

European Investment Bank Consultancy Services for the Urban Development, Water, and Solid Waste Sectors

Guidance Note

This document is for the Candidate and it is for information only

***This document is not to be submitted by the Candidates as part of
their “PQQ – Application” submission***

Contents

This document consists of two parts.

This “Guidance Note” is an introductory document and provides all the background information, a description of what is required, and an overview and instructions for the completion and submission of the Pre-Qualification Questionnaire (PQQ) – Application Form.

Note: The Guidance Note does not need to be returned.

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The PQQ – Application Form shall be completed in full and returned in advance of the deadline, in accordance with the instructions given (see section 5, Instructions for completing and submitting the PQQ – Application Form).

Glossary of Key Terms

A detailed description of the Framework is provided in the following sections of this document. Full and formal definitions will be provided within the Framework Agreement, and Candidates are advised to refer to the Framework Agreement to ensure they have a full understanding of the requirements. For Candidates' convenience however, the following key terms, which are used throughout this document, are defined as follows:

Assignment	Means a specific task whereby the provision of consultancy services is required by Service Providers with whom the EIB has signed Framework Agreements.
Assignment Terms of Reference (“Assignment TORs”)	Means the Terms of Reference that will refer to specific assignments for the provision of consultancy services under the Framework, once the latter is established.
Call-Off terms	Means the terms on which the Service Provider shall provide the Services to the EIB as set out in the present document, the tendering documents and the Framework Agreement but subject to any variations agreed by the EIB and the Service Provider
Candidate	Means a Service Provider which has sought to take part in this first stage of the restricted procedure.
Consultancy Services	Means the services relating to the provision of consultancy advice and expertise in the field of Urban Development, Water, and Solid Waste.
Contract	Means a specific contract for Consultancy Services for the Urban Development, Water, and Solid Waste Sectors for the EIB, entered into under the Framework Agreement.
EIB/The Bank	Means the European Investment Bank
EIB’s Corporate Procurement Guide	Means the set of rules that guide this procedure, which can be found at http://www.eib.org/infocentre/publications/all/guide-for-procurement-of-services-supplies-and-works-by-the-eib-for-its-own-account.htm
Framework	Means the framework arrangements established by the EIB for the provision of consultancy services for the Urban Development, Water, and Solid Waste sectors to the EIB by Framework Service Providers.
Framework Agreement	Means the agreement together with the Framework Schedules and annexes that all awarded Service Providers will need to sign in order to be allowed to bid for individual Assignments.
Invitation to Tender Terms of Reference (ITT ToRs)	Means the Terms of Reference that pre-qualified and shortlisted Candidates will need to fill in in order to have their final tenders assessed against the award criteria.
Lot	Means any of the two parts (Lots) of this Framework Agreement specified in Section 1.3 and 2.
Services	Means the requirements of the EIB for Consultancy Services from time to time as detailed in section 2 of this document, “Requirements (including Specification)”.

Service Provider(s)	Means any natural or legal person or group of such persons and/or bodies which offers on the market, respectively, the execution of Consultancy Services in the Urban Development, Water, and Solid Waste Sectors.
Pre-Qualification Questionnaire (PQQ) – Application	Means the document, whereby the EIB invites interested Service Providers to submit a request to participate in response to a call for competition.
Qualifying Assignments	For the purposes of criteria B4, C1 and C2 of the PQQ the term “Qualifying Assignments” means those assignments that were completed at the latest on the day of publication of this current tender process and that had as their main subject matter for each Lot respectively at least one of the activities or areas of expertise, in a sector and a geographical region as described in paragraphs 2.1, 2.2, 2.3 and 2.4 of this Guidance Note document. Candidates should note that experience in a sector can only be considered as a “Qualifying Assignment”, if it relates to one of the relevant subsectors as per the table provided in paragraph 2.1. Similarly, experience in a Geographical region will only be considered if it relates to an assignment carried out in one of the relevant countries as per paragraph 2.3.
Tender	Means the Tender submitted by the Service Provider to the EIB.
Tenderer	Means an organisation/Service Provider that submits a completed response to the Invitation to Tender document.

1. INTRODUCTION

This is a Guidance Note containing information, instructions and guidance relevant to the procedure which is applicable for the set-up of Framework Agreements for the provision of Consultancy Services to the Urban Development, Water, and Solid Waste Sector of the EIB. After careful consideration of the Guidance Note, interested Candidates will be asked to fill in the PQQ – Application Form and return it in order to be considered (or not) eligible to submit a Tender for the Framework Agreement described in the following pages.

