provide reference geographical information and related services for use within Eurostat and the Commission and in selected cases also to the European citizens at large. The GISCO database contains reference datasets for all of Europe such as transport networks, hydrography, settlements, Digital Elevation Models and points of interest. The scale of datasets ranges from 1:10 000 to 1:60 000 000.

The Directorate Generals of the Commission (e.g. DG REGIO, DG AGRI, DG MOVE, DG ENER, and JRC), and EU agencies can access GISCO data and use the reference datasets. As a result one of GISCO's responsibilities is the acquisition of datasets that are of common interest to the Commission.

In general the reference datasets of GISCO are only accessible to staff of the Commission, EU Agencies or contractors of the Commission. GISCO publishes a number of view services for internal and external users, e.g. displaying the NUTS regions. Parts of the GISCO data are also provided to the public where there are no copyright restrictions.

The European continent and in particular the area of the European Union are characterised by high mobility of people and goods. Efficient transport over the road network is a condition for economic prosperity, but is also the cause for environmental and social problems.

The European Commission has the right of initiative in many areas where transport in general and road transport in particular plays an important role. Various cohesion programs operated by the Commission and Member States have a direct impact on the transport network.

For policy decisions directly or indirectly related to transport and spatial location, it is therefore indispensable to study and understand the effects of road and intermodal transport on the living conditions and the economic activities in Europe and the European Union.

In order to enforce its analysis capacity of spatial phenomena and of mobility and accessibility at European, national and regional scale the Commission intends to purchase a pan European detailed transport network database that is sufficiently detailed at the regional and local scale and covers as many countries as possible in a harmonised manner.



2.2 Volume of the contract

The tender will cover maximum 4 periods of 1 year, each covered by a separate contract. Each contract will cover the purchase of the following annual licenses for use as defined in Section 2.3.13.1 of transport network data as specified in Section 2.3.10:

- [1] Five (5) workstation licences for the geographic database;
- [2] Two (2) licenses for addresses, POIs and postal codes if not already included in [1];
- [3] Two (2) licences for road traffic information that can be linked to the geographic database under [1].

In addition, documentation as set out in Section 2.3.4 and technical support as set out in Section 2.3.12 shall be provided.

The **estimated** total value is EUR 1 000 000 for the entire duration of the contract (48 months).

2.3 Tasks and expected results

Provision of a detailed transport network as a geographic database

The result for this task is the purchase of an annually updated European geographic database containing the following components, datasets and geographical features (referred to as data):

- Detailed road network data (including ferry lines and motor rail train links) that can be used to create a connected transport network used by motor vehicles;
- Railway and navigable waterway network data to link up with the road network for intermodal analysis;
- Settlement and built-up area features;
- Address points and postal code areas;
- POI for transportation, public and other services (educational, health, care for children and elderly people, security, cultural, recreational, touristic)
- Traffic information with high temporal resolution describing traffic flow conditions on road segments;

In addition, the contractor must provide detailed documentation and manuals as well as support for use of the data, including regular updates.

The data will be used among other for the following purposes:



- Cartography;
- Routing;
- Geocoding;
- Spatial analysis;
- Traffic flow analysis;
- Network analysis;
- Spatial matching between features and statistical and administrative geographies.

Please note that these are just examples of intended use of the data.

The use for navigation e.g. in personal navigation devices or vehicle fleet navigation systems is explicitly not the purpose of this contract.

The tenderer has to indicate if the proposed licenses restrict the use of the data for a specific type of use.

The requested content and properties of the data and related activities are described in the following paragraphs.

The Commission and EU agencies will be authorised to distribute the data, derived data and other derived products as described under 2.9.

2.3.1 The following general definitions apply:

Coverage means the extent of the territory of a country for which data of a certain type exist.

Completeness means the number of features of a certain type present in the data in relation to the number of features that exist in reality.

2.3.2 Geographical Extent and Coverage

The data must cover the territory of:

Group 1

- The European Union (EU 28);
- EFTA countries (Norway, Liechtenstein, Iceland and Switzerland).

The data should cover as much as possible the following countries (in order of importance):



Group 2

- Candidate Countries;
- Potential Candidate Countries;

Group 3

- All other European Countries and the European Part of Russia;
- Azerbaijan, Georgia, Armenia.

The Commission is aware of the fact that data are not available with the same degree of completeness, coverage and quality for all EU countries and all other European countries. The offer has to describe clearly the coverage and completeness per data layer and country (see tables in Annex 11). The offer also has to describe the product structure, license model and price model for the different country groups above and for the different data layers as set out in section 2.3.10.

The Commission requests the most recent datasets available from the contractor.

2.3.3 Coordinate Reference System

The preferred Coordinate Reference System is the European Terrestrial Reference System 1989 (ETRS89) but WGS84 can also be accepted.

2.3.4 Metadata and documentation requirements

In addition, each data delivery must be accompanied by a number of documents:

- Data model showing the relations between features and attribute tables;
- Feature catalogue explaining all the attributes, data formats, domain values, code lists, etc.
- Documentation on the completeness and coverage of features per feature type;
- Documentation on the selection criteria and precision of features, e.g. the postal code level, the road hierarchy;
- Documentation on the completeness of attribute information;
- Technical user guide describing the usage of the data, how to unpack and install them, how to integrate all layers and country files into one consistent database, possible programming interfaces, how to create networks in GIS tools, and how to use the information for routing and geocoding, and any other relevant information regarding the content of the database and its use.



- The delivery should also contain documentation clarifying the file structure of the delivery as well as documentation relating to each layer in the data, in particular the relationships with other layers and usage examples.
- The documentation should explain how to create the networks for analysis purposes with a tutorial or instructions clarifying the settings to be used as input for the ArcGIS® Network Analyst Tools². This should include different scenarios, e.g. routing using just motorways. Examples on how to build networks and subnetworks such as roads using a hierarchical road classification should be provided.
- In the case of traffic information the documentation has to describe the method for collecting or deriving them. As a minimum the data source, the number of devices used to obtain the traffic information and the number of minimum number of observations needed for reliable traffic information per road segment should be indicated, broken down by country.

All these documents must be updated for each contract.

2.3.5 Data format

The geographic data have to be provided in a format that can be processed by ArcGIS® 10.x or higher, without the need for preliminary processing and without loss of properties in terms of accuracy, topology, data structure and attributes.

A data format with inherent topology definitions is requested. The preferred format is ESRI® File Geodatabase format. A single ESRI® File Geodatabase containing the complete data is the preferred format of delivery.

If the data are provided as ESRI® Shapefiles or separate geodatabases (e.g. per layer or per country), the delivery must contain clear instructions, tools and scripts e.g. Python scripts for ArcGIS®) to integrate all the data into a single consistent ESRI® File Geodatabase.

2.3.6 Language and character set of names

All names must be provided in the original language using a Latin character set with native diacritics. In areas where more than one official language exists, names should be provided in all official languages of the area.

In the case of languages using non-Latin character sets, names have to be transliterated into the Latin character set and the transliteration method has to be documented. Names should be provided in UTF-8 (Unicode Transformation Format – 8) or in UTF-16 (Unicode Transformation Format – 16).

² <http://www.esri.com/software/arcgis/extensions/networkanalyst>



2.3.7 Data quality

The quality of the geographic, attribute and traffic data has to be documented (2.3.4). Further quality requirements are described in other parts of these tender specifications (resolution, accuracy, topological rules) and the data and services must meet these.

2.3.8 Resolution and geometrical accuracy

The data must have a resolution and accuracy corresponding to a scale of at least 1:50 000 or larger. The data have to be harmonised with regard to resolution and accuracy, and resolution and accuracy must be consistent across all layers.

2.3.9 Topology and data structure

The data have polygon, line or point topology, depending on the specific feature class. Each point, line or polygon (single or multipart) must have a corresponding attribute record. The relationships between the geometry and the attributes are established through a common identifier in the form of foreign key relationships.

Nodes linking transport modes (road to rail, rail to ship, ship to rail) must reflect real world transitions between the transport modes (e.g. a train station with road connection, a port with road and rail connection to the hinterland, etc.).

2.3.10 Layers of the database

The delivery must contain a set of transport network layers and other infrastructure features. Features classified as mandatory must be present in the delivery. The other layers are not mandatory but represent an additional value of the data. This will be considered in the technical evaluation (see Section 4.5.3).

