



European Committee of the Regions

Call for tenders CDR/2022/B1/1/NAT

**Multiple framework contract for studies in the fields of
Common Agricultural Policy, Rural development, Food
Production, Health, Fisheries, Maritime Policy, Consumer
Protection, Forestry, Civil Protection and Tourism**

Open procedure

TENDER SPECIFICATIONS

TABLE OF CONTENTS

1.	SCOPE AND DESCRIPTION OF THE PROCUREMENT	4
1.1.	Contracting authority: who is the buyer?	4
1.2.	Subject: what is this call for tenders about?	4
1.3.	Lots: is this call for tenders divided into lots?	4
1.4.	Description: what do we want to buy through this call for tenders?.....	4
1.5.	Place of performance: where will the contract be performed?.....	13
1.6.	Nature of the contract: how will the contract be implemented?	13
1.7.	Volume and value of the contract: how much do we plan to buy?	13
1.8.	Duration of the contract: how long do we plan to use the contract?.....	14
1.9.	Electronic exchange system: can exchanges under the contract be automated?	14
2.	GENERAL INFORMATION ON TENDERING.....	15
2.1.	Legal basis: what are the rules?.....	15
2.2.	Rules on access to procurement: who may submit a tender?	15
2.3.	Registration in the Participant Register: why register?	16
2.4.	Ways to submit a tender: how can economic operators organise themselves to submit a tender?	16
3.	EVALUATION AND AWARD	20
3.1.	Exclusion criteria.....	20
3.2.	Selection criteria.....	21
3.3.	Compliance with the minimum requirements specified in the procurement documents.....	27
3.4.	Award criteria.....	28
3.5.	Award (ranking of tenders)	31
4.	FORM AND CONTENT OF THE TENDER	32
4.1.	Form of the tender: how to submit the tender?	32

4.2. Content of the tender: what documents to submit with the tender?	32
4.3. Signature policy: how can documents be signed?.....	33
4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?	34
APPENDIX: LIST OF REFERENCES	36
ANNEXES	37
Annex 1. List of documents to be submitted with the tender or during the procedure	38
Annex 2. Declaration on Honour on exclusion and selection criteria.....	45
Annex 3. Power of attorney.....	46
Annex 4. List of identified subcontractors	48
Annex 5.1. Commitment letter by an identified subcontractor	49
Annex 5.2. Commitment letter by an entity on whose capacities is being relied	50
Annex 6. Financial offer form.....	51
Annex 7. Technical offer template	52

1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

1.1. Contracting authority: who is the buyer?

This call for tenders is launched and managed by the European Committee of the Regions, Directorate B- Legislative Work 1, referred to as the *Contracting authority* for the purposes of this call for tenders.

1.2. Subject: what is this call for tenders about?

The subject of this call for tenders is Multiple framework contract for studies in the fields of Common Agricultural Policy, Rural Development, Food Production, Health, Fisheries, Maritime Policy, Consumer Protection, Forestry, Civil Protection and Tourism.

1.3. Lots: is this call for tenders divided into lots?

This call for tenders is not divided into lots.

1.4. Description: what do we want to buy through this call for tenders?

The services that are the subject of this call for tenders, including any minimum requirements, are described in detail below.

Variants (alternatives to the model solution described in the tender specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

1.4.1. Background and objectives

In the light of the institutional context, the European Committee of the Regions (CoR) intends to set up a network of external experts, recruited on the basis of a call for tenders. This network of experts will provide the CoR with a rapid response capability, allowing broader consultation of local and regional players, offering CoR commissions the possibility of drawing up specific opinions on topics of current interest, and enabling the CoR to draw on databases and knowledge built up by research centres and universities in the evaluation of policies.

Since the adoption in 2005 of the Cooperation Protocol with the European Commission, the CoR has been involved upstream in the development of European policies. In particular, the Committee is called upon to prepare outlook opinions on issues with a strong regional impact in advance of European Commission proposals for legislation and even before the Commission starts consultations on a given topic. According to the same protocol, the CoR may be called upon by the European Commission to cooperate on impact assessments carried out prior to the publication of selected policy or legislative initiatives.

The CoR was also a main contributor to the **EC Task Force on Subsidiarity, Proportionality and Doing Less More Efficiently**. In this context, the very innovative concept of **active subsidiarity** was widely accepted, bringing the contribution of local and regional authorities into the core of EU policy- and law-making.

As a result, the European Commission has invited the CoR to join the government group of the new **Fit for Future platform (F4F)**, in which the CoR will be working on the issues of simplification and better regulation from the point of view of local and regional authorities.

In its communication on "Better regulation: joining forces to make better laws", the European Commission undertakes to involve local and regional authorities more effectively throughout the entire policy cycle, and acknowledges the need to develop a territorially sensitive approach to legislation.

In particular, the communication acknowledges the role and relevance of **territorial impact assessments (TIAs)** as valuable tools for complementing European Commission ex ante impact assessments (IAs). Moreover, it confirms the highlighted role for local and regional authorities in the EU's legislative review through the three CoR representatives appointed to the government group of the **Fit for Future platform (F4F)** and through the role of the CoR's Network of Regional Hubs (RegHub) as an expert sub-group of the platform. The European Commission also confirms its intention to systematically use the CoR subsidiarity assessment grid to help assess whether legislation at EU level is justifiable or not.

The implementation of the Cooperation Agreement with the European Parliament also requires much broader involvement of local and regional authorities in the early phase of the legislative process and gives the CoR a pivotal role in this consultation process. In the spirit of the Cooperation Agreement, the CoR may be asked to prepare impact assessments on the performance of existing legislation at national, regional and local level. The CoR may also issue opinions with suggestions to improve the legislation in place.

Looking ahead, the outcome of the Conference on the Future of Europe will be a turning point in discussions on the main orientations and level of EU intervention, including in the policy areas that are the subject of the current tender.

Furthermore, following the work on foresight and the strengthening of the foresight capacity and activities in the European Commission, European Parliament and the other institutions, the CoR is also developing its capacity and activity in this area. With the aim of bringing the specific perspectives, experiences and expectations of local and regional authorities to the European level, many of which already include a foresight dimension in their own policy planning.

The purpose of this call for tenders is to enable the CoR's departments to have at their disposal a framework contract for the provision of scientific, legal, documentary and editorial assistance services for CoR bodies, members, rapporteurs and departments. This request for services

entrusted to external experts is one of the measures taken to provide members with better services in order to strengthen and enhance the CoR consultative work within the framework of the legislative process.

1.4.2. Detailed characteristics of the purchase

The need to improve the quality of consultative and outlook opinions and impact reports requires appropriate back-up for rapporteurs. This in turn requires assistance from qualified experts, not only to advise rapporteurs but also to assist the Committee's departments in the preparation of reports and file notes of various kinds on the full range of subjects covered by the political activities of the CoR.

The activities envisaged involve the provision of various types of expertise for assisting the CoR's departments in analytical and foresight elements, research and planning, designed to provide the CoR with in-depth knowledge that will enable it to strengthen its consultative and political role at interinstitutional level.

CoR studies are intended to support the work of both Committee members and staff in a tailored manner.

They are to be based on a factual analysis of data and good practices, with visual means (visualisations such as infographics, graphics, graphs and charts) being actively used for the presentation of results and the communication thereof.

