



EUROPEAN COMMISSION
Executive Agency for Small and Medium-sized Enterprises (EASME)
Department A – COSME, H2020 SME and EMFF
Unit A.3 – European Maritime and Fisheries Fund (EMFF)

CALL FOR TENDERS

Marine Bioeconomy Forum

EASME/EMFF/2017/026

TENDER SPECIFICATIONS

Open Procedure

TABLE OF CONTENTS

1	TECHNICAL SPECIFICATIONS.....	4
1.1	Introduction.....	4
1.2	Background information and context.....	4
1.3	General and specific objectives	5
1.4	Tasks and geographical scope	6
1.4.1	Tasks	6
1.4.2	Geographical scope of the tasks.....	6
1.5	Input by the Contracting Authority	6
1.6	General guidance on methodology	6
1.7	Performance and quality requirements	11
1.8	Starting date of the contract and duration	11
1.9	Volume of the market.....	11
1.10	Planning, outputs and deliverables	11
1.10.1	<i>Intermediate outputs and deliverables</i>	12
1.10.2	<i>Final outputs and deliverables</i>	13
1.10.3	<i>Meetings</i>	14
1.10.4	<i>Deadlines</i>	15
1.11	Intellectual property rights.....	16
2	CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES	16
2.1	Content	16
2.1.1	<i>Final report, pipeline of projects and roadmap</i>	16
2.1.2	<i>Publishable executive summary</i>	17
2.1.3	<i>Requirements for publication on Internet</i>	17
2.1.4	<i>Structure</i>	17
2.1.5	<i>Graphic requirements</i>	17
3	INFORMATION ON TENDERING.....	18
3.1	Participation.....	18
3.2	conditions	18
3.3	Compliance with applicable law	18
3.4	Joint tenders	18
3.5	Sub-contracting.....	19
3.6	Costs.....	19
3.7	Content of the tender.....	19
3.8	Identification of the tenderer: legal capacity and status	20

4	EVALUATION AND AWARD.....	21
4.1	Evaluation steps.....	21
4.2	Verification of non-exclusion.....	21
4.3	Selection criteria.....	22
4.3.1	<i>Declaration and evidence</i>	22
4.3.2	<i>Legal and regulatory capacity</i>	23
4.3.3	<i>Economic and financial capacity criteria</i>	23
4.3.4	<i>Technical and professional capacity criteria and evidence</i>	24
4.4	Award criteria.....	26
4.5	Ranking of tenders.....	27
4.6	Information to tenderers on the final evaluation.....	28
5	ANNEXES.....	28

EASME/EMFF/2017/026

Marine Bioeconomy Forum

1 TECHNICAL SPECIFICATIONS

1.1 INTRODUCTION

The Executive Agency for Small and Medium-sized Enterprises (henceforth "EASME" or "the Contracting Authority")¹, acting under the powers delegated by the European Commission ("the Commission"), is launching this invitation to tender for the establishment of a marine bioeconomy forum, referred hereafter as the "Blue Bioeconomy Forum", to bring together private and public stakeholders with a view to strengthen Europe's competitive position in the emerging blue bioeconomy.

The call for tender is based on Regulation (EU) No 508/2014 of the European Parliament and of The Council of 15 May 2014 on the European Maritime and Fisheries Fund and repealing Council Regulations (EC) No 2328/2003, (EC) No 861/2006, (EC) No 1198/2006 and (EC) No 791/2007 and Regulation (EU) No 1255/2011 of the European Parliament and of the Council² and, in particular, on the Commission Implementing Decision of 15.12.2016 concerning the adoption of the work programme for 2017 and the financing for the implementation of the European Maritime and Fisheries Fund, C(2016) 8422 final (action 1.3.1.5)³.

1.2 BACKGROUND INFORMATION AND CONTEXT

In its 2012 Communication "Innovating for Sustainable Growth, a Bioeconomy for Europe"⁴, currently under revision, the Commission explains that "in order to cope with an increasing global population, rapid depletion of many resources, increasing environmental pressures and climate change, Europe needs to radically change its approach to production, consumption, processing, storage, recycling and disposal of biological resources."

"The bioeconomy encompasses the production of renewable biological resources and their conversion into food, feed, bio-based products and bioenergy. It includes agriculture, forestry, fisheries, food and pulp and paper production, as well as parts of chemical, biotechnological and energy industries. Its sectors have a strong innovation potential due to their use of a wide range of sciences (life sciences, agronomy, ecology, food science and social sciences), enabling and industrial technologies (biotechnology, nanotechnology, information and communication technologies (ICT), and engineering), and local and tacit knowledge".⁵

¹ EASME was set up by Commission Implementing Decision (2013/771/EU) of 17 December 2013 establishing the "Executive Agency for Small and Medium-sized enterprises" and repealing Decisions 2004/20/EC and 2007/372/EC (OJ L 341 of 18.12.2013). EASME replaces and supersedes former Executive Agency for Competitiveness and Innovation (EACI).

² Official Journal of the European Union, L 149/1, 20.5.2014

³ https://ec.europa.eu/fisheries/cfp/emff/annual-work-programme-grants-and-procurement_en;
http://ec.europa.eu/dgs/maritimeaffairs_fisheries/contracts_and_funding/annual_work_programme/index_en.htm

⁴ COM(2012) 60 final of 13.02.2012. "Innovating for Sustainable Growth: A Bioeconomy for Europe"
http://ec.europa.eu/research/bioeconomy/pdf/official-strategy_en.pdf

⁵ idem

When it comes to biological resources of aquatic origin, the Commission had initially identified blue biotechnology and aquaculture as potential areas for sustainable growth and jobs in its 2012 Communication "Blue Growth - Opportunities for marine and maritime sustainable growth"⁶.