2.3.10.1 Detailed road network (mandatory)

The detailed road network layer must have the following features:

- Line features: all types of roads accessible for motor vehicles;
- Point features: start/end of road, road intersection, rest areas, service station, border crossing, other transport mode access point and type (air, ship, rail), rail/road crossing points.
- Topology rule: Road point features must be covered by road line features.

Attributes of line features:

The following attributes must or should be present, depending on their importance:



Attribute name	Description	Importance
Country	ISO 3166 country code of feature	High
Road classification	Should distinguish between different road function classes comparable to: international connections, national connections, interregional connections, regional connections, local connections, urban traffic, residential	Mandatory
European Code	European Road Number identification system	High
National Code	National road number identification system	Mandatory
Traffic class	Broken down into at least three classes, e.g. by using numbers of vehicles per day	High
Lanes	Number of lanes per direction	Medium
Grade separation	Bridge, Tunnel, at grade	Medium
Access restriction	For passenger cars and for trucks (different product) Weight, height, vehicle type	Mandatory
Speed limit	Maximum allowed speed	Mandatory
Toll	Toll information	Medium
Street name	Inside and outside built-up areas	Mandatory
Address ranges		Mandatory

For performance reasons, it must be possible to select sub networks of road classes in a hierarchical approach. For example, it must be possible from the attributes in the database to select a network that only contains motorways and national roads.

These sub-networks must be completely connected, potentially using road segments with a lower or higher road class so that end points of the sub-network can be reached from anywhere on the sub-network.



Attributes of point features:

The following attributes must or should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for border crossing points)	High
Node type	start/end of road, road intersection, rest areas, service station, border crossing, other transport mode access point and type (air, ship, rail) rail/road crossing points	Mandatory
Name	Name of node (e.g. name of service station)	Medium
Level	Vertical level of crossing if more than one level exists	Medium

2.3.10.2 Railways (Mandatory)

The railways layer must include railways that are in use for the transport of goods and passengers, and railway stations. Motor rail and other access points to the rail network useable for intermodal transport (e.g. container terminals) are mandatory.

The layer must have the following features:

- Line features: rail tracks;
- Point features: railway stations, motor rail access points;
- Topology rules: Railway point features must be covered by railway line features.

The dataset should have the following features:

- Other access points to the rail network useable for intermodal transport (e.g. container terminals);
- Rail/road crossing points;

Topology: Railway point features must be covered by railway line features.



Attributes of line features:

The following attributes should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature	High
Number of tracks	Double or single track	Low
Status	Abandoned, in use	Low
Usage	Persons, goods, both	Low
Speed class	High speed, classic	Low

Attributes of point features:

If a feature type is available, the following attributes should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for border crossing points)	High
Name	Name of railway station or access point	High
Type	Border crossing, railway station (passenger, goods, both), other transport mode access point (ship, road, air) such as container terminal, rail/road crossing point.	High

2.3.10.3 Ferry lines (mandatory)

Ferry layer must contain ferry routes that complement the road and railway network. Ferry lines have to be lines and have to start from and end at ferry ports.

The layer must have the following features:



- Line features: ferry lines
- Point features: ferry terminals
- Topology rules: ferry terminal must be at the end of ferry lines and must be end points of either road segments or railway segments or both.

Attributes of line features:

The following attributes should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for international ferry lines)	High
From-to	Names of connected ports	Mandatory
Type	Car, rail, both	High

Attributes of point features:

The following attributes should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature	High
Name	Name of ferry port	High

2.3.10.4 Navigable waterway network

The waterway layer should contain a connected inland waterways network if these waterways can be used for transport of passengers and goods. The layer should have the following features:

- Polygon features: lakes (polygons with fictitious river line connecting to the other line features of this network)
- Line features: canals and rivers
- Point features: inland ports
- Topology rules: ports must be on waterway line features and should be access points to other transport mode networks (rail, road).



Attributes of line or polygon features:

The following attributes should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for international waterways)	Medium
Name	Name of water segment	Medium
Type	River, lake, canal	Medium
Navigable	Navigable for commercial transport, true or false	High
Ship type	Fit for type of ship according to ECMT classification ³	Low

Attributes of point features:

The following attributes should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for cross-border features)	Low
Name	Name of port	High
Class	Classification according to ship size that can enter	Low

2.3.10.5 Settlements, city and town areas

This layer should contain city and town areas of all settlements larger than 1000 inhabitants and should have points for all other settlements exceeding 100 inhabitants.

The layer should contain the following features:

- Polygon features: area morphologically delineating the city or town;
- Point features: settlement points

³ <http://www.itf-oecd.org/sites/default/files/docs/wat19922e.pdf>



- Topology rules: settlement points must be in the centre of each settlement area.

Attributes of features:

The following attributes must or should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature	High
Name, endonym	Name of settlement in national language	Mandatory
Name(s), exonym(s)	Name of settlement in other languages	Low
Function	Function of settlement (Capital of country, region, commune, from 'Countries' to LAU2)	Low

2.3.10.6 Built-up areas

This layer should contain features delineating areas that are covered by buildings and infrastructure (artificial land, sealed soil). Green land, forests or parks inside a settlement polygon are therefore not part of this layer.

- Polygon features: built-up area;

The features should have the following attributes:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature	Low
Name	Name of settlement to which the feature belongs.	Low
ID	ID of the settlement to which the feature belongs	Low
Type	Residential, industrial, etc.	Low

2.3.10.7 Points of interest POI (Mandatory)

This layer must contain the following points of interest:



- Hospitals
- Schools (primary and secondary)
- Airports

The layer should have the following points of interest:

- Preschool education
- Tertiary education (Universities)
- Elderly people care;
- Post offices;
- Cultural services (public libraries, cinemas, theatres, museums, concert halls);
- Religious institutions (churches, mosques, synagogues);
- Police stations;
- Touristic destinations such as hotels, camp sites;

Attributes of point features:

The following attributes must or should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for border crossing points)	High
Type	Hospital, airport, preschool, primary school, secondary school, university, elderly people care, police station, post office, public library, cinema, theatre, museum, concert hall, church, mosque, synagogue, tourism), further types if present in the data	Mandatory
Name	Name of point of interest feature	High
Address	Postcode, Street name, House number of feature as used in postal addresses	High



Other points of interest that are part of this layer will not be considered in the evaluation of the offer, but should be mentioned in the offer and their coverage and completeness described.

2.3.10.8 Postal code areas and centroids (Mandatory)

This layer contains postal code centroids and should contain postal code areas, if possible at the most detailed level.

- Polygon features: postal code areas;
- Point features: postal code area centroids.

Attributes of polygon and point features:

The following attributes must or should be present for point and polygon topology, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for border crossing points)	High
Postal code	Postal code	Mandatory
Level in Postal Code hierarchy	Most detailed level Y/N	Medium

2.3.10.9 Address points (mandatory)

This layer contains the address points of buildings.

- Point features: address point of a building.

Attributes of point features:

The following attributes must or should be present, depending on their importance:

Attribute name	Description	Importance
Country	ISO 3166 country code of feature (more than one for border crossing points)	High
Postal code	Postal code of the actual building	High
Street name		Mandatory



Attribute name	Description	Importance
House number		High
Completeness	Is the address complete (Y/N)	Medium
Capture	Building coordinate or house-number interpolation	Medium

2.3.10.10 Traffic information (mandatory)

This dataset contains temporal high-resolution traffic information on the actual average speed of vehicles for a certain period on an individual road segment. This information therefore concerns only the road network.

It must be possible to link traffic information data to individual road and street segments as specified under 2.3.10.1., ideally between major road nodes. The purpose of this dataset is to measure and analyse the impact of policy measures on traffic flows. Therefore, the data must allow important traffic arteries to be distinguished from less important traffic arteries and bottlenecks to be identified. The data must cover all seven weekdays and preferably should have at least 10 min temporal resolution. The traffic information has to be updated at least every year. Seasonal information e.g. aggregates per month would represent an asset.

Ideally each individual road segment should have individual traffic information associated to it. As a minimum the design of the traffic and speed information model should support the development of customised speed patterns for flexible geographies and flexible selections of road types without restrictions and unnecessary aggregations. Therefore, the speed information shall include area-specific and road type-specific attributes that allow the definition of real speed patterns for individual areas and different road types by the user.