The focus of CoR studies is on critically examining and aggregating existing knowledge and research on a given topic, and on presenting that knowledge/research in relation to the particular needs of the Committee, emphasising the local and regional dimension. All studies are expected to provide a distinct added value for the CoR and its work, including by providing clear recommendations for policy-makers ("policy recommendations").

The requested expertise should focus in particular on the local and regional dimension of EU policies and legislation and the impact thereof on local and regional authorities.

Within the scope of this contract, the CoR would like to use external expertise in the fields relevant for the remit of the commission for Natural Resources (hereinafter "NAT commission"). The Contractor shall maintain an overview of the subject matters as specified below in the context of the European Union's overall activities, institutional structure and legal system, and be able to make references to possible future developments of strategic importance.

Consequently, the areas of activity covered by this call for tenders reflect the CoR's political priorities from the perspective of local and regional authorities. It should be noted that the activities covered by this call shall not be strictly limited to the fields of these themes (Common Agricultural Policy, Rural Development, Food Production, Health, Fisheries, Maritime Policy, Consumer Protection, Forestry, Civil Protection and Tourism) and should also cover any other sectors linked to these policy areas, including cross-cutting topics related to the recovery from

the COVID-19 health crisis and relations and cooperation with relevant third countries in these areas.

The Contractor shall follow developments in these areas in the context of the European Union's overall activities, institutional structure and legal system, and from the perspective of local and regional authorities. The Contractor shall also be able to make reference to possible future developments of strategic significance in those policy areas; to this end, the Contractor shall consider future eventualities, scenarios and outcomes using appropriate foresight techniques. Due to the long-term impacts of the commission's political areas, foresight is needed to support policy-making. The studies might potentially provide input to the CoR contribution to the European Commission's annual Foresight Reports.

The following technical description of the services to be performed shall be considered as minimum requirements. The contractor shall provide all the following services, to be indicated in the technical offer (Annex 7).

The tenderer will have to be capable of providing all the services detailed below. The submission of a tender for only part of the tasks is strictly not permitted and will lead to the exclusion of the tender.

In general, the Contractor shall be capable of:

1. collecting or autonomously formulating facts and figures, while also using visualisations when presenting the results, which represent at a glance the local and regional dimension of the above-mentioned areas;
2. linking up relevant initiatives across EU institutions, associations of local and regional authorities and the most renowned research centres and think-tanks on the topics;
3. dealing with cross-border aspects of the above-mentioned policy areas;
4. working on surveys and interviews at a subnational level in at least 9 EU countries
5. dealing with cross-cutting questions, making them relevant for other related policy areas such as: sustainable production; marine biodiversity, food procurement, climate effects of agriculture, urban-rural linkages, et;
6. providing concrete legal proposals for changing existing EU legislation, analysis of the state of play of and/or obstacles to/good practice, including at local and regional level, in the fields of Common Agricultural Policy, Rural development, Food Production, Health, Fisheries, Maritime Policy, Consumer Protection, Forestry, Civil Protection and Tourism.

The tenderer will have to be capable of providing infographics and ensure the studies have a user-friendly visual layout.

1.4.3. Deliverables

The various types of expertise requested below should be based upon sound methodologies, including clear, mutually agreed research questions put forward in the requests submitted by

the CoR. Wherever necessary, specifications and explanations can be provided through further communication between the Contractor and the CoR. As outlined in 1.4.2 above, the products are to be based on a factual analysis of data and good practices, with visualisations such as infographics, graphics, graphs and charts being actively used for the presentation of results and the communication thereof. Upon request, the Contractor should be able to present a few interesting key facts and/or findings as social media shareable.

Secondary research such as literature reviews (adding an appropriate methodology) could be requested, as well as primary research such as elaborating a survey or analysing returns from a survey exercise. However, while literature and databases are valuable sources of information, the Contractor shall be able to provide primary research and the latest data and examples to illustrate findings.

All types of deliverables need to include an executive summary, an introduction and a conclusion.

All texts, whatever their form, drawn up in support of the work of the CoR must meet high standards of editorial quality and strict presentation criteria (see table on page 11) and, above all, attest to scientific excellence and political independence on the part of the author. English will be the working language. The various documents which are the subject of these specifications are to be submitted to the CoR in English. A standard page is 1500 characters without spaces, and it should be noted that visualisations do not count towards the word count.

For all types of deliverables, the CoR is liable to request the production of infographics highlighting the main findings of the study at hand. These infographics will form an integral part of the desired study (but will not be counted in the calculation of the number of pages in the study) and could be used separately at a later stage by the CoR to present study results to stakeholders or to the general public, or for communication purposes. Similarly, the CoR may request the production of a number of social media messages relating to the main findings of the study.

For all types of deliverables, together with the final version, the CoR is liable to request the production of a Power Point presentation of maximum 2 slides for 15-page file notes, of maximum 3 slides for 30-page file notes, of maximum 4 slides for 60-page reports and of maximum 7 slides for 100-page reports. The Power Point presentation shall summarise the main outcomes and/or policy recommendations of the report.

The presentations should be done on a white background in order to reduce the environmental impact in the event that they need to be printed.

When drafting file notes and reports, the Contractor shall ensure it works in cooperation with the CoR's departments by means of video or phone conferences (as indicated in Section 1.4.4).

File notes

File notes cover all files pertaining to the CoR commissions' work programmes and topical issues. File notes may provide a critical and evidence-based analysis of relevant policy and legal aspects of a legislative proposal or consultative document (Green Paper, White Paper, Communication, etc.). They also provide explicit answers to specific research questions and look into specific territorial dimensions of the initiative in question, or support the work of working groups or impact assessments (TIA and UIA). In addition, file notes may also provide factual and synthetic information on a topical issue.

Where required, file notes provide also an analysis of case law and/or academic publications relevant in terms of subsidiarity and/or proportionality. They could also be a literature review based on specific databases, provided that the Contractor delivers an appropriate description of the applied methodology.

File notes may also be requested in order to meet the regulatory obligations laid down by Rules 55(2) and 55(3) of the CoR's Rules of Procedure¹, which respectively require that CoR opinions contain an explicit reference to the application of the subsidiarity and proportionality principles and assess the expected impact on administration and regional and local finances.

File notes can vary in length (15 or 30 pages). Certain file notes of 30 pages are based on the results of a questionnaire (survey) mostly addressed to local and regional authorities. In cases where a comparative analysis of several countries is needed, it should cover at least one quarter of the Member States (or six Member States and other relevant Third Countries, when requested in the specific contract) and take into account their diversity, in terms of both their size and their geographical location.

15- and 30-page file notes will have to be delivered within a relatively short timeframe (as specified in the specific contract), which will depend on the complexity and urgency of the matter at hand (in general from 3 to 6 calendar weeks).

The deadline set for the delivery of a 30-page file note with a questionnaire may vary according to the urgency of the issue (taking into account the inter-institutional timetable, if applicable) and its complexity, but shall not, in general, exceed three calendar months.

¹

[http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014Q0305\(01\)&from=EN](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014Q0305(01)&from=EN).

Reports

Reports provide a more in-depth analysis of a certain policy area or policy initiative and its impact on local and regional authorities. They can, for instance, contribute to the preparation of an (own-initiative) opinion or an outlook opinion². They may also support the preparation of CoR impact assessments or contribute to the preparation of a conference or workshop.