Biotechnology in the aquatic domain can be seen as *"a key enabling technology"⁷ that supports the development of the bioeconomy⁸*, where the application of biotechnology enables the cultivation, harvesting and processing of aquatic biomass (including microalgae and seaweeds) for the production of innovative products, to support new industrial activity, as well as, to increase the competitiveness of existing industry. Hence, blue biotechnology spans across a variety of aquatic sectors covering both marine and freshwater, i.a., for the production of novel foods, feeds, nutraceuticals, food additives, cosmetics, pharmaceuticals, construction and textile materials, bioenergy⁹ and fuels. All of these applications have roots in traditional activities, such as, fisheries aquaculture and algae harvesting, to source raw materials (including discards and residues from fish processing). The transformation of raw materials into novel products beyond the established food for human consumption and feeds for animals, using novel and innovative technologies, is the defining feature of the emerging blue bioeconomy.

Although the European bioeconomy comprises both land-based and aquatic biomass value chains, it is still predominantly a land-based economy, with well-established sectors (agriculture, forestry) with high volumes of terrestrial biomass available. In comparison, current volumes of aquatic biomass remain limited and the blue bioeconomy component remains in its infancy and is often underrepresented.¹⁰ However, the potential of aquatic biological resources have received increasing attention in the last ten years. For instance, the Commission asked its high level group for scientific advice how to extract more food from the oceans¹¹, with an answer expected by the end of 2017.

Therefore, there is a need to strengthen Europe's competitive position in the emerging blue bioeconomy and to find operational paths to foster innovative uses of aquatic biomass as a means of increasing the sustainable production of materials, feed, energy and food deriving from the collection, cultivation and husbandry of aquatic life.

1.3 GENERAL AND SPECIFIC OBJECTIVES

EASME wishes to enter into a service contract to set up a "Blue Bioeconomy Forum" that will bring together a partnership of industry, public authorities, academia, and finance in order to strengthen Europe's competitive position in the emerging blue bioeconomy.

Drawing on the expertise from various sectors and disciplines related to the blue bioeconomy, the forum will bring together the maximum number of stakeholders, including representatives of business, government, civil society, academia and science.

The aim of the forum will be to develop a shared understanding of the current status of the emerging blue bioeconomy in Europe and to collectively identify strategic developments, market opportunities, appropriate financial assistance, regulatory actions and research priorities to advance the blue bioeconomy in Europe. The forum shall also seek to exploit synergies between blue bioeconomy sectors which can benefit from the innovative and optimal

⁶ Communication from the Commission: Innovation in the Blue Economy: realising the potential of our seas and oceans for jobs and growth - COM(2014) 254/2 (13/05/2014)

⁷ See the definition on: <https://ec.europa.eu/programmes/horizon2020/en/area/key-enabling-technologies>

⁸ Marine biotechnology strategic research and innovation roadmap; Marine biotechnology ERA-NET (ERA-MBT) www.marinebiotech.eu

⁹ idem

¹⁰ idem

¹¹ <https://ec.europa.eu/research/sam/index.cfm?pg=oceanfood>

uses of aquatic biomass, by sourcing biomass for a particular purpose (e.g. to make animal feed) but especially by valorising and using the remainder for other applications (e.g. cosmetics).

To achieve these objectives the forum will deliver a pipeline of projects to be the basis for marketable products or services, as well as, a roadmap with concrete steps and recommendations to bring the pipeline of projects to fruition, enabling new connections and growth in the domain. The roadmap should fit into the overall bioeconomy policy context and inform future related developments.

1.4 TASKS AND GEOGRAPHICAL SCOPE

1.4.1 Tasks

The services offered by the Blue Bioeconomy Forum, to be performed by the contractor, will consist of three tasks with activities detailed in section 1.6.

1.4.2 Geographical scope of the tasks

The services to be delivered will cover all the 28 EU Member States and Norway.

1.5 INPUT BY THE CONTRACTING AUTHORITY

For the preparatory work of the Blue Bioeconomy Forum, the contractor should take stock of the implementation of the Blue Growth Strategy¹², whose results were presented in a report that was published. The report examined what had been achieved, what was ongoing and what was still missing since 2012¹³.

The contractor must take into account recent studies linked to the bioeconomy such as the European Investment Bank "Study on Access-to-Finance Conditions for Investments in Bio-Based Industries and the Blue Economy" and the JRC Bioeconomy report 2016 that can be found on the following website:

<https://webgate.ec.europa.eu/maritimeforum/en/frontpage/1142>

The contractor must take into account the work of the Commission's Scientific Advice Mechanism High Level Group that is expected to be made publicly available by the end of 2017 on the following website: <https://ec.europa.eu/research/sam/index.cfm?pg=hlg>

In addition, the contractor will receive guidance from the contracting authority as stipulated in the relevant Tasks described in section 1.6.

1.6 GENERAL GUIDANCE ON METHODOLOGY

The tenderers must explain how they will address the tasks described below and how they will achieve the objectives of the contract.

(1) Task 1 : Blue Bioeconomy Forum

The contractor will be responsible for establishing and providing technical and secretarial support to the Blue Bioeconomy Forum operation. To this end, the contractor will perform the following activities:

- task 1.1: find and engage the stakeholders (steering group, working groups and wider stakeholders coverage), set-up the forum, facilitate the process of drafting the roadmap and pipeline, based on the inputs of the stakeholders under the guidance of the steering group;

¹² COM/2012/0494 final

¹³ SWD(2017) 128 final

- task 1.2: organise the content, participation and logistics of the stakeholder events, as well as, consultation and feedback mechanisms, as described under task 1.3 below, in close collaboration with the stakeholders, EASME and DG MARE;

- task 1.3: provide web-services to disseminate information on the activities of the Blue Bioeconomy Forum, but also to allow for the registration to the events, consultation and feedback of stakeholders.

In general, the contractor should take into account ongoing initiatives in the bioeconomy domain and avoid duplicating existing efforts. In particular, the contractor is expected to seek out potential synergies with the existing EU Bioeconomy Stakeholders Panel¹⁴.

1.1 Stakeholders engagement and basic structure of the forum

- *Mobilising stakeholders:*

The contractor shall ensure adequate representativeness of the blue bioeconomy actors in terms of sectors, expertise and geographical spread across Europe.