The road type attributes shall be based on actual traffic density and shall be complementary to the road classification attribute as set out in 2.3.10.1.

Traffic information must be updated on a yearly basis for the full network.

An attribute structure similar to the described below must or should be present, depending on their condition/ importance classification:

Attribute name	Description	Importance
Road segment code	Identification used to link to road network elements	Mandatory
Average speed without congestion (free flow speed)	Speed during a period without congestion as absolute speed in km/h	Medium



Speed records	Average speed by time periods (max period equal or shorter than 10min) of the day, covering the entire day, for each day of the week (Monday – Sunday), either as absolute speed in km/h or as percentage of the free flow speed.	Mandatory
Number of vehicles or traffic volume	Number of vehicles per time period per direction	High
Number of probes	Number of probes on this segment used to define the speed and traffic pattern, per time period and per direction e.g. as share of total number of vehicles on the same segment	Medium
Traffic density classification	Classification of road segments according to observed traffic density, based n number of probes or traffic volume	High

2.3.11 Identifiers

All geographical features listed in Section 2.3.10 must have one identifier per feature record. The identifier must be stable across releases unless the feature has changed in the real world.

2.3.12 Support and data maintenance

The normal update cycle of the data has to be indicated in the offer. The Commission requests minimum one release of the data per year. Deliveries must be issued with detailed release notes explaining the scope of the delivery and the changes compared to previous deliveries.

Updates should be provided as incremental updates containing modified features only, provided that identifiers of features are stable for smooth integration into existing databases (see section 2.3.11).

The tenderer will provide support for requests regarding the usage of the geographic data. All communications will be in English. Support will be provided by email or telephone during office hours (9.00 – 17.00 CET). Support will be provided by skilled staff able to reply to technical and administrative questions. The Commission prefers to have one point of contact, preferably one main person and additional replacements. The response time for support requests should be maximum two working days. The maximum solution time for technical problems is two weeks.



The tenderer has to describe in its offer how it intends to set up and provide the user support.

2.3.13 Deliverables

The data must be delivered on electronic media (DVD, USB, or external hard disk) in one of the data formats specified in 2.3.5. The following deliverables must be provided as part of each contract:

- Geographic data according to the above requirements.;
- Traffic information data according to the above requirements;
- Documentation, user manuals and code according to the requirements set out in section 2.3.4 for the geographic data and the traffic information data;
- Release notes describing the status of the data and known issues.

The expected results to be supplied in the form of data and documentation are as follows:

D.1	Geographic data	1 Month after the start date of the execution of the tasks.
D.2	Traffic information data	1 Month after the start date of the execution of the tasks.
D.3	Documentation of the geographic and traffic data, technical description and manuals on electronic media	1 Month after the start date of the execution of the tasks.
D.4	Release report containing a list of deliverables, release notes on the data describing known issues, changes and other details concerning the current release	1 Month after the start date of the execution of the tasks.
D.5	Support and maintenance in line with Section 2.3.12.	During the entire duration of the contract.

All reports and documentation must be in English. All reports will be supplied in paper form or on appropriate electronic media: Text will be supplied in Microsoft Word, tables and graphs in Microsoft Excel.

Paper versions of reports must be supplied in one copy.

2.3.13.1 Licences

The management of licences is the responsibility of the Commission.



The following licences have to be included in the offer:

A. Five (5) workstation licences for the geographic database (layers set out in sections 2.3.10.1 - 2.3.10.7)

The Commission requests **five** floating workstation licences.

Under this licence, a single user can store and use the complete data, with exception of the traffic information, as described in 2.9.1.1. The transfer of a licence from one user to another does not require any measure other than ensuring that not more than 5 licences are in use at any point in time.

Technical measures or devices for managing and monitoring usage of the data have to be described in the offer.

B. Two (2) licenses for layers as set out in sections 2.3.10.7 – 2.3.10.9 (Address points, postal code areas, POI)

If the standard product licensed under (A) does not contain the geographic layers set out in Sections **2.3.10.7 to 2.3.10.9 (postal code areas, address points, points of interest)** but these layers are licensed a separate products the Commission requests **two** floating workstation licences.

Under this licence, a single user can store and use these layers for the purposes as described in 2.9.1.1. The transfer of a licence from one user to another does not require any measure other than ensuring that not more than 2 licences are in use at any point in time.

Technical measures or devices for managing and monitoring usage of the data have to be described in the offer.

C. Two (2) licences for traffic information (see section 2.3.10.10)

The Commission requests **two** floating workstation licences.

Under this licence, a single user can store and use the complete data for processing, manipulation or analysis on their machine as described in 2.9.1.1. The transfer of a licence from one user to another does not require any measure other than ensuring that not more than 2 licences are in use at any point in time.

Technical measures or devices for managing and monitoring usage of the data have to be described in the offer.

Geographical coverage of licenses

For each of the above licenses and layers, the contractor must indicate the geographical coverage of the standard product for Europe per country and country group:



The data must cover the following countries.

Group 1

- The European Union (EU 28);
- EFTA countries (Norway, Liechtenstein, Iceland and Switzerland).

The data should cover as much as possible the following countries (in order of importance):

Group 2

- Candidate Countries;
- Potential Candidate Countries;

Group 3

- All other European Countries and the European Part of Russia;
- Azerbaijan, Georgia, Armenia.

2.4 Meetings and missions

Per contract, an annual kick-off meeting (maximum duration one day) with Commission staff will be held in Luxembourg not later than three months after the start of the execution of the tasks, in Commission's premises. The minutes of each meeting will be prepared by the contractor and sent to Eurostat at the latest 7 days after the meeting for approval.

Travel expenses for such meetings should be included in the financial proposal of the tender.

2.5 Duration and timetable

The contract is expected to be signed in the fourth quarter of 2017.

Execution of the tasks is to start on 1 January 2018. The overall duration of the work will be 48 months, divided into 4 contracts (original + up to 3 optional renewal) covering work periods of 12 months each. Implementation of each contract, whether total or partial, following the initial contract, is subject to budgetary constraints and/or satisfaction with the quality of the services rendered under the previous contract and/or unilateral discretionary decision of the Commission. The tenderer awarded the contract must carry out the contracts following the initial one if the Commission decides to sign these following contracts⁴.



2.6 Minimum requirements

Offers deviating from the requirements or not covering all minimum requirements described below may be rejected on the basis of non-compliance with the tender specifications and will not be further evaluated.

- Geometric accuracy of the tendered datasets must be larger than 1: 50000. Datasets provided in lower accuracy will not be evaluated;
- Data must cover EU28 and EFTA countries;
- The license model must allow the transfer of licenses between users without restrictions provided that the total number ordered is not exceeded.

Furthermore, the offer shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU⁵.

2.7 Technical implementation reports

The work carried out by the contractor under the contract will be the subject of the following technical implementation reports, which must be sent to Eurostat by the contractor in electronic format.

One month after the starting date of the execution of the tasks referred to in Article 1.3 of the contract, the contractor shall provide, after completion of the tasks referred to in 2.3 of this tender specification and as soon as possible after this date, an interim technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

Twelve months after the starting date of the execution of the tasks referred to in Article 1.3 of the contract, the contractor shall provide, as soon as possible and within sixty days of completion of the tasks referred to in 2.3 of this tender specification, a final technical implementation report relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

These technical implementation reports shall accompany the corresponding invoice.

2.8 Assessment of results

The contractor must exercise due skill and care in performing the tasks, in accordance with the best professional practices applying to the supply of the type of service involved.

The contractor must supply all deliverables in accordance with the order and guarantee that they are properly integrated with the Commission's informatics environment.

⁵ OJ L 94 of 28.03.2014, p. 65



Evaluation of the results will be based on the following criteria:

- Follow-up of change and support requests submitted to the contractor;
- Completeness of the deliverables specified above;
- Compliance of the data with the specifications;
- Usability of the data for the purpose specified in 2.9.1.1;
- Quality of the documentation (manuals, but also online documentation), which will be evaluated by a technical official. Quality of documentation will be assessed with regard to how well it can be understood, its usability, completeness, up-to-dateness, and for coherence between data and documentation.

2.9 Specific conditions

- Resources made available by Eurostat

None

- Specific conditions for the execution of the contract

2.9.1.1 Usage of data

The database will be used by the European Commission. In addition the data will be used by the following EU agencies: the European Union Agency for Railways ERA, the Innovation & Network Executive Agency (INEA), and the European Environment Agency EEA (further called 'the Agencies').