1.1 The EIB

The EIB (the “EIB” or the “Bank”) is the financing institution of the European Union (“EU”). Created by the Treaty of Rome, its shareholders are the Member States of the EU, and its Board of Governors is composed of the Finance Ministers of these States.

The mission of the EIB is to help implement the EU's policy objectives by financing sound investment projects. The Bank operates in the framework of a rolling three-year operational plan, approved by its Board of Directors and updated every year.

The Bank’s activity continues to concentrate mainly on the EU. The lending priority objectives set out in the Bank's operational plan are:

- Support for small and medium-sized enterprises (SMEs)
- Economic and Social Cohesion and Convergence i.e. supporting the economically less developed regions of Europe
- Protecting and improving the environment and promoting sustainable communities
- Implementation of the knowledge economy
- Development of Trans-European Networks (TENs)
- Supporting the establishment of a sustainable, competitive and secure energy supply.

Outside the EU, EIB lending is based on EU external cooperation and development policies according to mandates given to the Bank by the European Parliament and the Council of the EU. The current EU Mandates are:

- Pre-Accession: Candidate and Potential Candidate Countries in the enlargement region;
- European Neighbourhood: Mediterranean Neighbourhood, EU Eastern Neighbours;
- Development: Africa, Caribbean and Pacific (ACP) and Overseas Countries and Territories (OCT), Republic of South Africa;
- Economic Cooperation: Asia, Central Asia and Latin America (ALA).

Lending under these mandates focuses on private sector development, infrastructure development, security of the energy supply, environmental sustainability and climate action.

More background information about the EIB can be found on its website <http://www.eib.org/>

1.2 Objectives

The EIB is launching a call for tenders (restricted procedure) with the aim of establishing Framework Agreements with Service Providers in the Urban Development, Water, and Solid Waste sectors throughout its countries of operations, to provide support to the projects of the Bank (in particular those of the Urban Development and the Water Management Divisions).

It is anticipated that for each Lot up to 7 Service Providers shall be awarded a Framework Agreement.

1.3 Scope of the Framework Agreement

The identified Service Providers will be required to provide services in relation to any of the following Lots and their respective sectors:

Lot 1 - Urban Development:

1. Urban regeneration (in a wide, multi-sector sense);
2. Social housing;
3. Tourism;
4. Circular economy,

Lot 2 - Water and Solid Waste:

5. Water resources and water supply;
6. Waste water management including reuse;
7. Flood management and hydrology;
8. Solid waste management (municipal waste, hazardous waste).

Service Providers awarded a Framework Agreement under a Lot may be requested to participate in further-competitions over the next four years, covering the following activities and responsibilities:

- The technical, economic, financial, procurement, environmental and social appraisal and monitoring of projects. Typically, rapid interventions are required, of a short term nature and concerning one or more areas of expertise, in line with the Bank's project appraisal cycle (see <http://www.eib.org/projects/cycle/>);
- The provision of project preparation, implementation and institutional support to promoters including supervision of major technical assistance programmes. The latter can involve one-off assignments such as providing assistance to Project Implementation Units ("PIU's") and representing the Bank at project Steering Committee meetings;
- The provision of specific expertise in engineering, economics and urban planning to undertake specific studies or research in a particular area or sub-sector of the Urban Development, Water or Solid Waste sectors.

The assessment of the financial structure or credit risks related to the project structure or prospective borrowers are addressed by other Directorates of the EIB and are not part of the scope of the Framework Agreement.

Tenderers should demonstrate expertise, across all eight sub-sectors mentioned above and as many areas of expertise as possible (see also section 2 below).

The need for the provision of consultancy services in the aforementioned thematic areas may arise for projects inside or outside the EU. Therefore, the EIB requires that Candidates have the required flexibility and capabilities to provide their services in various geographical areas including EU, Pre-Accession Countries, Eastern Neighbourhood, FEMIP¹, ACP², OCT³, ALA⁴, South Africa, in accordance with the mandates given to the Bank by the European Parliament and the Council of the EU.

Further detailed information on the sub-sectors, areas of expertise and countries of operations can be found in the next section – Requirements.

1.4 Estimated Value

Interested Service Providers should note that the Framework Agreement value is estimated to be up to EUR 1,000,000 per annum per Lot (or EUR 8,000,000 for the whole duration of both Lots of the Framework Agreement). It should be noted that this figure is only an estimation and could fluctuate up or down, depending on budgets and project demands.