The contractor will therefore mobilise a wide range of stakeholders including representatives of business, government, civil society, academia and science, active in various sectors of the blue bioeconomy. To quickly mobilise stakeholders relevant for the purpose of this contract, the contractor shall develop a database of stakeholders of the blue bioeconomy.

- *Basic structure of the forum:*

The forum shall consist of a steering group, taking the lead for developing the pipeline of projects as defined under task 2 below and for drafting the roadmap, as defined under task 3 below. In addition, a limited number of working groups shall be set up to provide technical expertise as described below. The steering group and working groups shall include representatives of industry, finance, public authorities, civil society and researchers. Finally, the activities of the forum should be shared with as many as possible stakeholders.

The minimum requirements for the forum set-up shall be the following:

- **A steering group** with a workable number of representatives (maximum 12 persons, see section 3.7 for minimum requirements). Members of the steering group shall be present in each of the working groups (for example, as chair or vice chair) and shall be responsible for gathering relevant input and feeding it into the pipeline and roadmap process. The steering group will be supported in this task by secretarial assistance provided by the contractor.

- **Working groups** involving a wider group of stakeholders. Members of the working groups will participate in dedicated workshops on a particular topic of interest for the roadmap or the pipeline development, as identified by the steering group. The role of the working groups, led by steering group members, is to provide technical expertise, input and feedback to the steering group during the roadmap drafting and project pipeline process. The working group members will also participate in the stakeholders events.

In their activities, these working groups should consider all relevant aspects for the development of the blue bioeconomy in the EU, including regulatory and finance aspects. The contractor will be responsible for the organisation of the workshops and related logistics, in close consultation with the steering group.

¹⁴ <http://ec.europa.eu/research/bioeconomy/index.cfm?pg=policy&lib=panel>

An initial list of stakeholders to take part in the steering group and working groups shall be submitted with the offer while an updated list will be submitted in the inception report as described under section 1.10.1.1.

- **Wider engagement of stakeholders** will be sought through the use of the dedicated section on the blue bioeconomy on the existing EU Maritime Forum website¹⁵, as described under task 1.3, and through the participation in the stakeholders' events as described under task 1.2. The database of stakeholders will be instrumental to reach out to a maximum number of interested parties.

- *Working method and arrangements for the forum*

The tenderers shall propose in their technical offers the most appropriate working method for the forum including an estimated number of working groups, their size, (i.e. number of participants), number of workshops planned, timetable for the workshops etc. They shall also explain the working arrangements for the interactions between the steering group and the working groups, including decision-making mechanisms, etc.

The contractor will be accountable for delivering the pipeline of projects and roadmap under the guidance of the steering group and in close consultation with the contracting authority. In other words, the contractor's team will be responsible for facilitating the work of the steering group and providing all the necessary logistics and secretarial support to gather and harmonise inputs so that they can be easily integrated in the roadmap and pipeline of projects.

1.2 Stakeholders events

The contractor shall organise two open stakeholder events to consult stakeholders and receive feedback on the work of the forum and priority actions identified:

- A mid-term event to present the interim results on the pipeline of projects and on the road mapping process, as well as, to answer open questions;
- A closing event to present the pipeline of projects and the roadmap.

The two events will be key milestones during the implementation of the contract.

The contractor will be responsible for sending 'save the dates' and invitations, developing a draft agenda and suggesting speakers and chairs – in close collaboration with the steering group, the contracting authority and the European Commission – and publicising the events widely, including on the relevant section of the EU Maritime Forum as described under task 1.3. It shall provide appropriate mechanisms to consult stakeholders and gather their feedback at the events to feed into the roadmap and pipeline of projects as described under tasks 2 and 3.

The contractor will be responsible for:

- hiring the venue and providing interpreters in English and two other languages, based on the needs of the expected participants and membership of the forum, to be decided at the progress meetings described under section 1.10.3 below;
- providing two coffee breaks and a light lunch (type sandwich lunch or buffet lunch) for each of the events;

The events should take place in a well-connected location and will be one-day events. The number of participants targeted is around 150 for both the mid-term and closing event.

¹⁵ <https://webgate.ec.europa.eu/maritimeforum/>

A brief report on each event will be submitted to the contracting authority at the latest two weeks after the conference has taken place.

Those reports will include: the list of participants, the agenda and the minutes (including a clear indication of items that were identified as requiring follow-up or further work) in view of the roadmap drafting process.

The contractor will be responsible for the travel and accommodation expenses of the speakers and chairs. These expenses shall be included in the price of the offer. No reimbursement will follow separately. Speakers from non-EU countries may be invited to participate to the events if necessary. Each event will include a maximum of 12 speakers/chairs.

The locations, agenda and list of speakers will be agreed with the contracting authority during the contract implementation. The events could be organised, for example, back-to-back with other relevant EU events.

1.3 Web-publishing

Following the Commission policy to limit the number of web platforms, the contractor will use the EU Maritime Forum as the main web-tool for the Blue Bioeconomy Forum activities and publicity.

This section on the EU Maritime Forum should act as a gateway through which all the necessary information on the Blue Bioeconomy Forum and its activities can be accessed. It should enable information exchanges between the members of the various Blue Bioeconomy Forum groups.

The content can be arranged as a series of articles accessible from a home page and daughter pages¹⁶. The contractor will have to create an EU¹⁷ account (which can be done from the Maritime Forum website), which will give access to the Maritime Forum. The contractor will be given the necessary administrator rights to manage content on the blue bioeconomy section of the Maritime Forum. The set-up of the Maritime Forum, however, is such that it is aimed at user communities.

The contractor will perform the following activities under this task:

- design, develop, maintain and manage a section on the EU's Maritime Forum (<https://webgate.ec.europa.eu/maritimeforum/>), to ensure a dynamic and interactive environment for the Blue Bioeconomy Forum as it is the case for the Ocean Energy Forum, for example¹⁸;
- develop separate pages for activities of the steering group and working groups as necessary, the database of stakeholders' as described under task 1.1 (in restricted format to respect personal data), the project pipeline and e-newsletters in order to offer a clear picture of the activities;
- send out regular e-newsletters (at least every 3 months) to all interested stakeholders of the Blue Bioeconomy Forum;
- allow for consultation, feedback, comments, and contributions from stakeholders from each of the working groups at relevant periods (i.e. stakeholder events, etc.);

¹⁶ More detailed information on technical specifications and limits regarding the creation of pages on the Maritime Forum can be found on: <https://webgate.ec.europa.eu/maritimeforum/en/faq> (under point 1 'what can community leader do?'). The Maritime Forum is based on PPFIS-CMS, built on Drupal (open source cms).