The Commission and the Agencies are authorised to use the data for analysis, geoprocessing and cartographic purposes, e.g.:

- Geographic reference, i.e. creating a geographical context for other data;
- Routing, network analysis and other types of spatial analysis;
- Geocoding;
- Traffic flow analysis;
- For deriving geographical and non-geographical data ('derived data') by applying data manipulation procedures, including with data not contained in the data subject of this contract. An example of derived geographic data is the Trans-European Transport Network (TEN-T)⁶, based on roads and railways from a range of sources. An

⁶ http://ec.europa.eu/transport/infrastructure/tentec/tentec-portal/site/index_en.htm



example for derived non-geographic data is the correspondence tables between geographical features and NUTS⁷ areas.

After the derivation process is completed and the original geographic data cannot be extracted from the derived data, the use of derived data must not block a license of the data. As an example, the distribution of matching tables between NUTS codes and postal codes in table format (see Figure 1) does not block a license of the data and as a result the Commission retains the right to disseminate such derived data also after the end of the contract.

- For the production of maps, publications and posters for print and in electronic form, using the original data and derived data, and for free distribution of these products, provided that the user of these products cannot extract the original data from them. The distribution of these products does not block a license of the data and as a result the Commission retains the right to disseminate these products also after the end of the contract.

Use of the data for navigation purposes such as in a car navigation device is excluded.

All tasks using the data will be carried out either by Commission or Agencies staff within the Commission or Agencies or by contractors of the Commission or the Agencies.

GISCO will store the data and supporting documents on servers or workstations accessible to Commission or Agency staff only. The data will not be disseminated to other parties. Commercial use of the data is excluded. Neither the Commission nor the Agencies will offer any spatial service building on the data directly to the public or private companies.

Exceptions:

Use by contractors of the Commission and the Agencies

Natural and legal persons having a contractual relationship with the Commission or the Agencies may use the data for a specific project. The Commission will distribute the data to these third party contractors if this is necessary to achieve the project's goals and if a licence is available. These third party contractors will have to sign a non-redistribution agreement (see Annex 11) with the Commission or the Agency and will have to fully destroy the data and derived data after expiry of their contract with the Commission or the Agency.

Third party contractors are allowed to use the data only for the specific project and purpose for which they have a contract with the Commission or the Agency. The data distributed to third party contractors may be the subject of follow-up by the tenderer in order to ensure correct use of the data.

⁷ <http://ec.europa.eu/eurostat/web/nuts/overview>



The Commission will inform the contractor of such cases including a short description of the tasks and purpose for which the data will be used and the name of the third party contractor using the data.

Distribution of derived non-geographical data

The Commission will be authorised to disseminate derived non-geographical (i.e. derived attribute data) data as open data. This permission is restricted to the attributes allowing the identification of features. The original geographic data or traffic information will not be present in the distributed data and hence cannot be extracted. A concrete example of this type of derived attribute data as open data are the correspondence tables between postal codes and NUTS codes that Eurostat distributes from the TERCET website⁸. An extract of such a correspondence table is shown in Figure 1.

```
CODE;NUTS_3
1000;BE100
1005;BE100
1006;BE100
1007;BE100
1008;BE100
1009;BE100
1010;BE100
1011;BE100
1012;BE100
1020;BE100
1030;BE100
1031;BE100
1040;BE100
1041;BE100
1043;BE100
1044;BE100
1045;BE100
1047;BE100
1048;BE100
1049;BE100
1050;BE100
```

Figure 1: Example of postal code – NUTS code correspondence table as open data.

2.9.1.2 Acknowledgement of source, copyright and branding

The Commission and Agencies will be authorised to disseminate the data, derived data and other derived products as described under 2.9.1.1 – 2.9.1.2

Source, copyright and branding will be acknowledged if the data, derived data or metadata are used in Commission products and services. Products include maps, posters

⁸ <http://ec.europa.eu/eurostat/tercet/flatfiles.do>



ESTAT/E/2017/014

and other print or online publications and correspondence tables. Distribution is via paper publications, electronic publications, offline distribution on data media, and online distribution via the internet.

The acknowledgement will be displayed as '@copyright text' on the map or in an acknowledgement text. The size of the text on the map will be proportional to the size of the map. The maximum length of copyright texts on electronic maps (web maps or electronic applications) is 20 characters. No copyright text will accompany online icon maps of a size less than 150 x 150 pixels.



SECTION 3 INFORMATION ON THE CONTRACT

3.1 General information

The submission of the tender implies acceptance of all the terms and conditions set out in the procurement documents (contract notice, invitation to tender, tender specifications, draft contract) and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. **The submitted tender is binding on the tenderer to whom the contract is awarded for the duration of the contract.**

If the tenderer is not in a situation to accept some of the terms of Article I.10 – "Exploitation of the results of the contract" of Special conditions of the draft contract (Annex 9), adaptations to this article may be proposed to the Commission. The Commission shall decide if these proposals are acceptable or not.

Once the Commission has opened the tender, the document shall become the property of the Commission and it shall be treated confidentially.

The Contractor is to carry out the tasks in accordance with:

1. the contract;
2. the technical specifications;
3. the tender.

In the event of conflict between these three documents, their provisions will apply in descending order.

No variants are allowed in relation to the services or the price schedule proposed in accordance with this tender specification

The place of the work will be the Contractor's usual workplace, unless stated otherwise in section 2.9

3.2 Payments

Contracts will be expressed in euro. All payments under these contracts will also be made in euro.

Payments under the contract will be made in accordance with Articles I.5 and II.21 of the draft contract in Annex 9.

3.3 Replacement of persons assigned to carry out the work

The Commission expects the contract to be executed by those persons identified in the tender. Whenever a replacement is necessary, the Contractor must ensure a high degree of stability of the services and an effective transfer of information.



Any replacement must be submitted to the Commission for written approval. The Contractor shall provide a timely replacement with at least equivalent qualifications and experience if:

- for duly justified reasons, a person is unable to continue providing the services;
- any person specified in the contract is found by the Commission to be incompetent in discharging or unsuitable for the performance of his/her duties under the contract or if carrying out his tasks under the contract prejudices the good and timely performance of the contract. Unless otherwise stated, if the Commission requests a replacement in writing, the Contractor must propose a replacement within one month of the receipt of the Commission's request. Failure to make such a proposal within this period will be considered a breach of contract.

Such a replacement will not oblige the Commission to pay any remuneration, fees or costs additional to those laid down in the initial contract. The Contractor must bear any additional costs arising from or incidental to such replacement. Such costs will include the costs of the return journey of the replaced member of staff and his family, the costs of the replacement's training and, if necessary, the expenses arising from the need to maintain simultaneously at the place of work the member of staff to be replaced and his replacement.

3.4 Personal data and intellectual property rights

3.4.1 Personal data

If processing your reply to the invitation to tender involves the recording and processing of personal data (such as your name, address and CV), such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the unit involved. Details concerning the processing of your personal data are available at:

http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf

All personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation⁹. For more information, see the Privacy Statement on

⁹ *Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended 28 October 2015*



http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE

3.4.2 Intellectual property rights

Your attention is drawn on Article I.10 of the contract's special conditions which contains specific provisions on intellectual property rights related to the results of the contract and their use.

3.5 E-prior

The execution of the contract between the Commission and the contractors could be automated by the use of the following application: e-Invoicing, e-Catalogue, e-Ordering, e-Request based on an electronic exchange platform (e-Prior). Information on the technical and functional characteristics of the above-mentioned system can be found at:

<https://webgate.ec.europa.eu/fpfis/wikis/x/8pBsAQ>

At the request of the Commission, the use of the above applications could be mandatory for contractors during the lifetime of the contract.

The e-Invoicing application may be used for this contract (the decision to use this application can be taken at the start of the contract or during the lifetime of the contract (through an amendment)). Further information on this application is available in the general conditions of the draft contract (Annex 9) in Art II.1 and II.5 and through the link above-mentioned.

If provided for in the special conditions of the contract, the exchange of electronic documents (e-documents) such as invoices between the parties is automated through the use of the *e-PRIOR* platform. This platform provides two possibilities for such exchanges: either through web services (machine-to-machine connection) or through a web application (the *supplier portal*).