Reports are longer documents, usually comprising 60 or 100 pages. Certain reports are, including the results of a questionnaire (survey) mostly addressed to local and regional authorities. In cases where a comparative analysis of several countries is needed, the report should cover at least one quarter of the Member States (or six Member States and any other relevant Third Countries, when requested in the specific contract) and take into account their diversity, in terms of both their size and their geographical location.

In the majority of cases, a presentation, by the Contractor, should be given at the relevant CoR commission meeting. If such a presentation takes place, travel and accommodation expenses of the Contractor will be refunded on the basis of the regulation applicable to third parties participating in the activities of the CoR. Travel and accommodation expenses shall not therefore be included in the tender calculation. If the technology allows it, such a presentation can also take place via remote conferencing³, in which case no travel and accommodation expenses will be covered by the CoR.

The deadline set for the delivery of a report may vary according to the urgency of the issue (taking into account the inter-institutional timetable, if applicable) and its complexity, but it shall not, in general, exceed four calendar months. This may be extended in cases, for example, where there is a need to carry out a complex survey, subject to an agreement of both parties.

Whenever relevant, the issue of subsidiarity and proportionality, as defined in the Protocol on the Application of the Principles of Subsidiarity and Proportionality of the Treaty on European Union (Protocol number 2 appended to the Treaties), must also be examined in reports.

² Opinions are the main instrument through which the CoR participates in the legislative process, pursuant to the provisions of Article 307 of the Treaty on the Functioning of the European Union. Opinions are drawn up on the basis of a consultation by the European Parliament, by the Council or by the European Commission, and aim to highlight the views, concerns and proposals of local and regional authorities on a legislative or policy proposal. The areas of obligatory and optional consultation are defined by the Treaty on the Functioning of the European Union.

In some instances, the CoR may decide to adopt own-initiative opinions, stressing the specific regional and local interests in a given policy area. Such opinions may be drawn up in response to European Commission communications, reports or legislative proposals that are forwarded to the CoR for information. Such opinions may also be adopted at the request of the Member State that is holding, or will hold, the upcoming Presidency of the Council or at the CoR's own initiative.

Outlook opinions are prepared on issues with a strong regional impact in advance of Commission proposals for legislation and even before the Commission starts consultations on a given regulation.

³ Preferred alternative as the Committee attaches particular importance to the environmental footprint of its buildings and activities. See Section 3.3 for more information on the Committee's environmental policy

Layout rules for all reports, file notes and fact sheets

Document Setup

<u>Page Setup</u>			
Portrait	Top		2.5 cm
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<u>Font</u>			
Times New Roman	Chapter title	24	Bold
	Heading	18 or 16 (depending on "importance")	Bold or italic or regular, lower case, small caps or underlined (depending on "importance")
	Text	14	Regular
	Footnote	10	Regular
<u>Paragraph</u>			
Text	Alignment		Justified
	Indentation		None
	Spacing before		0 pt
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	Line spacing		Single
Footnote	Alignment		Justified
	Indentation		None
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<u>Page numbers</u> (bottom, centred)	Beginning with the text (after foreword and after table of contents)		ALWAYS on a RIGHT-hand page (odd numbered) page
<u>Table of contents</u>			
In the form of a table (centred) bearing the page numbers			
<u>Tables, figures</u>			
	Centred		

1.4.4. Timetable for submitting appraisal documents and meetings

Timetable

The time-frame for delivery of services will be set out in each specific contract, with a specific delivery date.

Submitting appraisal documents

Services performed by the Contractors under specific contracts shall be set out in documents that the Contractor shall send to the Committee in electronic form (by email) unless otherwise indicated. A word version (not a pdf) of the report should always be sent by electronic mail to Studies-DLW1@cor.europa.eu and to the address indicated in the relevant specific contract. The tenderer may also be requested to forward these documents electronically, using WeTransfer if it is not possible to send them by e-mail as an attachment, or to make them available to download on line, in a type and format that can be used by the Committee (Word, Excel or similar programme).

Interim reports

If a specific contract requires an interim report, the latter shall set out the work carried out and the results obtained at the date established for the delivery of the interim report. It will reveal in particular the possible consequences of the results obtained on all the work being carried out under the specific contract and on the work programme covering the period up to the day of the delivery of the final report.

Interim reports will be sent to the Committee on the date specified in the specific contract.

Final document

The final document will set out all the work carried out and will include the results obtained in performance of the specific contract. Moreover, it will contain an executive summary of the main results obtained. The final document on each provision of expertise must be submitted by the Contractor or its experts responsible for carrying out the services set out in these tender specifications.

The draft of this document will be submitted to the Committee no later than the day mentioned in the specific contract. Then, the Committee will inform the Contractor of its acceptance or comments, within the time specified in Article I.6.3 of the contract. The Contractor will submit the final document to the Committee within the time specified in Article I.6.3 of the contract.

Meetings

When needed, virtual meetings (video or phone conferences) will be organised between the Contractors and the Committee on the quality of the services provided under the specific

contracts. These virtual meetings will provide an opportunity to ensure that the following contractual commitments are met:

- compliance with quality standards;
- speed and quality of response to service requests;
- compliance with deadlines;
- quality of contract administration;
- quality of the services provided.

1.5. Place of performance: where will the contract be performed?

The services will be performed at the contractor's premises.

1.6. Nature of the contract: how will the contract be implemented?

The procedure will result in the conclusion of multiple framework contracts in cascade.

A framework contract establishes a mechanism for future repetitive purchases by the *Contracting authority* to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the *Contracting authority* to conclude specific contracts with a framework contractor.

The framework contract will be concluded in the form of separate but identical contracts with 3 contractors at most provided that there are enough tenderers whose tenders are retained after the evaluation.

The tenders deemed admissible as a result of the evaluation will be ranked in descending order to establish a list of contractors and a sequence in which they will be offered specific contracts during the implementation of the framework contract. The modalities of implementation of the framework contract in cascade are set out in Article I.4.3 of the draft contract.

👉 Tenderers need to take full account of the provisions of the draft contract as the latter will define and govern the contractual relationship(s) to be established between the *Contracting authority* and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

1.7. Volume and value of the contract: how much do we plan to buy?

An indicative estimate of the volumes to be ordered over the whole duration of the framework contract is given in the financial model in **Annex 6**. These volumes are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will

depend on the quantities which the *Contracting authority* will order through specific contracts. In any case the *framework contract ceiling*, i.e. the maximum amount to be spent under the framework contract, shall not be exceeded.

The *framework contract ceiling* is indicated in Heading II.2.6 of the contract notice.

Within three years following the signature of the framework contract(s) resulting from the current call for tenders, the *Contracting authority* may use the negotiated procedure under point 11.1.e of Annex 1 to Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union⁴ to procure new services from the contractor(s) up to a maximum of 50 % of the initial *framework contract ceiling*. These services will consist in the repetition of similar services entrusted to the contractor(s) and will be awarded under the following conditions: "best price-quality ratio" award method

1.8. Duration of the contract: how long do we plan to use the contract?

The contract(s) resulting from the award of this call for tenders will be concluded for 12 months. The details of the initial contract duration and possible renewals are set out in Article I.3 of the draft contract.