¹⁷ European Commission Authentication Service (ECAS)

¹⁸ <https://webgate.ec.europa.eu/maritimeforum/en/frontpage/1036>

- function as the registration tool for the people wanting to participate in the various groups of the forum, as well as in the events that are to be organised. Specific registration services could be used externally, as long as they are accessible through links on the 'Blue Bioeconomy Forum' section of the Maritime Forum and as long as the relevant information on the events (including programme, presentation, outcomes, etc.) are also on the Maritime Forum. Clear contact information (i.e. contact e-mail, contact form, etc.) for interested parties who want to participate in the Blue Bioeconomy Forum shall be available.
- monitor and assess the usage of the website.

The contractor is expected to act in a timely fashion in updating content for which it is responsible on the EU Maritime Forum and for providing feedback to questions regarding events' participation, etc. Activities of the forum shall be widely publicised also through other online resources and any other relevant channels.

The blue bioeconomy section of the EU Maritime Forum must be operating within 3 months of the start date of the contract.

(2) Task 2: The pipeline of projects

The pipeline of projects shall serve to identify, by the end of the contract, a minimum of 5 and a maximum of 15 marketable products or services in the blue bioeconomy, which are ready or show potential for investment. In other words, the end products or services must be such that an investor could support them with the expectation of a return on investment.

The goal of the pipeline is to identify the short-term, medium-term and long-term needs of each of the projects based on possible scenarios (e.g. sea temperature fluctuation, availability of material, regulatory constraints etc.). Such needs should cover i.a. financial, regulatory, consenting and technology aspects. The scenarios should be developed on a project-by-project basis, taking account of potential events that could affect the needs, development and outcome. The pipeline should also deliver at least one project to The European Investment Project Portal (EIPP)¹⁹, to increase its visibility to potential investors (projects should have a value of €5M to be included in the EIPP). The other projects to be included in the pipeline may be of a lower value or not be at the same state of readiness.

The projects could be from completed or nearly-completed research or innovation projects or proposed by technology accelerators, maritime clusters, science parks or any relevant actors. State of play of discussions already held with potential and committed investors should be included in the pipeline.

For each project in the pipeline, in addition to identifying its needs over three scenarios as described above, information should also be provided on the technology readiness level, intellectual property rights, if any, the relative position compared to competitors, the present and potential market, the contribution to EU policy goals (e.g. circular economy, carbon reduction, food security, etc.), and the amount, duration and type of investment needed.

The pipeline shall be available in a database that is reachable through the web site. Each project can have attributes that may or may not be confidential. Indeed whole projects may be confidential and visible only to selected people. The database may include attached documents.

¹⁹ <https://ec.europa.eu/eipp/desktop/en/index.html>

(3) Task 3: The roadmap

At the end of the contract, the contractor shall develop a roadmap to bring the pipeline of projects into fruition. The roadmap shall include:

- a succinct analysis of the state-of-the-art regarding blue bioeconomy in Europe (The EU and Norway), including its main features (in terms of market size, regulatory and environmental aspects, research, innovation, as well as, consumer concerns), key challenges and opportunities (including market, funding, investment, consumer/public perception, etc.) for the sustainable production of food (including nutraceuticals), feed and other novel products (bioenergy, novel materials, etc.);
- concrete steps and recommendations, together with a timeline with a description of the necessary regulatory actions, research priorities and appropriate financial assistance, to bring the pipeline of projects into fruition.

1.7 PERFORMANCE AND QUALITY REQUIREMENTS

The following list shows the expected results in concise and approximate terms, so as to give a general idea of what will be requested from the contractor.

The results expected from this action are:

- The Blue Bioeconomy Forum is operational with its steering group and working groups fully populated with active participation of its members;
- The section on the Blue Bioeconomy on the EU Maritime Forum is operational and provides all the services as required by task 1.3; its usage is monitored and assessed. Separate pages are in place for the various activities/working groups of the forum;
- A database of relevant stakeholders' contacts of the blue bioeconomy is set up and kept up to date;
- Two stakeholders' events have been organised and stakeholders' feedback and input collected for the production of the roadmap and the project pipeline;
- The project pipelines' database is available and populated with 5-15 projects. At least one project has been identified for The European Investment Project Portal (EIPP);
- A final roadmap with concrete steps/recommendations and a timeline is available.

1.8 STARTING DATE OF THE CONTRACT AND DURATION

It is expected that the contract be signed in the first quarter of 2018.

The contract shall enter into force on the date on which it is signed by the last contracting party. The duration of the tasks shall not exceed 18 months from that date. The execution of the tasks shall not start before the contract has been signed. Work will follow the timetable detailed in section 1.10.

1.9 VOLUME OF THE MARKET

The maximum amount for the execution of all the tasks referred to in this call for tenders is €1.200.000, including all charges and expenses. No contract offer above this amount will be considered.

1.10 PLANNING, OUTPUTS AND DELIVERABLES

The contractor must provide the required deliverables, reports and documents in accordance with the conditions of the draft service contract. When requested in the contract the deliverables, reports and documents will accompany the invoices for payments.

All reports and documents must be drafted in English at CEFR²⁰ proficient user C2 level and transmitted in electronic format compatible with Microsoft Word according to the indicative timetable specified below.

The Final Report and the corresponding Executive Summary must be of publishable quality (ensure proper grammar and language style), and provided in an electronic format both in Microsoft Word and in Adobe portable document format (pdf).

1.10.1 *Intermediate outputs and deliverables*

1.10.1.1 *Inception report*

An inception report will be delivered within one month of the contract signature on the basis of the draft work plan, which will be submitted by the tenderer with its offer.