Other applications as e-Sourcing and e-Fulfilment, which are currently under development may be implemented on a voluntary basis during the contract execution.



SECTION 4 INFORMATION ON THE TENDER PROCEDURE

4.1 General information

The legal basis for EU procurement consists of the relevant articles of the Financial Regulation and its Rules of Application (“RAP”), i.e.:

- Financial Regulation – Regulation (EU, Euratom) No 966/2012 of the European Parliament and the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union¹, Part One, Title V (Procurement) (Articles 101 to 120), as amended by Regulation (EU, Euratom) No 2015/1929 of the European Parliament and the Council of 28 October 2015.
- Rules of Application – Commission Delegated Regulation (EU, Euratom) No 1268/2012 of 29 October 2012, Part One, Title V (Procurement) (Articles 121 to 172), amended by Commission Delegated Regulation (EU) C(2015)7555 of 30 October 2015.
- Judgments, mainly of the General Court in procurement cases.

The Financial Regulation and the Rules of Application incorporate the rules from Directive 2014/24/EU¹⁰, hereinafter referred to as “the Directive” and Directive 2014/23/EU on concessions¹¹.

This invitation to tender is intended to be competitive. Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements, collude or make arrangements with competitors, canvass or solicit Commission staff or influence the evaluation committee or its individual members in any way during the tendering process will render his or her tender invalid.

The tender must be clear and concise, with continuous page numbering, and assembled so as to constitute a coherent whole (e.g. bound or stapled, etc.). Since tenderers will be judged on the content of their written offers, these must clearly state that the tenderer is able to meet the requirements of the specifications and is capable of carrying out the work.

Tenders must be written in one of the official languages of the European Union. They must include all the information and documents required by the Commission for the evaluation of tenders on the basis of the exclusion, selection and award criteria, in accordance with these specifications, in the absence of which the Commission may

¹⁰ *OJ L 94*, 28.03.2014, p. 65, see <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014L0024&from=EN>

¹¹ *OJ L 94*, 28.03.2014, p. 1, see <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014L0023&from=EN>



decide to exclude the tender from the award procedure for the contract. For details, see item 4.4 “Structure of the tender”.

4.2 Who may participate in this invitation to tender

Participation in this invitation to tender (including each member of a group of economic operators if applicable) 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 European Union in the field of public procurement on the conditions laid down in that agreement or,
- has ratified the plurilateral Agreement on Government Procurement (GPA) concluded within the World Trade Organisation (WTO), under the terms of that Agreement.

A service provider may consider submitting a tender as a single entity or decide to collaborate with other service providers to present an offer: either by submitting a joint tender (via a group of economic operators) or through subcontracting. These two approaches may be combined.

In all cases the tender must clearly specify whether the providers involved in the tender are acting as members of the group of economic operators (joint tender) or as subcontractors (this also applies where the companies involved belong to the same group or where one of these companies is the parent company of the others).

A **joint tender** is a situation where an offer is submitted by a group of economic operators (natural or legal persons). Joint tender 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 liabilities towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability.

Group members in joint tenders may submit only one tender for a single contract. The tender must indicate which member ("the leader") will represent the group of economic operators in dealing with the Contracting Authority. The tender must describe the form the cooperation is to take in order to achieve the desired results and how technical, administrative and financial aspects will be organised.

If the tender does not mention that all members are jointly and severally liable, all other parties included in the tender than the party signing the tender (tenderer) will be considered subcontractors.

The Contracting Authority will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a grouping to adopt a given legal form **before the contract is signed** if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal



personality but offering sufficient protection of the Commission's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary association).

The documents required and listed in the present specifications must be supplied by every member of the grouping (see 4.4); the checklist in Annex 10 will help verifying the level of information to be provided according to the role of each entity in the tender.

To this end all members of the grouping should sign a **power of attorney** (see models in annex 6). For groupings not having formed a common legal entity, model 1 should be used, and for groupings with a legal entity in place model 2.

Partners in a joint offer assume joint and several liability towards the Commission for the performance of the contract as a whole.

Statements, saying for instance: "that one of the partners of the joint offer will be responsible for part of the contract and another one for the rest", or "that more than one contract should be signed if the joint offer is successful", are thus incompatible with the principle of joint and several liability. The Commission will disregard any such statement contained in a joint offer, and reserves the right to reject such offers without further evaluation, on the grounds that they do not comply with the tendering specifications

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.

Subcontracting is the situation where a contract has been or is to be concluded between the Commission and a contractor and where the contractor, in order to carry out the contract, enters into legal commitments with other legal or natural persons for performing part of the service (in particular, any work performed by an expert who is not an employee of the tenderer will be considered as subcontracted). The Commission has no direct legal relationship with the subcontractor(s).

If certain tasks provided for in the contract are entrusted to subcontractors, the Contractor shall remain bound by its contractual obligations to the Commission under the Contract and shall be solely responsible for the performance of the contract (see Article II. 10 of the draft contract in Annex 9).

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.

Tenderers are required to identify all subcontractors.

See Section 4, item 4.4 which information must be provided in case of group of economic operators and subcontracting.



4.3 How to send a tender

4.3.1 General Information

If you are interested in this contract, you should submit one original and four copies of your tender (see structure below) on paper (for each lot concerned, if several lots are proposed).

In addition you must submit one (1) electronic version on USB key. In case of discrepancy between the paper version and the electronic file, the paper version will take precedence.

You must indicate on the parcel the title of the call for tender, the reference number, the lot number (if any) and the name of the tenderer. It should also bear the words “Invitation to tender – not to be opened by the mail service”. If a self-adhesive envelope is used as parcel, it must be sealed with adhesive tape and the sender must sign across this tape.

The tender must meet the deadline mentioned in the contract notice and be submitted:

- either **by registered mail or by courier service**, postmarked or registered by the courier service not later than **28/07/2017**, to the following address:

European Commission

Eurostat

Bâtiment Ariane 00/B063 Tri central

Route D'Esch 400

L-2920 Luxembourg

The outer envelope should bear, in addition to this address, the project title and the reference number of the invitation to tender.

- or **by hand delivery**, i.e. by delivery in person or by an authorised representative, not later than **4:30 p.m.** on **28/07/2017** to the following address:

European Commission

Eurostat

Bâtiment Ariane 00/B063 Tri central

Route D'Esch 400

L-1014 Luxembourg



ESTAT/E/2017/014

where a signed and dated receipt must be obtained from an official in the Commission's central mail department who takes delivery. This department is open from 08:30 a.m. to 04:30 p.m. Monday to Friday. It is closed on Saturday, Sunday and Commission holidays.

If the offer is delivered by hand in person, it must actually reach the address indicated above no later than the hour and day indicated. See the summary table below:

	Final date	Proof concerning	
		submission of tender	compliance with deadline
Registered letter deposited in the post office network	The tender must be posted on the final date at the latest (regardless of the time)	Receipt issued by the post office	Postmark
Mail deposited with a messenger service	The tender must be deposited with the messenger service on the indicated date at the latest (regardless of the time)	Receipt issued by the messenger service	Date of the receipt
Delivery by hand, by the tenderer or by an authorised representative	The tender must arrive at the above-mentioned office address no later than the specified time on the final date.	Receipt signed by an official of the above-mentioned Commission service, indicating the date and time of receipt. This receipt will be issued on the spot to the tenderer or authorised representative.	Date of the receipt

All costs incurred for the preparation and submission of tenders are to be borne by the tenderers and will not be reimbursed.

4.3.2 Date and place of opening of the tenders

Tenders will be opened on 09/08/2017 at 10 a.m. at the following address:

Eurostat

Room B4/444

Joseph Bech Building

rue Alphonse Weicker, 5

L-2721 Luxembourg (Kirchberg)

An authorised representative of each tenderer may attend the opening session of the bids. Companies wishing to attend are requested to notify their intention by sending an e-mail to estat-directorate-e-call-for-tenders@ec.europa.eu at least 48 hours in advance. This



notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

The economic operators who submitted an offer and whose representative was not present at the opening meeting may send an information request to estat-directorate-e-call-for-tenders@ec.europa.eu. They will be informed per e-mail if their offer was admissible as well as of the identity of the other tenderers.