1.9. Electronic exchange system: can exchanges under the contract be automated?

For all exchanges with the contractor during the implementation of the contract as well as for future possible subsequent proceedings for the purposes of EDES ([European Union's Early Detection and Exclusion System](#)) the *Contracting authority* may use an electronic exchange system meeting the requirements of Article 148 of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#)⁵. At the request of the *Contracting authority* the use of such a system shall become mandatory for the contractor(s) at no additional cost for the *Contracting authority*. Details on specifications, access, terms and conditions of use will be provided in advance.

⁴ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

⁵ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

2. GENERAL INFORMATION ON TENDERING

2.1. Legal basis: what are the rules?

This call for tenders is governed by the provisions of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)⁶.

The *Contracting authority* has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

2.2. Rules on access to procurement: who may submit a tender?

Participation in this call for tenders 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. The Agreement on Government Procurement⁷ (GPA) concluded within the World Trade Organisation does not apply to the Committee of the Regions, therefore, our procedures are not open to economic operators established in GPA countries.

The rules on access to procurement do not apply to subcontractors. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

To enable the *Contracting authority* to verify the access, each tenderer must indicate its country of establishment (and in case of joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country/-ies. The same document(s) could be used to prove country/-ies of establishment and the delegation(s) of the authorisation to sign as described in **Section 4.3**.

⁶ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

⁷ https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm.

2.3. Registration in the Participant Register: why register?

Any economic operator willing to submit a tender for this call for tenders must be registered in the [Participant Register](#) - an online register of organisations and natural persons participating in European Committee of the Regions' calls for tenders or proposals (participants).

On registering each participant obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Committee of the Regions' calls for tenders or calls for proposals.

👉 **Please provide information about the SME status of the participant in the Participant Register by filling in the SME Declaration section in the Participant Register. The section becomes available only when updating/modifying the details of the registered organisation.**

2.4. Ways to submit a tender: how can economic operators organise themselves to submit a tender?

Economic operators can submit a tender either as a sole economic operator (sole tenderer) or as a group of economic operators (joint tender). In either case subcontracting is permitted.

In order to fulfil the selection criteria set out in **Section 3.2** the tenderer can rely on the capacities of subcontractors or other entities that are not subcontractors.

The role of each entity involved in a tender (hereafter referred to as “*involved entity*”) must be clearly specified in the eSubmission application: i) sole tenderer, ii) *Group leader* of a group of tenderers, iii) member of a group of tenderers, or iv) subcontractor. For an entity on whose capacities the tenderer relies to fulfil the selection criteria (that is not a subcontractor), this role is defined in the commitment letter (**Annex 5.2**). This applies also where the *involved entities* belong to the same economic group.

2.4.1. Joint tenders

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a tenderer⁸.

All members of the group assume joint and several liability towards the *Contracting authority* for the performance of the contract as a whole.

⁸ References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

Group members must appoint a *Group leader* and a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. The model power of attorney attached in **Annex 3** is to be used.

The joint tender must clearly indicate the role and tasks of each member and of the *Group leader* who will act as the *Contracting authority's* contact point for the contract's administrative or financial aspects and operational management. The *Group leader* will have full authority to bind the group and each of its members during contract execution. If the joint tender is successful, the *Contracting authority* shall sign the contract with the Group leader, authorised by the other members to sign the contract on their behalf via power of attorney drawn up in the model attached in **Annex 3**.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before contract signature) shall lead to rejection of the tender except in case of a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see **Section 2.2**) and is not in an exclusion situation, (see **Section 3.1**).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted tender may not be altered substantially, i.e. all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender may not be modified.

2.4.2. Subcontracting

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators which will perform part of the contract on its behalf. The contractor retains full liability towards the *Contracting authority* for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3, (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the](#)

[conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)).

- d) Use of staff without employment contract (“self-employed persons working for the contractor”), without the tasks of the self-employed persons being particular well-defined parts of the contract.
- e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tenders (see **Section 1.4**).
- f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the *Technical specifications* expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a member of the group.

By filling in the form available in *Annex 4*, tenderers are required to identify and describe briefly the envisaged contractual roles/tasks of subcontractors meeting this condition: (hereafter referred to as *identified subcontractors*) on whose capacities the tenderer relies upon to fulfil the selection criteria as described under **Section 3.2**.

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 5.1** and signed by its authorised representative.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the *Contracting authority* subject to the following verifications:

- any new subcontractor is not in an exclusion situation;
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity, the change does not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the *Contracting authority* and resulted in a signed contract, is considered authorised.

2.4.3. Entities on whose capacities the tenderer relies to fulfil the selection criteria

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in *Annex 5.2*, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources.

If the contract is awarded to a tenderer intending to rely on another entity to meet the minimum levels of economic and financial capacity, the *Contracting authority* may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required.

👉 Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

3. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer has access to procurement (see *Section 2.2*);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and the required documents signed by duly authorised representative(-s) of the tenderer);
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements specified in the procurement documents;
- Evaluation of tenders on the basis of the award criteria.

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *Contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *Contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria *the Contracting authority* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

3.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

Tenderers found to be in an exclusion situation will be rejected.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour⁹ in the model available in *Annex 2*¹⁰. The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the [European Union's Early Detection and Exclusion System](#). The documents mentioned as supporting evidence in the Declaration on Honour need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the *Contracting authority*¹¹.

Annex 1 specifies which of the *involved entities* participating in a tender need to provide the Declaration on Honour and, when requested by the *Contracting authority*, the supporting evidence.

Before the award decision, the contracting authority may request documentary evidence on compliance on the exclusion criteria set out in the present tender specifications. All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within a short deadline. Failure to provide valid documentary evidence within the deadline set by the Contracting Authority may lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.

Please note that a request for evidence in no way implies that the tenderer has been successful.

3.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

⁹ The European Single Procurement Document (ESPD) may not be used yet in European Committee of the Regions' calls for tenders.

¹⁰ Unless the same declaration has already been submitted for the purposes of another award procedure of the European Committee of the Regions, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

¹¹ The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Committee of the Regions, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;
- if such evidence can be accessed by the *Contracting authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tenders. The model Declaration on Honour available in **Annex 2** shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure¹². In any case, to the extent that there is no ground for a waiver, the evidence must be provided, upon request and within a deadline given by the *Contracting authority*. The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the *involved entities* who contribute to the fulfilment of the criterion, and in case of individual assessment – by each *involved entity* to whom the criterion applies individually.

Before the award decision, the contracting authority may request documentary evidence on compliance with the selection criteria set out in the present tender specifications. All tenderers are **invited to prepare in advance the documents related to the evidence**, since they may be requested to provide such evidence in a short deadline. In any event, the tenderer proposed by the evaluation committee for the award of the contract, will be requested to provide such evidence.

Failure to provide valid documentary evidence within the deadline set by the Contracting Authority may lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.

3.2.1. Legal and regulatory capacity

All tenderers (including all members of the group in case of joint tenders) must provide a signed **Legal Entity Form** with its supporting evidence. The form is available on: https://ec.europa.eu/info/publications/legal-entities_en

12

The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Committee of the Regions and are still up-to-date;
- if such evidence can be accessed by the *Contracting authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

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

The tenderer (or the leader in case of joint tender) must provide a **Financial Identification Form** with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in case of joint tender. The form is available on: https://ec.europa.eu/info/publications/financial-identification_en.

Tenderers (including all members of the group in case of joint tenders) must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the work subject to this call for tenders.