The objective of this report is to refine and finalise the methodology outlined in the proposal made by the contractor in its offer, as well as, to provide an updated work plan including a description of each task, indicating key milestones, resources to be committed and an updated timetable for all the contract tasks (see section 3.7).

It will also include:

- An updated list of stakeholders/organisations to establish the steering group and working groups of the Blue Bioeconomy Forum;
- Draft structure of the project pipeline database;
- Templates for the progress reports and the interim report.

The inception report shall not exceed 20 pages, annexes excluded.

EASME will comment on the inception report within 30 calendar days.

1.10.1.2 *Progress reports*

To ensure the proper management and follow-up of the service contract, the contractor will be required to submit every 6 months a concise progress report of maximum 5 pages (annexes excluded), to the Contracting Authority, highlighting specifically the following elements:

- Short summary describing the status and the progress of the tasks;
- Activities of the Blue Bioeconomy Forum;
- Issues affecting progress and corresponding corrective actions proposed.

The format of the report is to be agreed by the Contracting Authority as part of the approval of the Inception Report.

1.10.1.3 *Interim report*

The interim report shall follow the template accepted by the Contracting Authority as part of the Inception Report.

It shall describe the progress achieved, follow-up actions for all tasks specified above and raise any problems encountered with sufficient information, to permit reorientation, if appropriate.

²⁰ Level envisaged by the Common European Framework of Reference for Languages: Learning, Teaching, Assessment, abbreviated as CEFR. The CEFR describes language ability on a scale of levels from A1 for beginners up to C2 for those who have mastered a language. Information on the CEFR can be found on the Council of Europe website: http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp; self-assessment grids can be found at: <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>

The report shall also give clear indications and detailed planning of the work to be carried out per task during the rest of the contract period. The interim report shall not exceed 20 pages, annexes excluded. It will be accompanied by an "Executive Summary" of maximum 3 pages.

The interim report will include a draft template for the final report.

Within the period indicated in the planning table the contractor will submit the interim report in its definitive form, taking full account of the observations made by the Contracting Authority on the draft interim report, either by following them precisely or by explaining clearly why they have not done so.

EASME will comment on the Interim Report submitted within 30 calendar days.

1.10.1.4 *Blue bioeconomy Stakeholders database*

The database will be delivered according to the requirements specified in task 1.1.

1.10.1.5 *Web publishing*

The web-services will be delivered according to the requirements specified in task 1.3.

1.10.1.6 *Stakeholders' events*

Two stakeholders' events will be organised according to the requirements specified in task 1.2.

1.10.2 *Final outputs and deliverables*

The final report (which will include the roadmap, the pipeline etc.) shall include an Executive Summary in English using non-technical language for the general public.

1.10.2.1 *The project pipeline*

The project pipeline will be delivered according to the requirements specified in task 2.

1.10.2.2 *The roadmap*

The roadmap shall be delivered according to the requirements specified in task 3.

1.10.2.3 *Final report*

The main deliverables of this project are the project pipeline and the roadmap. The final report will summarise what has been done to create these deliverables, list lessons learned and suggest follow-up actions. The final report shall follow the template of the "Final report and executive summary" accepted by the Contracting Authority as part of the Interim Report. It shall cover the entire work plan (its context, purpose, objectives and results) and include the draft findings, analysis, evidence-based conclusions and recommendations in relation to the individual tasks as specified in section 1.6 of these Tender Specifications. It shall take account of the comments made earlier in the process. It shall not exceed 25 pages, excluding annexes.

The final report shall be accompanied by an "Executive Summary" of maximum 3 pages.

The executive summary will be a publishable document, targeted to external stakeholders, containing the list of results achieved by the Blue Bioeconomy Forum to be agreed with the Contracting Authority and the European Commission.

Within the period indicated in the planning table below, the contractor will submit the final report in its definitive form, taking full account of the observations made by the Contracting Authority on the draft final report, either by following them precisely or by explaining clearly why they have not done so.

EASME will comment on the final report in its definitive form within 30 calendar days.

1.10.3 Meetings

Five meetings will be held in the Contracting Authority's premises in Brussels:

- Inception meeting: This meeting will be held between the Contracting Authority, the European Commission (or a Steering committee²¹ appointed by it) and the contractor within two weeks after submission of the inception report. The purpose of this meeting is to present and report on the progress of task execution, on the basis of the inception report submitted prior to the meeting by the contractor. At the inception meeting the Contracting Authority will inform the contractor of the outputs that shall be subject to prior validation (e.g. agenda of the events, list of speakers, etc.) and of the stage of the contract implementation at which they will be delivered.
- Interim meeting: an interim meeting with the Contracting Authority, the European Commission (or a Steering committee appointed by it) and the contractor will be held within three weeks after the submission of the interim report. The purpose of the interim meeting is for the contractor to present and report on the progress of task execution and delivery of results (state of play, problems encountered, and next steps) on the basis of the interim report, in view to proceed to an interim payment upon approval of the interim report.
- A progress meeting with the Contracting Authority and the contractor will be held within two months prior to the organisation of each event. The purpose of this meeting is to review the progress of the tasks, especially with regards to the events organisation. At this meeting the 2 other languages for interpretation for the events (in addition to English) will be decided.
- A final progress meeting with the Contracting Authority and the contractor will be held within two weeks of submission of the draft final report. The purpose of this meeting is to discuss the draft final report, as well as the draft roadmap and pipeline, following the feedback from stakeholders (state of play, problems encountered, feedback from stakeholders, contingency measures, and next steps).