4.3.3 Contact with Eurostat

In principle, no contact is permitted between the Commission and the tenderer during the procedure. However, contact may exceptionally be permitted before the final date for the receipt of offers:

On the tenderers' initiative: in order (and only then) to clarify the nature of the contract. Such requests for additional information should be in writing only and indicate the section(s) and paragraph(s) to which they refer and shall be made through the "Question&answers" section in e-Tendering website:

(<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2452>)

The Contracting Authority is not bound to reply to requests for additional information made less than six working days before the deadline for receipt of tenders. Provided it has been requested in good time, such additional information will be supplied simultaneously to all economic operators through the e-Tendering website

(<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2452>) no later than six days before the deadline for the receipt of tenders.

The website will be updated regularly and it is your responsibility to check for updates and modifications during the submission period.

– **On the initiative of the Contracting Authority:** in order to inform all interested parties of the existence of an error, a lack of precision, an omission or any other type of defect in the documents relating to the invitation to tender by supplying information on the e-Tendering website address:

– <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=2452>

After the tenders have been opened, contact may be permitted only on the initiative of the Contracting Authority, where some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected, provided this does not lead to substantial changes to the terms of the submitted tender.

In any event, such contact must not lead to any amendment of the terms of the tender.

In exceptional case (unavailability of e-Tendering, other reason...), and under the conditions described above, further information can be obtained by sending an **e-mail or letter** to:



ESTAT/E/2017/014

For the attention of Eurostat

Financial Cell of Directorate E

Bâtiment Ariane 00/B063 Tri central

Route D'Esch 400

L-2920 Luxembourg

E-mail: estat-directorate-e-call-for-tenders@ec.europa.eu

4.3.4 Period of validity of the tender

Tenders must be firm and not be subject to revision for the duration of the work. The tender must remain valid for a period as indicated under point IV.2.6 of the contract notice following the closing date for receipt of the tenders. Where the initial contract is stated to be renewable, the offer will remain valid for such renewals. Upon renewals of contracts, the Commission reserves the right to request updated forms for exclusion and selection criteria (see item 4.4 below). The contract(s) will be signed within the validity period, during which the tenderer must continue to meet all the requirements set in the exclusion, selection and award criteria. If the situation concerning these requirements has been altered in the period that has elapsed since the tender in question was submitted, any changes must be reported immediately and at the tenderer's own initiative to the Commission.

4.4 Structure of the tender

Tenders must be presented and structured in the same order of paragraphs as described below (five section) with page numbering. The tender must include all the requested information and be perfectly legible so that there can be no doubt as to words and figures:

Section One: Administrative information

Section Two: Exclusion criteria

Section Three: Selection criteria

Section Four: Technical offer

Section Five: Financial offer

Tenders shall include the information and documents requested by the Commission in order to assess the tender. In order to help tenderers presenting a complete tender, a checklist of the documents to be submitted is provided in annex 10. This checklist does not need to be included in the tender, but it is encouraged to use it in order to ease the assessment of the tenders



The Commission reserves the right to request any other additional information in relation to the tender submitted, for evaluation or verification purposes within a time-limit mentioned in its request.

4.4.1 Section One: Administrative information

Tenderers may choose between presenting a **joint bid** (see 4.2) and introducing a bid as a **sole economic operator**, in both cases with the possibility of having one or several subcontractors (see 4.2).

In the first section, the tenderer must provide:

- 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
- A table of contents (with page numbers)
- Administrative documents concerning its legal situation, i.e.:

- **Case 1: Submission by one tenderer**

The completed "Administrative information form" (**Annex 1**) accompanied by 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, (if it is not included in the document requested in Annex 2), or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. If they are necessary in order to show the authorisation to represent the tenderer, the instrument of incorporation or constitution of the legal entity and/or a copy of the statutes have to be submitted. If the person(s) signing the tender or the person designated to sign the contract is/are entitled to represent the economic operator by a power of attorney from the abovementioned authorised persons, the power of attorney must also be submitted;

The "Legal entity form" (**Annex 2**) completed and signed by an authorised representative of the tenderer accompanied by all the requested supporting evidences:

- For legal persons, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.
- For public entities: a **proof of registration** number in the national register of the entity, a copy of the **VAT registration document**, where applicable, a copy the **official legal act establishing the entity** (a law, a decree, etc.).
- For natural person: a legible photocopy of the identity documents, a **proof of registration**, as prescribed in their country of establishment, on one of the



ESTAT/E/2017/014

professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.

A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

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

The "Financial identification form" (**Annex 3**) filled in and signed by an authorised representative of the tenderer and stamped by a bank representative. A specific form for each Member State language is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The questionnaire for joint offers and/or subcontracting signed by a legal representative of the tenderer (**Annex 4**).

- **Case 2: Submission in case of the tenderer with subcontractor(s)**

If the tenderer wishes to subcontract all or part of the services, in addition to the documents to be provided in case 1, the following information must be provided in the tender:

The "Legal entity form" (**Annex 2**) completed and signed by the authorised representative of each subcontractor, accompanied by all the requested supporting evidence:

- For legal persons, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.
- For public entities: a **proof of registration** number in the national register of the entity, a copy of the **VAT registration document**, where applicable, a copy the **official legal act establishing the entity** (a law, a decree, etc.).
- For natural person: a legible photocopy of the identity documents, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.

A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

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



A letter of availability signed by an authorised representative of the subcontractor stating their willingness to provide the services presented in the tender and in line with the present tender specifications if the tenderer is awarded the contract (**Annex 5**).

• **Case 3: Submission of joint tender**

Each entity involved (all members of the group of economic operators included the lead partner) must provide following documents:

The completed "Administrative information form" as provided in **Annex 1**;

The "Legal entity form" (**Annex 2**) completed and signed by an authorised representative of the tenderer, accompanied by all the requested supporting evidence:

- For legal persons, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.
- For public entities: a **proof of registration** number in the national register of the entity, a copy of the **VAT registration document**, where applicable, a copy the **official legal act establishing the entity** (a law, a decree, etc.).
- For natural person: a legible photocopy of the identity documents, a **proof of registration**, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number, a copy of the **VAT registration document**, where applicable.

A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

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

A letter signed by each member of the group of economic operators, except the lead partner, giving the authorisation to the lead partner to submit the tender on its behalf.

In addition, the following documents must be provided by the lead partner:

The "Financial identification form" (**Annex 3**) filled in and signed by an authorised representative of the tenderer and stamped by the signed by a bank representative. A specific form for each Member State language is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The questionnaire for joint offers and/or subcontracting signed by a legal representative of the lead partner (**Annex 4**).



After the award of the contract, the following document must be provided by the lead partner only before the signature of the contract and on the request of the Commission:

"Power of attorney" filled in and signed by an authorised representative of each partner (Annex 6).

4.4.2 Section Two: Exclusion criteria

Article 106 of the Financial Regulation¹² defines situations when the tenderers shall be excluded from participating in procurement procedures.

Declaration:

The tenderer(s) including each partner in case of joint tender and each subcontractor¹³ must provide the "Declaration on honour on exclusion criteria and selection criteria" (Annex 7) attesting that they are not in one of the exclusion situations detailed in the Declaration on honour.

Evidence:

Only on request of the Contracting Authority, and for contracts with a value higher than EUR 135.000, the successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour (Annex 7) 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. The Contracting Authority reserves the right to require these documents for the other subcontractors.

4.4.3 Section Three: 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.

¹² <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2015:286:TOC>

¹³ *The Contracting Authority shall require that a candidate or tenderer replaces a subcontractor or an entity on whose capacity the candidate or tenderer intends to rely, which is in an exclusion situation.*



The tender must include the proportion of the contract that the tenderer intends to subcontract (see Annex 4).

The tenderer (and each member of the group of economic operators 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.

Declaration:

The tenderers (and each member of the group of economic operators in case of joint tender) and subcontractors whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 4), 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 4.4.2) so only one declaration covering both aspects should be provided by each concerned entity.

Evidences:

Tenderers will be required to provide the evidence mentioned below (see 4.4.3 a, 4.4.3 b) in the offer. 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- Economic and financial capacity:

Tenderer(s), in case of joint tender each partner, must provide and enclose the full set of annual accounts (balance sheet, profit and loss account and notes on the accounts) for the last two years.

The Contracting Authority reserves the right to ask these documents for the declared subcontractors.

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.



b- Technical and professional capacity:

The following documents must be provided by the tenderer(s) as an evidence of the educational and professional qualifications:

Tenderers must enclose a CV of all personnel to be involved directly in performing the contract (including those working for any subcontractors) indicating educational and professional qualifications and experiences in areas relevant to the subject of this tender.