The legal and regulatory capacity shall be proven by the evidence listed below:

- Proof of enrolment in a relevant trade or professional register
- Proof of authorisation that the tenderer is authorised to perform the contract in its country of establishment
- Proof that the tenderer is a member of a specific professional organisation
- or any other official document showing the registration number

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

3.2.2. Economic and financial capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Criterion F1	
Minimum level of capacity	Turnover of at least two out of the three last financial years at least equal to EUR 200 000.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.
Evidence	Copy of the profit and loss accounts and balance sheets for the last three years for which accounts have been closed from each <i>involved entity</i> concerned, or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

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 European Committee of the Regions reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

👉 The evidence of economic and financial capacity does not need to be provided with the tender, but may be requested by the *Contracting authority* at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

3.2.3. Technical and professional capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract.

3.2.3.1 Criteria relating to tenderers

Criterion T1	
The tenderer must prove experience in the field of the Common Agricultural Policy (CAP) and Rural Development, Food Production, Forestry, Public Health, Consumer Protection, Common Fisheries Policy, Maritime Affairs Policy, Civil Protection and Tourism. (See 1.4.1 and 1.4.2 above).	
Minimum level of capacity	At least three similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	<p>A list of projects meeting the minimum level of capacity. The list should include details of their start and end date, total project amount and scope, role and amount invoiced. In the case of projects that are still on-going, only the portion completed during the reference period will be taken into consideration. This list should be clearly marked as evidence for criterion T1.</p> <p>[As supporting documents for each project reference, the <i>Contracting authority</i> may request statements issued by the clients and take up contact with the latter.]</p>

Criterion T2

The tenderer must prove they have had experience with carrying out projects which, all combined, have covered at least nine EU countries.

Minimum level of capacity	The tenderer must provide evidence of having carried out at least five projects over the last three years which, all combined, have covered at least nine EU countries.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	<p>A list of projects meeting the minimum level of capacity. The list should include details of their start and end date, total project amount and scope, role and amount invoiced. In the case of projects that are still on-going, only the portion completed during the reference period will be taken into consideration. This list should be clearly marked as evidence for criterion T2.</p> <p>[As supporting documents for each project reference, the <i>Contracting authority</i> may request statements issued by the clients and take up contact with the latter.] The most important services should be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.</p>

Criterion T3

The tenderer must prove their capacity to draft reports in English.

Minimum level of capacity	The tenderer must provide one document of at least 10 pages (report, study, etc.) drafted in English and published or delivered to a client in the last two years.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	A linguistic verification will be carried out on 5 pages of the document provided. This document should be clearly marked as evidence for criterion T3.

Criterion T4

The tenderer must prove their capacity to collect and analyse data, including the preparation of visualisations such as infographics, graphics, graphs and charts.

Minimum level of capacity	At least six examples of visualisations of data findings produced in at least three different former projects; at least two shall be infographics.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .

Evidence	The examples provided will be verified. These examples should be clearly marked as evidence for criterion T4.
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3.2.3.2 Criteria relating to the team delivering the service

Criterion P1	
The Project Manager	
Minimum level of capacity	The team delivering the service must include a Project Manager with at least five years' experience in directing projects, including overseeing project delivery, quality control of service delivered, client orientation and conflict resolution; experience in at least one similar project and in directing a team of at least 5 people.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	Curriculum Vitae and a certificate of past experience and/or a reference letter attesting the attainment of the minimum level of capacity as defined above, clearly marked as evidence for criterion P1 and indicating the intended function in the delivery of service.

Criterion P2	
The language quality check	
Minimum level of capacity	At least 4 members of the team shall have native-level language skills in English or equivalent (corresponding to the "C2 – Proficient User" level of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment), as guaranteed by a certificate or past relevant experience.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	A language certificate or past relevant experience of 4 members of the team clearly marked as evidence for criterion P2.

Criterion P3	
The experts	
Minimum level of capacity	At least 4 members of the expert team shall be expert(s) in the research fields relating to the subjects covered by these tender specifications (See Section 1.4. Description: what do we want to buy through this call for tenders?): at least

	five years' professional experience in the relevant research field(s). University degree or equivalent higher education degree.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	Curriculum Vitae and a language certificate or past relevant experience clearly marked as evidence for criterion P3.

Criterion P4	
Team for data collection	
Minimum level of capacity	Collectively the team shall have knowledge (corresponding to "B2 – Independent User" level of the Common European Framework of Reference for Languages: Learning, Teaching, Assessment) of at least 6 EU languages. At least 4 members of the team shall have proven experience of three years in data collection techniques. At least 4 members of the team shall demonstrate proficiency in at least 3 EU languages (corresponding to level "B2 – Independent User", as mentioned above).
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	Curriculum Vitae and a language certificate or past relevant experience clearly marked as evidence for criterion P4.

Where the experts and the members of the team for data collection are the same person, this should be clearly indicated and the evidence be marked as P3 and P4.

👉 **All of the above specified** evidence of technical and professional capacity MUST be provided with the tender.

For each project reference the *Contracting authority* may request additional documents as well as statements issued by the clients, and may take up contact with the latter.

3.3. Compliance with the minimum requirements specified in the procurement documents

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tenders. Particular attention is drawn to the minimum requirements specified in *Section 1.4.* of these specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or

the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions or reservations on the part of a tenderer.

The Committee of the Regions' environmental policy

The Committee attaches particular importance to the environmental footprint of its buildings and activities. It has been awarded EMAS¹³ and ISO 14001¹⁴ certification since 2011. In this connection, the Committee has undertaken at the highest level to inform all those working for it, including contractors, about the Environmental Policy¹⁵ it has drawn up.

Therefore, the contractor and its staff present on the Committee's premises shall undertake to:

- comply with the environmental management system in place;
- scrupulously comply with the environmental legislation applicable to the Committee;
- ensure that its staff members present on the Committee's premises have sufficient knowledge of the environmental management system and that everyone assigned to work under the contract has received the appropriate and necessary information.

👉 Tenders that are not compliant with the applicable minimum requirements shall be rejected.

3.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender according to the "best price-quality ratio" award method.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

1. Price - [30 %]

The price considered for evaluation will be the total price of the tender (as per *Annex 6 Financial offer form*), covering all the requirements set out in the tender specifications.

¹³ A community system of environmental management and audit in accordance with the provisions of Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), as amended by Commission Regulations (EU) 2017/1505 of August 28, 2017 amending Annexes I, II and III and (EU) 2018/2026 of December 28, 2018 amending Annex IV.

¹⁴ Belgian standard registered NBN EN ISO 14001, Environmental management systems (ISO 14001: 2015).

¹⁵ The Environmental Policy of the CoR is available on its web page: <http://cor.europa.eu/en/Pages/environmental-statement.aspx>.

2. Quality - [70 %]

The quality of the tender will be evaluated based on the criteria listed in point 3.4.1. below.

The technical offer must be presented as per *Annex 7: Technical offer template*.

For the delivery of file notes and reports and for the provision of expertise in the areas covered by this call for tenders, the tender should:

- describe the proposed organisation of work and give details of the human and technical resources at their disposal that will enable them to act promptly when a specific request for collaboration is made by the CoR;
- provide one scenario detailing the organisation of work envisaged for the preparation of a 30-page file note requiring a questionnaire.