The Project manager of the contractor shall attend these meetings. In addition, at least two other members of the Contractor's staff shall be present at the meetings. The contractor will submit the minutes of the meetings for the approval of the Contracting Authority within 5 working days;

²¹ composed of representatives of the Contracting Authority and/or of other European Commission services

1.10.4 *Deadlines*

Target Date	Meetings	Actions/Deliverables
<i>T0</i>		Start date of the contract
<i>T0+1 month</i>		<i>Submission of the inception report</i>
<i>T0+2 months</i>	Inception meeting	<i>Presentation and discussion of the inception report</i>
<i>T1+30 days</i>		<i>EASME comments/acceptance of inception report</i>
<i>T0+3 months</i>		<i>Blue Bioeconomy section on EU Maritime Forum operational</i>
<i>T0+3 months</i>		<i>Project pipeline database operational</i>
<i>T0+7 months</i>	Progress meeting on the preparation of first stakeholder event	<i>Presentation and discussion on the organisation of the first stakeholder event</i>
<i>T0+8 months</i>		<i>Submission of the draft interim report</i>
<i>T1=T0+9 months</i>		<i>Submission of the interim report and invoice for interim payment</i>
<i>T1</i>		<i>First stakeholder event</i>
<i>T1 + 3 weeks</i>	Interim report meeting	<i>Presentation and discussion of the interim report, achievements and next steps</i>
<i>T1+ 60 days</i>		<i>EASME comments/acceptance of interim report and payment</i>
<i>T1+2 weeks</i>		<i>Report on first stakeholder event</i>
<i>T0+13 months</i>	Progress meeting on the preparation of second stakeholder event	
<i>T2 = T0 +14 months</i>		<i>Submission of the draft version of the roadmap and pipeline</i>
<i>T3=T0+15 months</i>		<i>Second stakeholder event</i>
<i>T3+2weeks</i>		<i>Report on second stakeholder event</i>
<i>T4 = T0 + 16 month</i>		<i>Submission of the draft version of the final report and revised version of roadmap and pipeline following second stakeholder event</i>
<i>T4 + 2 weeks</i>	Final progress meeting for discussion on draft final report, roadmap and	

Target Date	Meetings	Actions/Deliverables
	pipeline	
<i>T5 = T0 +17 months</i>		<i>Stakeholder database fully populated</i>
<i>T6=T0 + 18 months</i>		<i>Submission of the final report, final version of roadmap and pipeline and invoice for final payment</i> <i>Fully populated database of stakeholders</i>

1.11 INTELLECTUAL PROPERTY RIGHTS

The intellectual property rights related to the services/studies to be provided are specified in clauses **I.10, I.13, I.14 and II.13** of the service contract.

Parts of results pre-existing the contract

If the results are not fully created for the purpose of the contract this should be clearly pointed out in the tender. Information should be provided about the scope of pre-existing materials, their source and when and how the rights to these materials have been or will be acquired.

Plagiarism in the tender

In the tender all quotations or information originating from other sources and to which third parties may claim rights have to be clearly marked (source publication including date and place, creator, number, full title etc.) in a way allowing easy identification.

2 CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE DELIVERABLES

2.1 CONTENT

No paper reports are required although they should all be printable.

2.1.1 Final report, pipeline of projects and roadmap

The final report will include the roadmap and project pipeline as annexes. In addition, the final report must include:

- an abstract of no more than 200 words and an executive summary of maximum 3 pages, in English;
- specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

“The information and views set out in this report are those of the author(s) and do not necessarily reflect the official opinion of EASME or of the Commission. Neither EASME, nor the Commission can guarantee the accuracy of the data included in this study.

Neither EASME, nor the Commission or any person acting on their behalf may be held responsible for the use which may be made of the information contained therein."

2.1.2 Publishable executive summary

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

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

"The information and views set out in this study are those of the author(s) and do not necessarily reflect the official opinion of EASME or of the Commission. Neither EASME, nor the Commission can guarantee the accuracy of the data included in this study. Neither EASME, nor the Commission or any person acting on their behalf may be held responsible for the use which may be made of the information contained therein."

2.1.3 Requirements for publication on Internet

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

For full details on the Commission policy on accessibility for information providers, see:

http://ec.europa.eu/ipg/standards/accessibility/index_en.htm For the publishable versions of the abstract, executive summary and reports delivered as part of this contract, the contractor must respect the W3C guidelines for accessible pdf documents as provided at: <http://www.w3.org/WAI/>.

The Roadmap must be published in a high-resolution professional form, using Commission standards as outlined below. It shall be ready to print, but paper copies are not necessary. Figures, tables and graphs included in the roadmap shall be of a high resolution.

2.1.4 Structure

The structure of reports should be proposed by the contractor and agreed by EASME.

2.1.5 Graphic requirements

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

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

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

3 INFORMATION ON TENDERING

3.1 PARTICIPATION

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement.

States covered by the Public Procurement Agreement concluded within the World Trade Organisation are not included in this call for tenders as the Executive Agencies are not signatories of the Agreement.



For British candidates or tenderers:

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates or tenderers from the UK could be rejected from the procurement procedure.

3.2 CONDITIONS

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

3.3 COMPLIANCE WITH APPLICABLE LAW

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU²².

3.4 JOINT TENDERS

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

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

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

²² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

3.5 SUB-CONTRACTING

Subcontracting is the situation where a contract has been or is to be established between the contracting authority and a contractor/tenderer only and where the contractor or tenderer, in order to carry out that contract, enters into legal commitments with other entities for performing parts of the contract. The Contracting Authority has no direct legal commitment with the subcontractor(s). In practice, any third party involved in the contract implementation, which has no legal link with the Contracting Authority but with the contractor, will be considered as subcontractor (e.g. any other company which does not participate in the contract execution but provides financial capacity).

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

Tenderers are required to identify subcontractors whose share of the contract is above 10% or whose capacity is necessary to fulfil the selection criteria.

3.6 COSTS

Tenderers themselves will bear the costs of drawing up their tenders and EASME will not be liable to pay any compensation if a tender is rejected or if it decides not to select any tender.