In the CV, the language competence must be mentioned, bearing in mind that the main working languages in the Commission are English, French and German.

Tenderers must indicate whether or not the proposed staffs are currently working for the tenderer on the date of submission of the offer. The tender will clearly indicate if the proposed expert is an employee or not of the tenderer. If the proposed expert is not an employee, he/she will be considered as a subcontractor. Any person who is engaged on another project, where the input from his/her position in that contract will not have ended before the expected start of his/her activities under this contract, and where this commitment restricts his/her intended role under this contract must not be proposed for this contract.

A letter of availability signed by an authorised representative of the subcontractor stating their willingness to provide the services presented in the tender and in line with the present tender specifications if the tenderer is awarded the contract (Annex 5).

In addition, the tenderer shall provide a list of the principal services provided in the past three years, with the amounts, dates and recipients (public or private) and any relevant evidence proving the requirements of the selection criteria (refer to section 4.5.1 b).

4.4.4 Section Four: Technical offer

The technical offer is the core of the tender and it is essential that it conforms perfectly to all requirements listed in the technical specifications.

Tenders must be clear and concise. Since tenderers will be judged on the content of their written tenders, the tenders must clearly show how the tenderers are able to meet the requirements of the specifications.

If it is intended to subcontract part of the service, this should be indicated and quantified (the identity of and resources provided by the subcontractor).

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 minimum requirements described in section 2 point 2.6 (Technical specifications) may be rejected on the basis of non-compliance with the tender specifications and **will not be evaluated**.

The offer shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU¹⁴.

The Commission envisages applying the EMAS environmental management system ('the EMAS system') provided for by Regulation (EC) No 1221/2009 of the European Parliament and the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC (OJ L 342 of 22.12.2009, p. 1).

During the execution of the contract, the successful tenderer, group member(s) and/or any subcontractor(s), if relevant, may be requested by the Contracting Authority to implement the EMAS scheme, inter alia by providing information relating to the contract field required for the drafting and updating of the documents provided for by Regulation No 1221/2009 and the periodic evaluation of the system.

4.4.5 Section Five: Financial offer

The compulsory reply form (Annex 8) must be used.

Prices must be expressed in euro.

Prices should be quoted free of all duties, taxes and other charges, i.e. also **free of VAT**, as the European Commission is exempt from such charges pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union (of 8 April 1965).

All costs associated with the completion of the work, including overheads such as infrastructure, administration, costs and travel should be included in the overall fixed price in the financial proposal (no reimbursable variable costs).

4.5 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

¹⁴ OJ L 94 of 28.03.2014, p. 65



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

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.

The criteria for choosing the contractor are divided in three categories: exclusion, selection and award. Exclusion and selection criteria are related to the candidate or tenderer, whereas award criteria are related to the tender. Exclusion and selection criteria are verified on a pass/fail basis.

The Contracting Authority will inform candidates and tenderers, simultaneously and individually, by electronic means of decisions reached concerning the outcome of the procedure as soon as possible:

- After the opening phase for tenders received after the deadline or received already open;
- After the award decision, specifying in each case the grounds for the decision.

The information of the successful tenderer does not imply any commitment on the part of the Contracting Authority.

4.5.1 Exclusion and selection of tenderers

The assessment of tenderers will take place in 2 stages:

a- Exclusion of tenderers

Article 106 of the Financial Regulation¹⁵ defines situations when the tenderers shall be excluded from participating in procurement procedures (see Annex 7).

As indicated in point 4.4.2, the tenderer(s) including each partner in case of joint tender and each subcontractor must provide the "Declaration on honour on exclusion criteria and selection criteria" (Annex 7) attesting that they are not in one of the exclusion situations detailed in the Declaration on honour.

Only on request of the Contracting Authority, and for contracts with a value higher than EUR 135.000, the successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour (Annex 7) 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

¹⁵ <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2015:286:TOC>



capacity is necessary to fulfil the selection criteria. The Contracting Authority reserves the right to require these documents for the other subcontractors.

The Contracting Authority may waive the obligation of a tenderer to submit the documentary evidence referred to annex 7 in the following cases:

- (a) the candidate is an international organisation or;
- (b) such evidence has already been submitted for the purposes of another procurement procedure in 2016 and provided that the documents are not more than one year old starting from their issuing date and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

b- Selection criteria

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

Tenderers will be selected if they have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

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) and sub-contractors must provide the requested information with the Legal Entity Form (See 4.4.1).

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 :

The **economic and financial capacity** of the tenderer will be assessed on the basis of the last annual turnover which has to be at least two times the annual value of the contract to be awarded (equal to the annual value of the financial offer submitted).

In the case of joint tender (group of economic operators) or subcontracting, this turnover criteria shall be assessed in relation to the combined turnover of all the parties involved in the tender.

Tenderers will be required to provide the evidence mentioned below (see 4.4.3 a) in the offer. 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



The Contracting Authority may waive the obligation of a tenderer to submit the documentary evidence referred in point 4.4.3 a) above, if such evidence has already been submitted for the purposes of another procurement procedure in 2016 and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

All the requirements have to be fulfilled at the deadline for the submission of the offer

- **Technical and professional capacity criteria**

The **technical and professional capacity** of tenderer(s) will be assessed from the qualifications of the staff/experts proposed, the principal services provided in the past three years and, if any, the specific requirements mentioned in the tender specifications. In the case of joint tender (group of economic operators) or subcontracting, the technical and professional capacity shall be assessed in relation to the combined capacity of all the parties involved in the tender.

The tenderer must meet the following criteria:

Criteria relating to the tenderer:

Criterion	Experience in the field of geographical transport networks data bases, routing, geocoding, traffic analysis, spatial analysis using the data subject of this invitation to tender
Minimum requirement	Experience in the field of transport networks, routing, geocoding, spatial analysis using transport networks, geospatial services using geographical transport network information, with at least five projects delivered in this field in the last three years, with a minimum value of each project of € 50 000
Documentary evidence	List of projects

Criteria relating to the team delivering the service:

Criterion	Educational and professional Qualification
Minimum requirement	At least two team members must have at least three years of experience and expertise in setting up the data for



	spatial analysis and traffic flow analysis.
Documentary evidence	CVs of staff members

Criterion	Language capabilities
Minimum requirement	Experience (level C1) of working in English
Documentary evidence	CVs of staff members

The assessment will be based on the tender and on tenderers' answers in the compulsory reply forms.

Tenderers who wish to be taken into consideration must submit all the necessary supporting documents (as indicated in section 4.4.3b)) and must use the forms provided in the annexes to this document.

Tenderers will be required to provide the evidence mentioned below (see 4.4.3 b) in the offer. 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

Incomplete tenders may be rejected. However, the Commission may request the submission of missing formal documents by electronic mail (normally to be submitted within 24 hours after the request).

In addition, the Commission reserves the right to use any other information from public or specialist sources.

All the requirements have to be fulfilled at the deadline for the submission of the offer.

4.5.2 Compliance with minimum requirements

Before proceeding to the evaluation of the award criteria, the evaluation committee will assess the compliance of the tender with the minimum requirements contained in section 2 point 2.6 of the present tender specifications.

Furthermore, the offer shall comply with applicable environmental, social and labour legislation established under Union legislation, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X to Directive 2014/24/EU¹⁶.

¹⁶ OJ L 94 of 28.03.2014, p. 65



Offers deviating from the requirements defined in the tender specifications or not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated

4.5.3 Award of the contract

a- Evaluation of the technical quality of the offer

The evaluation (award) criteria will be assessed in relation to the tender as a whole.

The technical offer (including any subcontracted parts) must be sufficiently detailed to enable the offer to be assessed on the basis of all award criteria mentioned below. It should meet the technical specifications and address all matters laid down therein. The tender should provide all the information required to award the contract, including a description of the intended team structure and the respective role of each team member and (where applicable) models, examples and technical solutions to problems raised in the specifications.

Merely repeating the mandatory requirements set out in these specifications without going into detail or adding any value will result in a very low score. The degree to which the criteria are met will be measured by a points score for each criterion. The relative importance of criteria for the overall score is indicated by the weighting of the award criteria.