For the call for tenders' specific area of action, the tender must present the following, keeping to the structure set out below:

- the **general framework(s)** (defined in point 1.4. of these Specifications) of the deliverables, with special emphasis on the local and regional dimension;
- the **methodological approach to be adopted** for data collection and processing, with special emphasis on the local and regional dimension (e.g. institutional assessment and quantitative surveys; available databases, etc.);
- details of the **web and social media strategy** to be deployed to ensure the outreach of consultations/questionnaires, with special emphasis on the local and regional dimension; the capacity to provide infographics, graphics, graphs and charts.
- the different **partnerships and associated networks** to be used to ensure broad geographical and linguistic coverage, with special emphasis on the local and regional dimension.

The proposal should also include details of follow-up procedures and **quality-control measures**, the planning and administration of orders, and an outline of the **business continuity** strategy.

3.4.1. Technical evaluation of tenders

The maximum total quality score is 100 points.

1. **Organisation of work**, including the distribution of roles and responsibilities, and overall allocation of time and of human and other resources.

The tender should provide details of this allocation and the rationale behind it. It should also describe the operational steps to be followed for the delivery of the different types of report, including indicative timelines. In addition to a stand-alone point, this criterion

must be demonstrated using, inter alia, the 30-page file-note requiring a questionnaire scenario that will serve as an example of the methodology that will be evaluated.

Maximum grade: 15 points, minimum score 50%

The grade for this criterion will be distributed as follows:

- Description of proposed work organisation: 5 points
- Scenario for the preparation of a 30-page file note requiring a questionnaire: 10 points.

2. General framework.

The tenderer will demonstrate the comprehensiveness of their analysis of all the spheres of activity covered by this call for tenders (see Section 1.4. of these Specifications), with a view to the specific implications for European local and regional authorities, recent and upcoming developments, and cross-cutting aspects.

Maximum grade: 35 points, minimum score 50%

The grade for this criterion will be distributed as follows:

- General theoretical framework (defined in point 1.4. of these Specifications): 5 points
- Local and regional dimension: 10 points
- Recent and upcoming developments, with special emphasis on the local and regional dimension: 10 points
- Cross-cutting aspects, with special emphasis on the local and regional dimension: 10 points.

3. Methodology, data collection and presentation, partnerships and associated networks: efficiency, quality and relevance of the methodology and the proposed research project.

Maximum grade: 35 points, minimum score 50%

The grade for this criterion will be distributed as follows:

- Methodological approach to data collection and processing: 10 points
- Methods envisaged to ensure maximum geographical and linguistic coverage (detailed strategy) and relevance of the envisaged network to the subjects of this call for tenders: 10 points
- Web and social media strategy to ensure the outreach of consultations, including methodology for visualisations of data findings and social media messages: 15 points.

Tenderers should note that overly conceptual or abstract methodologies will not be marked favourably.

4. **Quality control** measures, including quality control of deliverables, language quality check and continuity of service in the event of absence of leading members of the team.

Maximum grade: 15 points, minimum score 50%

The grade for this criterion will be distributed as follows:

- Quality control: 5 points
- Language quality check: 5 points
- Continuity of service: 5 points.

The number of points indicates the maximum marks that can be allocated to each individual criterion.

Tenders must score a minimum of 50% for each individual criterion and a minimum of 60% in total. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

3.4.2. Financial evaluation of the tenders

When submitting the financial proposal, tenderers must include all information on prices and may only use the forms listed in *Annex 6* of these specifications.

The financial proposal presentation form contained in *Annex 6* must be completed in full and should not be altered in any way. Any incomplete or amended proposal will be excluded from the evaluation procedure.

The most economically advantageous tender, i.e. the tender offering the best price-quality ratio (Section 3.4) will be established on the basis of the total price of the evaluation scenario (price schedule 4 of the financial offer form) referred to in *Annex 6*.

In particular, each evaluation scenario shall be based on the unit prices of the applicable professional profile and take into account the estimated total workload quoted.

Tenderers are requested to note that the forms are intended solely to provide a fair and non-discriminatory basis for comparing price bids.

Therefore, the completed forms cannot, under any circumstances, be considered to constitute a commitment on the part of the Committee to place orders for the relevant services or quantities, and cannot give rise to any right or legitimate expectation by the tenderer.

Failure to quote a price for the tasks listed in *Annex 6* will invalidate the tender.

3.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

Score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	100	*	Price weighting (30/100)	+	total quality score (out of 100) for all award criteria of tender X	*	Quality weighting (70/100)
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☞ The contract shall be awarded to the first three ranked tenders that comply with the minimum requirements specified in the procurement documents and are submitted by tenderers with access to procurement, not in an exclusion situation and fulfilling the selection criteria. The ranking will determine the sequence in which the contractors will be offered specific contracts during implementation of the framework contract.

4. FORM AND CONTENT OF THE TENDER

4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted via the eSubmission application according to the instructions laid down in the Invitation to tender letter and the [eSubmission Quick Guide](#).

☞ Make sure you prepare and submit your electronic tender in eSubmission early enough to ensure it is received within the deadline specified under Heading IV.2.2 of the contract notice.

4.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender in eSubmission are listed in *Annex 1*.

The following requirements apply to the technical and financial offer to be uploaded in eSubmission:

- *Technical offer.*

The technical offer must be submitted according to the template provided in *Annex 7* of these specifications.

The technical offer must provide all the information needed to assess the compliance with *Section 1.4* of these specifications and the award criteria (*Section 3.4*). Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

For the appraisal, the written submission shall include a clear and detailed description of the organisation, resources and methodology proposed. Tenderers will provide a practical and detailed description of the resources and services proposed to achieve the objectives and results set out in *Section 1.4* above.

In order to prove the technical compliance of their offer to the tender specifications, the tenderers are requested to follow the structure displayed in *Annex 7*, "Technical Offer template"

based on the list of award criteria and upload it in e-Submission under the step 'Tender data' in the tab 'Technical Tender' → 'Technical offer'.

- *Financial offer.*

A complete financial offer, including the breakdown of the price needs to be uploaded. For this purpose, the Financial Model in **Annex 6** shall be completed and uploaded in eSubmission. The total amount of the offer as indicated in **price schedule 4 (Annex 6)** must be encoded in the field “Total amount” under the section “Tender data” in eSubmission.

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the eSubmission field “Total amount” corresponds to the amount indicated in the uploaded financial offer. In case of discrepancies, only the amount indicated in the financial offer will be taken into account.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT.

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

Should the contractor be requested to present study results connected to the execution of this FWC at a European Committee of the Regions meeting, travel and accommodation expenses will be refunded on the basis of the provisions of the regulation applicable to third parties participating in the activities of the European Committee of the Regions that will be in place at the time of the meeting.

👉 The European Union Institutions are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Committee of the Regions by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Union is exempt from VAT.

4.3. Signature policy: how can documents be signed?

Where a document needs to be signed, the signature must be either hand-written or a qualified electronic signature as defined in [Regulation \(EU\) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market \(the eIDAS Regulation\)](#).

For hand-written signatures see Section 1 of the Invitation to tender.

For electronic signatures see: <https://webgate.ec.europa.eu/fpfis/wikis/x/YIrgIw>

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign:

- The Declaration on Honour of the tenderer (in case of joint tender – the Declarations on Honour of all group members);
- (If applicable – in the case of joint tender) the power(s) of attorney drawn up using the model attached in *Annex 3*).