¹ Mediterranean Neighbourhood

² Sub-Saharan Africa, Caribbean and Pacific

³ Overseas Countries and Territories

⁴ Asia and Latin America

It shall be noted that there will be no compulsion on the part of the EIB to use the Framework Agreement. For this reason, no guarantee of business value or volume can be given.

1.5 Duration

The Framework Agreement will be established for a fixed term of four (4) years. The framework is intended to start on 15 April 2018 or as otherwise agreed.

Specific Contracts awarded under the Framework Agreement may be of any reasonable duration (regardless of when they commence (i.e. a specific Contract may expire beyond the Framework Agreement expiry date). Typically the specific Contracts are unlikely to exceed four years' duration except where justifiable on operational or commercial grounds.

1.6 Contract Management and Management Information

The Framework Agreement will be managed by the EIB and the EIB may hold review meetings as needed. The review meetings will enable the EIB and the awarded Service Provider(s) to review performance of the Framework Agreement, discussing matters which may include but not be limited to:

- a review of the deliverables under the Framework Agreement as per the management information (see more below);
- feedback from Assignment Managers;
- discussion regarding any complaints of poor performance and agreement of actions to address them;
- consideration of any improvements or developments;
- any changes in key personnel, processes, or delivery;

If needed, the Service Providers awarded a Framework Agreement will be expected to field the appropriate personnel to a review meeting accordingly.

1.7 Operation of the Framework Agreement

Where consultancy services for any of the two Lots (*Lot 1 - Urban Development and Lot 2 - Water and Solid Waste*) are required, the Framework Agreement will be used as described below in this section.

When the EIB wishes to procure services via the Framework Agreement, it will normally do so in the following way, in accordance with the EIB's Corporate Procurement Guide (and any subsequent amendment thereof):

Further Competitions – The EIB will conduct further competitions amongst those Service Providers selected under each Lot of the Framework Agreement as being able to supply the required services (i.e. Service Providers for sectors covered by Urban Development for Lot 1 or Service Providers for sectors covered by Water and Solid Waste for Lot 2). For each specific Assignment, Terms of Reference (the “**Assignment Terms of Reference**” or “**Assignment TORs**”) will be issued to the awarded Service Providers of the Lot which covers the scope and subject-matter of the Assignment TORs. The Assignment TORs will specify all those elements that will enable Service Providers awarded a Framework Agreement under the respective Lot to decide whether they wish to submit a proposal for the specific Assignment. The Assignment TORs will also include all necessary information related to the Assignment so as to facilitate Service Providers awarded a Framework Agreement to prepare their respective responses. Assignment TORs shall normally include the following elements:

- The specific lot(s), sector(s) and sub-sector(s) involved;
- Specific, reasonable deadline to receive responses, which should be at least two weeks, unless reasons of urgency or other unforeseen events prescribe otherwise;
- The detailed description of services to be provided and all outputs expected;
- Requested inputs of experts, and experts profiles;
- Starting date and expected duration of the Assignment;
- Details of the location at which the services must be provided;
- The required working languages;

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- Budget (times & material or lump-sum, including payment schedule, if applicable). Depending on the nature of the Assignment, the EIB may decide to include price bidding in the Assignment TORs. In this case, the daily fees submitted by the Service Providers in their Tender for the Framework Agreement shall be considered to be maximum fees, and the Service Provider will be asked in the Assignment TORs to submit a price offer based on their competitive fees specific to that Assignment.
- Required Resources:
 - a request to the Service Provider to submit a proposal for the expert team (from the Framework Agreement dedicated expert team list);
 - if applicable, the number and type of other staff (sector experts or junior professional staff) required for the Assignment in addition to those from the framework team summary table;
- The documentation inputs, which will be made available;
- The identification of main counterparts and/or stakeholders;
- Deliverables and/or performance indicators;
- The Bank's designated contact person (EIB Assignment Manager) for the purposes of the performance of the Assignment;
- Reporting requirements;
- Any other information relevant to the performance of the Assignment by the Service Provider.

IMPORTANT: Service providers will not be obliged to tender for all business offered via further competition, and so declining to bid in such instances will therefore not affect a Service Provider's performance evaluation under the Framework Agreement; however it should be noted that persistent and repeated failure to bid may lead to a review of a Service Provider's continued inclusion in the Framework Agreement.

When evaluating a further competition, the EIB may adopt an evaluation scheme similar to that used in establishing the Framework Agreement for each Lot, or may advise awarded Service Providers that a revised scheme will be used, in order to suit specific requirements. In any case, this scheme will not significantly differ from the evaluation criteria established for the purpose of evaluating bids submitted for inclusion in the Framework Agreement. A revised scheme may involve, for example, using the same criteria, but varying the weightings assigned to them. It is possible that, as 'price' factors will have been assessed when the Framework Agreement was established, increased weight may be given to 'quality' at further competition stage.