3.7 CONTENT OF THE TENDER

The tenders must be presented as follows:

Part A: Identification of the tenderer (see Section 3.8)

Part B: Non-exclusion (see Section 4.2)

Part C: Selection (see Section 4.3)

Part D: Technical offer (including Annex 6)

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

- For the appraisal, the written submission shall include a clear and detailed description of the organisation, technical and human resources and methodology proposed.
- This shall include a work plan with :
 - a management plan with roles and responsibilities of the team, including responsibilities of the team members and management structure, describing their roles and involvement in each task, communication within the team and between the different economic operators (if a joint tender);
 - a set of activities that will explain how the work will be organised to deliver the requested tasks described under section 1.6. Each set of activities will indicate key milestones, resources to be committed, inputs, outputs and timetable. If the tenderer is a consortium, then the contribution of each partner should be identified. Potential risks that could arise in the delivery of the work and feasible options and actions (e.g. contingency plans) to mitigate these risks should be listed. Each set

of activities should include the measures taken to ensure quality. This applies particularly to the pipeline and the roadmap.

The technical offer shall also include a preliminary list of people or organisations to be involved in the stakeholder steering group. This should include at least two of each of the following categories. Others can be added once the contract has started:

- (1) research;
- (2) finance;
- (3) private companies already involved in the bioeconomy;
- (4) public authorities involved in licencing;

Part E: Financial offer (Annex 7)

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

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

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

3.8 IDENTIFICATION OF THE TENDERER: LEGAL CAPACITY AND STATUS

The tender must include a cover letter (letter of submission of tender - Annex 2) presenting the name of the tenderer (including all entities in case of joint offer) and identified subcontractors if applicable, and the name of the single point of contact (leader) in relation to this procedure.

In case of joint tender, the cover letter must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney (Annex 4). The signed powers of attorney must be included in the tender as well. Subcontractors that are identified in the tender must provide a letter of intent (Annex 5) signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

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

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

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

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

http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm.

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with Commission Recommendation 2003/361/EC²³. This information is used for statistical purposes only.

4 EVALUATION AND AWARD

4.1 EVALUATION STEPS

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

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

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

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

4.2 VERIFICATION OF NON-EXCLUSION

All tenderers must provide a declaration on honour (Annex 3), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

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

In case of subcontracting, subcontractors whose share of the contract is above 10 % or whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.

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

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the Contracting Authority. This requirement applies to each member of the group in case of joint tender and to subcontractors, whose share of the contract is above 10 % or whose capacity is necessary to fulfil the selection criteria.

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

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure, provided the documents were issued not more than one year

²³ OJ L 124/36, 20.5.2003

before the date of their request by the Contracting Authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

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

4.3 SELECTION CRITERIA

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

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

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

4.3.1 Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors, whose capacity is necessary to fulfil the selection criteria, must provide the declaration on honour (see Annex 3), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them. In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

This declaration is part of the declaration used for exclusion criteria (see Section 4.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will **evaluate selection criteria on the basis of the declarations on honour (Annex 3), the information included in the tables in Annex 2.1 and Annex 2.2, fully completed, and the evidence, where requested.** Nevertheless, it **reserves the right to require (additional) evidence** of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers **at any time during the procurement procedure and contract performance.** In such case the tenderer must provide the requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

After contract award, the successful tenderer will be required to provide the necessary evidence before signature of the contract and within a deadline given by the Contracting Authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose capacity is necessary to fulfil the selection criteria.

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

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

4.3.2 Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in case of joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy or of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

4.3.3 Economic and financial capacity criteria

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

Its average annual turnover for the last two years for which the accounts have been closed²⁴ shall amount to at least one and a half times the volume of the market as specified in point II.1.5 of the contract notice; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

To this effect **tenderers are requested to submit a Statement of Turnover in accordance with Annex 2.1** of these tender specifications completed with the information requested.

The following evidence (only in electronic version or link to website) will also be provided with the tender:

- ✓ Copy of the Profit and Loss accounts for the last two years for which the accounts have been closed from each concerned legal entity;
Failing that,
- ✓ Appropriate statements from banks;
or
- ✓ Evidence of professional risk indemnity insurance.

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

²⁴ In the case of joint tender or identified sub-contractors, the turnover must be provided for the same two years for all the partners/subcontractors.

justification. The Contracting Authority reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.3.4 Technical and professional capacity criteria and evidence

Tenders must provide in their tender the table in Annex 2.2 of these tender specifications, exhaustively completed with all the necessary information.

A. Criteria relating to tenderers:

Tenderers (in case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below.

The contract/project's references indicated below consist in a list of relevant services provided in the past years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients (where available).

Criteria	Evidence
✓ <i>Criterion A1: The tenderer must prove experience in the field of events/conference organisation</i>	✓ Evidence A1: the tenderer must provide a list of 2 events organised in the last two years with a minimum number of 80 participants, specifying the type, title, the location and number of participants. The participants should include representatives of organisations from at least four EU countries. At least one of these events should focus on networking and cooperation among stakeholders.
✓ <i>Criterion A2: The tenderer must prove experience in two different areas of the blue bioeconomy and related fields (aquatic biotechnologies, aquaculture)</i>	✓ Evidence A2: the tenderer must provide 4 references for either contracts or projects (with dates, contracted amounts where relevant) in two different areas of the blue bioeconomy and related fields (aquatic biotechnologies, aquaculture) in the last five years. Out of those 4 references, 2 shall cover different areas of the blue bioeconomy. The role of the tenderer in the delivery of the service should be clearly explained.
✓ <i>Criterion A3: The tenderer must illustrate experience in evaluating commercial viability or bankability of proposals in innovative areas on behalf of accelerators or financial institutions</i>	✓ Evidence A3: the tenderer must provide evidence of participation in 2 evaluations on behalf of accelerators or financial institutions (with the year, the broad topic/domain, and budget range of projects evaluated). The tenderer must explain the role played in the evaluation.
✓ <i>Criterion A4: The tenderer must prove experience in website management</i>	✓ Evidence A4: the tenderer must provide URLs of at least 2 websites managed.

<p>✓ <i>Criterion A5: The tenderer must prove capacity to draft reports in English CEFR proficient user C2 level²⁵</i></p>	<p>✓ Evidence A5: the tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.</p>
<p>✓ <i>Criterion A6: The stakeholders identified as contributing to the steering group must have agreed to take part</i></p>	<p>✓ Evidence A6: signed statements from the stakeholders demonstrating their agreement to participation to the steering group.</p>

Any tenderer with a professional conflict of interest will be rejected on the basis that they have not fulfilled the selection criteria for professional capacity.