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the *Contracting authority* can access on a national database free of charge does not need to be submitted if the *Contracting authority* is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?

Once the *Contracting authority* has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the *Contracting authority* is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, agencies and bodies, as well to other persons and entities working for the *Contracting authority* or cooperating with it, including contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.
- After the signature of the award decision tenderers whose tenders were received in accordance with the submission modalities, who have access to procurement, who are not found to be in an exclusion situation referred to in Article 136(1) of the FR, who are not rejected under Article 141 of the FR, whose tenders are not found to be incompliant with the procurement documents, and who make a request in writing will be notified of the name of the tenderer to whom the contract is awarded, the characteristics and relative advantages of the successful tender and the price of the offer and/or contract value. The *Contracting authority* may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between

them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial offer, technical or trade secrets¹⁶.

- The *Contracting authority* may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure¹⁷, the *Contracting authority* may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

👉 The *Contracting authority* will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The *Contracting authority* reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

¹⁶ For the definition of trade secrets please see Article 2 (1) of DIRECTIVE (EU) 2016/943 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure.

¹⁷ See Article 4 (2) of the REGULATION (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents.

APPENDIX: LIST OF REFERENCES

<i>Award criteria</i>	See Section 3.4
<i>Contracting authority</i>	See Section 1.1
<i>Entities on whose capacities the tenderer relies to fulfil the selection criteria</i>	See Section 2.4.3
<i>Exclusion criteria</i>	See Section 3.1
<i>Financial Regulation</i>	Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union
<i>Framework contract</i>	See Section 1.6
<i>Framework contract ceiling</i>	See Section 1.7
<i>Group leader</i>	See Section 2.4.1
<i>Identified subcontractors</i>	See Section 2.4.2
<i>Involved entities</i>	See Section 2.4
<i>Joint tender</i>	See Section 2.4.1
<i>Participating entities</i>	See Section 1.1
<i>Participant Register</i>	See Section 2.3 https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register
<i>Selection criteria</i>	See Section 3.2
<i>Sole tenderer</i>	See Section 2.4
<i>Subcontracting/subcontractor</i>	See Section 2.4.2
<i>Treaties</i>	The EU Treaties: https://europa.eu/european-union/law/treaties_en

ANNEXES

Annex 1. List of documents to be submitted with the tender or during the procedure

Description	Sole tenderer	Joint tender		Identified Subcontractor	Entity on whose capacity is being relied	When and where to submit the document?	Instructions for uploading in eSubmission (if applicable)	
		Group leader	Member of the group				How to name the file?	Where to upload?
1. Identification and information about the tenderer.								
eSubmission view								
<div><div></div><div>Ways to submit</div><div></div><div>Parties</div><div></div><div>Tender data</div><div></div><div>Submission report</div><div></div><div>Submit</div></div>								
<div>Declaration on Honour on Exclusion and Selection Criteria (see Section 3.1)</div> <div>model in Annex 2. Declaration on Honour on exclusion and selection criteria</div>	<div>☒</div>	<div>☒</div>	<div>☒</div>	<div>☒</div>	<div>☒</div>	<div>With the tender in eSubmission</div>	<div>'Declaration on Honour'</div>	<div>With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Declaration on Honour'.</div> <div>For entities on whose capacity is being relied and who are not subcontractors, the document must be uploaded in the section of the Sole tenderer or Group leader:</div>

								→'Identification tenderer' →'Attachments'→'Other documents'.
Evidence that the person signing the documents is an authorised representative of the entity ¹⁸	☒	☒	☒			With the tender in eSubmission	'Authorisation to sign' documents'.	With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
Power of attorney (see Section 2.4.1) model in Annex 3. Power of Attorney Error! Not a valid result for table.			☒			With the tender in eSubmission	'Power of attorney'	In the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
List of identified subcontractors (see Section 2.4.2) model in Annex 4. List of identified subcontractors	☒	☒				With the tender in eSubmission	"List of identified subcontractors"	In the Sole tenderer's or the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
Commitment letter (see Section 2.4.2 and 2.4.3)				☒ (model in Annex 5.1)	☒ (model in Annex 5.2)	With the tender in eSubmission	'Commitment letter'	With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.

¹⁸ A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

Evidence of non-exclusion (see Section 3.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only upon request by <i>the Contracting authority</i> At any time during the procedure	n.a.	n.a.
Evidence of legal existence and status (see Section 3.2.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in eSubmission	n.a.	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.
Evidence of legal capacity (see Section 3.2.1) Legal entity form (with its supporting evidence) and Financial Identification Form (with its supporting documents)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in eSubmission		With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.
Evidence of economic and financial capacity F1 (see Section 3.2.2)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion F1					At any time during the procedure	'Balance_sheet_entity_year" Profit_Loss_Account_entity_year"	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Economic and financial capacity'.

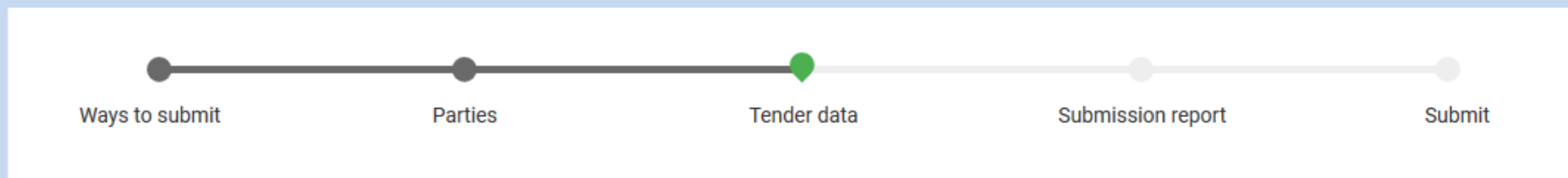
Evidence of technical capacity T1 (see Section 3.2.3)	<p style="text-align: center;"> The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T1 </p>	With the tender in eSubmission	'Project_ reference_No.1" 'Project_ reference_No.2" 'Project_ reference_No.3" marked as evidence for criterion T1	With the Group leader or the sole tenderer under 'Parties' →'Identification tenderer' →'Attachments'→'Technical and professional capacity'.
Evidence of technical capacity T2 (see Section 3.2.3)	<p style="text-align: center;"> The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T2 </p>	With the tender in eSubmission	'Project_ reference_No.1" 'Project_ reference_No.2" 'Project_ reference_No.3" 'Project_ reference_No.4" 'Project_ reference_No.5" marked as evidence for criterion T2	With the Group leader or the sole tenderer under 'Parties' →'Identification tenderer' →'Attachments'→'Technical and professional capacity'.

Evidence of technical capacity T3 (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T3	With the tender in eSubmission	1 document marked as evidence for criterion T3	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.
Evidence of technical capacity T4 (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion T4	With the tender in eSubmission	6 examples marked as evidence for criterion T4	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.
Evidence of professional capacity P1 (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion P1	With the tender in eSubmission	CV, certificate and/or letter of the project manager marked as evidence for criterion P1	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.
Evidence of professional capacity P2 (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion P2	With the tender in eSubmission	Documents for the language quality check clearly marked as evidence for criterion P2	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.