The technical quality of the bid will be assessed on the basis of the criteria given below, that are the key quality points of the required data. However, the criteria below are not the data specification. Those are set out in Section SECTION 2 of this invitation to tender, and therefore the data, subject of the contract have to follow those specifications.

Before its dispatch, please check that your offer is well documented according to the award criteria.

The technical quality of the offer will be assessed on the basis of the following criteria:

The technical quality of the bid will be assessed on the basis of the following criteria (see also section 4 item 4.5.2 of the tender specifications on how the contract will be awarded):

4.5.3.1 Technical approach, methodology and product quality (95 points)

Sample Data

For evaluation purposes, the tenderer is requested to provide samples of the geographic data. The extents of the samples are:



Sample #	Northern boundary	Southern boundary	Western boundary	Eastern boundary
1	51°	49°	6°	7°
2	51°	49°	19°	20°
3	61°	60°	24°	25°

The sample must cover the areas described above. The sample must be representative for the full data (i.e. have the same specifications and content). Unjustified deviations from the requested sample data and discrepancies between the specifications of the sample data and the required specifications will impact the score.

Grouping of the countries

For the purpose of evaluation the countries will be grouped as follows:

- G1: EU 28, EFTA
- G2: Candidate and Potential Candidate Countries;
- G3: All other European Countries and the European Part of Russia, Azerbaijan, Georgia, Armenia.

Network Coverage (30 points)

Evaluation will be based on the compulsory Excel Forms to be filled in (Annex 11) by the bidder and the sample data.

The evaluation will be based on the current geographical coverage (2017) of the bidder's data.

The percentage of the coverage of the territories of the groups of countries (G1-G3) will be used for the evaluation.

100% coverage should mean that 100% of the territory of country is covered by the data.

For the road network the coverage should be based on the following three groups of roads:

- Motorways and primary roads
- Secondary roads (interconnecting roads),
- Street networks.

Equal weight should be given to all three groups, when determining the percentage of coverage of the road network.

Coverage will be calculated by feature layer (see section 2.3.10).



Tenderers must specify when each data layer was last updated in which country.

Availability and completeness (30 points)

This article covers the availability and completeness of feature layers (e.g. roads) and their attributes (name, code, traffic class, road class, etc.) throughout the EU28, and other country groups. The tenderer should provide documents indicating the correspondence of the offered data model to the tender specifications, clearly relating data objects to feature layers, attributes and required quality as described in section 2. If a layer, feature type or attribute is not available with the required quality, it will not score under this criterion.

Evaluation will be based on the compulsory Excel Forms to be filled in (Annex 11 by the bidder).

Availability refers to the presence or absence of a feature layer or attributes in the data. The availability of a feature layer and attribute will be evaluated against the definitions in these tender specifications.

Completeness will be evaluated based on the information provided in the compulsory Excel Form (see Annex 11) for requested feature layers or attributes (see 2.3.10). Feature completeness refers to the ratio between features available in the data and total number of real-world objects of that type present in the territory concerned at the time of the offer. Attribute completeness refers to the ratio of records with that attribute correctly filled in.

The failure to provide the mandatory features will result in termination of the evaluation of the bid, and excluding it from the evaluation process.

Geometric accuracy (10 points)

Geometric accuracy is expressed as a scale. The accuracy of the transport network and selected polygon feature layers will be used to calculate this criterion. It is up to the tenderer to describe the methodology used to convert their accuracy measure into a scale measure.

Compliance with requirements will be evaluated taking into account the offer and the sample data (see above). The sample must be representative for the full dataset (i.e. have the same specifications and content). Unjustified deviations from the requested sample data and discrepancies between the specifications of the sample data and the required specifications will impact on the score.

Evaluation will be based on the compulsory Excel Forms to be filled in (Annex 11) by the bidder.

**Data maintenance (5 points)**

Under this criterion the consistency between data releases will be evaluated. It will be evaluated if identifiers of features are kept stable between releases and if the tenderer is able to provide change-only-updates for all data layers.

Quality of the traffic information (15 points)

Under this criterion, the level of detail and the flexibility of use of the traffic information (see section 2.3.10.10) will be evaluated. The offer needs to provide information on how flexibly and at what level of detail (temporal and spatial) traffic information can be linked to the road network and individual road segments.

The offer also needs to describe what statistical information is provided with the traffic information - such as number of probes used to calculate the speed levels - that allows the assessment of the quality of the traffic information.

Technical documentation and facility of use (5 points)

Under this criterion the technical documentation of the datasets and the technical support for the usage of the datasets will be evaluated.

Under this criterion not all documentation as referred to in Section 2.3.4 will be evaluated, only essential elements that allow assessing the quality and scope of the data. Hence, the tenderer should extract the following elements from the documentation:

- Data model. This model must describe features, attributes and relations of all data objects. Definitions must be precise and unambiguous.
- Data collection methods. This describes the methodology used to collect locations and attributes of geographical data, including the rate at which new data are collected and existing data are updated.
- Data quality standards. This describes the quality standards for the data and how they are ensured.

The provided documentation should be sufficiently clear but as concise as possible. The conciseness of the reply and the clarity of the technical information will be considered in the evaluation.

4.5.3.2 Management and quality arrangements (5 points)

Under this criterion the following arrangements will be evaluated:

- Organisation of work — covering both implementation of the contract and also how the contractor will provide support for the management and administration of the contract. A description of how autonomously the tenderer is able to



implement the project, an estimate of how much and what kind of Commission involvement would be needed to ensure successful delivery and how it will manage cooperation with the Commission in practice. Under this point also planning aspects will be evaluated.

Before submitting your bid, please check that it is well-documented for each of the above criteria.

b- Method of selecting the economically most advantageous tender

Only tenderers whose offer has scored 50 % for each criterion and minimum 50 points in total or more on the technical evaluation according to the criteria and points set out under item 4.5.3.a may participate in the evaluation of the financial proposal. The contract will be awarded to the economically most advantageous tender, i.e. the tender offering the best price-quality ratio on the basis of the following method:

$$R = \left(\frac{P_{\min}}{P} * 100 \right) * 0.50 + Q * 0.50$$

where:

R	Price-quality ratio
Q	total quality score (out of 100) of tender in question
Pmin	Cheapest price
P	price of tender in question

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

c- Notification of tenderers of decisions taken by the Contracting Authority

You will be informed of the outcome of this procurement procedure by **e-mail only**. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check this e-mail address regularly.

Eurostat will notify the successful tenderer of the award decision. This notification does not constitute a commitment on the part of Eurostat.

Simultaneously and individually, the Contracting Authority will inform all unsuccessful tenderers, by electronic means, that their application or tender has not been accepted, specifying in each case the reasons why the tender or application has not been accepted.

Unsuccessful tenderers may request additional information about the reasons for their rejection in writing by mail or email, and all tenderers who have put in an admissible tender (i.e. one that meets the exclusion and selection criteria) may obtain information about the characteristics and relative merits of the tender accepted and the name of the successful tenderer.



However, certain details need not be disclosed where disclosure would hinder application of the law, would be contrary to the public interest or would harm the legitimate business interests of public or private undertakings or could distort fair competition between those undertakings.

The Contracting Authority must reply within fifteen calendar days from receipt of the request.

The Contracting Authority may not sign the contract with the successful tenderer until 10 calendar days (“standstill period”). That period shall run from the day after the simultaneous dispatch of the notifications to successful and unsuccessful tenderers. However, if due to technical reasons the dispatch is made on paper, the standstill period is 15 days.

If only one tender has been received, there will not be a standstill period for signing the contract.

If necessary, the Contracting Authority may suspend signing of the contract for additional examination if justified by the requests or comments made by unsuccessful tenderers during the standstill period or any other relevant information received during that period. In that event, all the tenderers must be informed within three working days following the suspension decision.

Should it not be possible to conclude the contract with the successful tenderer or should they withdraw, Eurostat reserves the right to review its decision and to award the contract to another tenderer, to close or to cancel the procedure.

Any request for information and any reply will have neither the purpose nor the effect of suspending the deadline for lodging an appeal against the contract award decision, which must be done within two months of the notification.

d- No obligation to award the contract

Opening to competition or the launch of an invitation to tender in no way imposes on the Commission an obligation to award the contract. The Commission will not be liable for any compensation for tenderers whose tenders have not been accepted, nor will it be so liable if it decides to abandon the procurement or cancel the award procedure. This decision would be substantiated and notified to the tenderers.