B. Criteria relating to the team delivering the service:

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

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

Criteria	Evidence
<p>✓ <i>B1 - Project Manager:</i></p> <p>At least <u>5</u> years' experience in project management, including overseeing projects delivery, quality control of delivered service, client orientation and conflict resolution in projects of EUR 1.000.000, and with experience in managing a team of at least ten people.</p> <p>She/he shall have at least level C2 in English according to the Common European Framework for Reference for Languages</p>	<p>✓ Evidence B1 - CV and a language certificate or past relevant experience</p>
<p>✓ <i>B2 - Expert in communication</i></p> <p>1 expert with a minimum of 3 years of experience in publications, press and/or public communication, online portal/website management and fluent in English (at least level C2 according to the Common European Framework for Reference for Languages)</p>	<p>✓ Evidence B2 – CV and a language certificate or past relevant experience</p>
<p>✓ <i>B3 - Expert in event organisation</i></p> <p>1 expert with at least 3 years of experience in conference organisation and fluent in English (at least level C1 according to the Common European Framework for Reference for Languages)</p>	<p>✓ Evidence B3 - CV and a language certificate or past relevant experience</p>

²⁵ See footnote 15

<p>✓ <i>B4 - Expert in blue bioeconomy</i></p> <p>1 expert with at least 5 years of professional experience in one of the following areas: marine environment, biotechnologies or aquaculture and who is fluent in speaking and writing in English (at least level C1 according to the Common European Framework for Reference for Languages)</p>	<p>✓ Evidence B4 – CV and a language certificate or past relevant experience</p>
<p>✓ <i>B5 - Expert in aquaculture</i></p> <p>1 expert with at least 5 years of professional experience in aquaculture and who is fluent in speaking and writing in English (at least level C1 according to the Common European Framework for Reference for Languages)</p>	<p>✓ Evidence B5 - CV and a language certificate or past relevant experience</p>
<p>✓ <i>B6 - Expert in aquatic or marine biotechnologies</i></p> <p>1 expert with at least 5 years of professional experience in aquatic or marine biotechnologies and who is fluent in speaking and writing in English (at least level C1 according to the Common European Framework for Reference for Languages)</p>	<p>✓ Evidence B6 – CV and a language certificate or past relevant experience</p>

4.4 AWARD CRITERIA

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

Tenders that receive less than 60% of the maximum possible mark for the whole quality evaluation and less than 50% of the maximum score for any of the award criteria will be eliminated and their final score will not be calculated. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

Criteria	Points	
<p>✓ Project management</p> <p><i>This criterion will assess the tenderer's approach to work as a team, ensure smooth cooperation and deliver quality results. Concretely, this criterion will assess the:</i></p> <ul style="list-style-type: none"> – <i>Soundness of the Management Plan, including responsibilities of the team members and management structure, describing their roles and involvement in each task, communication within the team and between different economic operators (in case of joint tenders, including subcontractors if applicable);</i> – <i>Allocation of human and technical resources to ensure a successful and timely completion of tasks, including the number of days each team member will spend on each task (all tasks);</i> 	<p>10 points</p>	

<p>– <i>Quality control measures: The language quality check, quality of deliverables, continuity of the service in case of absence of a member of the team.</i></p>		
<p>✓ Method</p> <p><i>This criterion will assess the quality of the method to reach desired objectives through the tasks described under section 1.6. It will also assess risk assessment and corresponding contingency measures for each of the tasks</i></p> <p>Sub-criterion 1: composition of the stakeholder steering group</p> <p><i>This sub-criterion will assess the method to be used for the composition of the steering group considering geographic balance across Europe, as well as types of activities and blue bioeconomy sectors</i></p> <p>Sub-criterion 2: Working method of the forum</p> <p><i>This sub-criterion will assess the method to be used for the forum functioning including planning and arrangement between parties (steering group, working groups etc.) and proposed organisation of work for the working groups: number of working groups, their size, planned number of workshops</i></p> <p>Sub-criterion 3: project pipeline</p> <p><i>This sub-criterion will assess the proposed approach for selecting projects to be included in the pipeline considering the following aspects: diversity of topics, project scale, potential for return on investment and commercial readiness</i></p> <p>Sub-criterion 4: Roadmap</p> <p><i>This sub-criterion will assess the proposed approach for the roadmap outline (how it will be developed and planned structure).</i></p>	<p>65 points</p> <p>10 points</p> <p>10 points</p> <p>25 points</p> <p>20 points</p>	
<p>✓ Stakeholder engagement and consultation</p> <p><i>This criterion will assess the quality of the method regarding the stakeholder engagement and mechanisms for consultation and feedback at the events and online, taking into account a wide number of stakeholders, geographical representation and diversity of sectors</i></p>	<p>25 points</p>	

4.5 RANKING OF TENDERS

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

score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	100	*	price weighting (30 %)	+	total quality score (out of 100) for all award criteria of tender X		quality criteria weighting (70 %)
--------------------	---	--	-----	---	------------------------	---	---	--	-----------------------------------

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

4.6 INFORMATION TO TENDERERS ON THE FINAL EVALUATION

EASME will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to recommence the procedure.

EASME will inform all rejected tenderers of the reasons for their rejection and all tenderers submitting an admissible tender of the characteristics and relative advantages of the selected tender and the name of the successful tenderer.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

5 ANNEXES

The following documents are annexed to these specifications and form an integral part of them:

Annex 1: Draft contract (for information)

Annex 2: Letter of submission of tender (to be filled in and signed by the tenderer)

➤ Annex 2.1. – Statement of turnover

➤ Annex 2.2. – Technical capacity

Annex 3: Declaration on honour (exclusion and selection criteria)

Annex 4: Power of attorney

Annex 5: Letter of intent for sub-contractors

Annex 6: Technical tender form

Annex 7: Financial offer (price and breakdown of costs)

Annex 8: Checklist for Submission