Evidence of professional capacity "P3" (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion P3	With the tender in eSubmission	Documents for the experts clearly marked as evidence for criterion P3	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.
Evidence of professional capacity "P4" (see Section 3.2.3)	The documents must be provided only by the <i>involved entities</i> who contribute to reaching the minimum capacity level for criterion P4	With the tender in eSubmission	Documents for the team for data collection clearly marked as evidence for criterion P4	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.

2. Tender data.

eSubmission view



Failure to upload the following documents in eSubmission will lead to rejection of the tender.

[Technical offer] (see Section 4.2) [model in Annex 7]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in eSubmission	'Technical offer'	Under section 'Tender Data' → 'Technical offer'
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Financial offer (see Section 4.2) [model in Annex 6]	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in eSubmission	'Financial offer'	Under 'Tender Data' → 'Financial offer'
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Annex 2. Declaration on Honour on exclusion and selection criteria

Annex 2 is published as a separate document

Please read the instructions below in order to complete correctly this document:

Sections A, B and C are always to be completed.

Regarding points **A II** and **A III**, the persons need to complete these two sections (yes/no) only if they apply to them. If these sections don't apply to them, in part or in whole, the persons should tick "NOT APPLICABLE" box (N/A) accordingly.

Concerning **point A III.(3)**, ticking the box "NO" means that there is in fact one (s) natural or legal person(s) who answer(s) indefinitely for the debts of the company author of the declaration and that this (these) natural or legal person(s) is not in one of the two situations of non-exclusion: "bankruptcy" and "non-compliance with the payment of taxes or social security contributions". In the event of contract award, supporting documents relating to these two situations will also be required for the natural person(s) or legal entity(ies) who are (are) effectively liable indefinitely for the company's debts. If such person(s) does not exists, in this case, please check the "NOT APPLICABLE" box.

Annex 3. Power of attorney

Call for tenders CDR/2022/B1/1/NAT -

Multiple framework contract for studies in the fields of Common Agricultural Policy, Rural Development, Food Production, Health, Fisheries, Maritime Policy, Consumer Protection, Forestry, Civil Protection and Tourism.

POWER OF ATTORNEY

The undersigned:

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

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

HEREBY AGREES TO THE FOLLOWING:

- 1) To submit a joint tender as a member of a group of tenderers (the Group), constituted by Company 1, Company 2, Company N (Group members), and led by Company 1 (Group leader), in accordance with the conditions specified in the tender specifications and the terms specified in the tender to which this Power of attorney is attached.
- 2) If the *Contracting authority* awards the contract resulting from this call for tenders to the *Group* on the basis of the joint tender to which this power of attorney is attached, all *Group members* shall be considered parties to the contract in accordance with the following conditions:
 - (a) All *Group members* shall be jointly and severally liable towards the *Contracting authority* for the performance of the contract.
 - (b) All *Group members* shall comply with the terms and conditions of the contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the contract.
- 3) Payments by the *Contracting authority* related to the services and/or supplies subject to the Contract shall be made through the bank account of the *Group leader*: [Provide details on bank, address, account number].
- 4) The *Group members* grant to the *Group leader* all the necessary powers to act on their behalf in the submission of the tender and the conclusion of the contract, including:
 - (a) The *Group leader* shall submit the tender on behalf of all *Group members* and indicate in the "Tender Contact Info" section in eSubmission the name and e-mail address of an individual - single point of contact authorised to communicate officially with the *Contracting authority* in connection with the submitted tender on behalf of all *Group members*, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature.

- (b) The *Group leader* shall sign any contractual documents – including the contract, and amendments thereto – and issue any invoices related to the performance of the contract on behalf of all *Group members*.
- (c) The *Group leader* shall act as a single contact point with the *Contracting authority* in the delivery of the services and/or supplies subject to the contract. It shall co-ordinate the delivery of the services and/or supplies by the *Group* to the *Contracting authority*, and shall see to a proper administration of the contract.

Any modification to the present Power of attorney shall be subject to the *Contracting authority*'s express approval. This Power of attorney shall expire when all the contractual obligations of the *Group* have ceased to exist. The parties cannot terminate it before that date without the *Contracting authority*'s consent.

Place and date:

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

Annex 4. List of identified subcontractors

Identification details	Roles/tasks during contract execution
[Full official name Registered address Statutory registration number VAT registration number]	
[Full official name Registered address Statutory registration number VAT registration number]	
[REPEAT AS MANY TIMES AS THE NUMBER OF IDENTIFIED SUBCONTRACTORS]	
Other subcontractors that do not need to be identified under Section 2.4.2	

Annex 5.1. Commitment letter by an identified subcontractor

[Letterhead, if any]

EUROPEAN COMMITTEE OF THE REGIONS

Call for tenders Ref. CDR/2022/B1/1/NAT

Attn:

[Insert date]

Commitment letter by identified subcontractor

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company *[insert name of the entity]* hereby confirm that our company agrees to participate as subcontractor in the offer of *[insert name of the tenderer]* for the call for tenders CDR/2022/B1/1/NAT – Multiple framework contract for studies in the fields of Common Agricultural Policy, Rural Development, Food Production, Health, Fisheries, Maritime Policy, Consumer Protection, Forestry, Civil Protection and Tourism.

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the subcontractor]* commits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance and that it accepts the general conditions attached to the tender specifications for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

Annex 5.2. Commitment letter by an entity on whose capacities is being relied

[Letterhead, if any]

EUROPEAN COMMITTEE OF THE REGIONS

Call for tenders Ref. CDR/2022/B1/1/NAT

Attn:

[Insert date]

Commitment letter by an entity on whose capacity is being relied

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company *[insert name of the entity]* hereby confirm that our company **authorises the *[insert name of the tenderer]* to rely on its [financial and economic capacity] [technical and professional capacity] in order to meet the minimum levels** required for the call for tenders CDR/2022/B1/1/NAT] – Multiple framework contract for studies in the fields of Common Agricultural Policy, Rural Development, Food Production, Health, Fisheries, Maritime Policy, Consumer Protection, Forestry, Civil Protection and Tourism.

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the entity]* commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance, and that it accepts the general conditions attached to the tender specifications for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

Annex 6. Financial offer form

Annex 6 is published as a separate document

Annex 7. Technical offer template

The technical offer should be presented according to the criteria listed in Section 3.4. "Award criteria" and must provide all the information needed to assess the compliance with Section 1.4 "Description: what do we want to buy through this call for tenders?".

1. Organisation of the work
 - 1.1. Description of the proposed work organisation
 - 1.2. Scenario for the preparation of a 30-page file note requiring a questionnaire
 2. General framework
 - 2.1. General theoretical framework
 - 2.2. Local and Regional dimension,
 - 2.3. Recent and upcoming developments, with special emphasis on the local and regional dimension
 - 2.4. Cross-cutting aspects, with special emphasis on the local and regional dimension
 3. Methodology, data collection and presentation, partnerships and associated networks: efficiency, quality and relevance of the methodology and the proposed research project
 - 3.1. Methodological approach to data collection and processing
 - 3.2. Methods envisaged to ensure maximum geographical and linguistic coverage (detailed strategy) and relevance of the envisaged network to the subjects of this call for tenders
 - 3.3. Web and social media strategy to ensure the outreach of consultations, including methodology of visualisations of data findings and social media messages
 4. Quality control measures, including quality control of deliverables, language quality check and continuity of service in the event of absence of leading members of the team.
 - 4.1. Quality control
 - 4.2. Language quality check
 - 4.3. Continuity of service
-