Specific Assignments (i.e. further competitions) under each Lot of the Framework Agreement will not exceed the value of EUR 500,000 each and the typical Assignment duration should be 1 to 20 weeks, although Assignments of a longer duration may also be requested. The location of the Assignments may also differ. Please refer to section 1.3 above.

2. REQUIREMENTS (including Specification)

This section provides Candidates with details regarding the requirements, which will help Candidates compile their PQQ Application (and possibly Tender submission), and provides a specification for the services.

2.1 Sectors and sub-sectors

The EIB is seeking to cover its consultancy needs in the following Lots and their relevant sectors:

LOTS	SECTORS COVERED	AREAS OF EXPERTISE
LOT 1 URBAN DEVELOPMENT	Urban Regeneration	<ul style="list-style-type: none"> - Municipal infrastructure construction and upgrading - Urban renewal and rehabilitation - Brownfield redevelopment including site remediation - Smart city development - Climate resilience and urban adaptation - Industrial parks - Shopping centres - Trade fair investments
	Social Housing	<ul style="list-style-type: none"> - Affordable housing - Social housing - Refugee-related housing/accommodation - Slum upgrading
	Tourism	<ul style="list-style-type: none"> - Cultural heritage - Museums - Resorts - Hotels - Spas
	Circular Economy	<ul style="list-style-type: none"> - Material recycling and recovery - Water reuse - New sharing/leasing business models
LOT 2 WATER AND SOLID WASTE	Water resources and water supply	<ul style="list-style-type: none"> - Urban water supply - Assessments under the EU Water Framework Directive - River Basin Management plans
	Waste water management including reuse	<ul style="list-style-type: none"> - Urban waste water collection and treatment - Storm water collection and sustainable urban drainage - Reuse of treated waste water - Sludge treatment and nutrient recovery
	Flood management and hydrology	<ul style="list-style-type: none"> - EU Floods Directive and relevant implementation stages (PFRA, etc.) - Structural and non-structural measures (Room for the river concept, etc.)
	Solid Waste (municipal waste, hazardous waste)	<ul style="list-style-type: none"> - Collection of municipal waste and recyclable materials - Municipal waste sorting - Municipal waste treatment - Municipal waste disposal - Hazardous waste collection - Hazardous waste treatment - Contaminated land remediation

2.2 Project cycle activities and related required expertise

The majority of potential Assignments will relate to activities linked to the EIB project cycle. The following (non-exhaustive) list of project cycle activities gives an indication of the type of work and expertise that could be required from the Service Providers under each Lot:

- **Upstream studies**
 - Urban master plans and development strategies;
 - Sector studies;
 - Project identification and prioritisation;
- **Project preparation**
 - Feasibility studies including market and demand analysis, options analysis, preliminary design, financial and economic analysis;
 - Environmental and Social Impact Assessments and Management Plans;
 - Climate risk and vulnerability assessment (CRVA) and carbon footprint assessment;
- **Project appraisal and due diligence**
 - Assessment of eligibility and technical, financial, economic, environmental, social and climate aspects of projects;
 - Assessment of project agreements, particularly in the context of project finance;
 - Procurement and contract management, including preparation and review of tender documents;
 - Detailed design assessments;
 - Assessment of business cases;
- **Project Monitoring and implementation support**
 - Project progress reporting;
 - Support to Promoters and PIUs in project implementation with a focus on procurement;
- **Post-completion follow-up and support**
 - Project completion reporting;
 - Ex-post evaluations;
 - Assessment of and capacity building in operation of project facilities;

2.3 Geographical regions

Tenderers must be able to provide their services in different regions for each Lot. Ability to provide their services in as many regions/areas as possible will be considered as an extra asset, as will be specified further below.

The following list contains all geographic areas in which the EIB (is likely to) operate(s), separated in geographical regions and geographical sub-regions.

Geographical regions	Geographical sub-regions
European Union	<i>Iberia and Western Europe</i> (Belgium, France, Ireland, Luxembourg, Netherlands, Portugal, Spain, UK)
	<i>Adriatic Sea</i> (Croatia, Italy, Malta, Slovenia)
	<i>Baltic Sea and Northern Europe</i> (Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland, Sweden)
	<i>Central and South-eastern Europe</i> (Austria, Bulgaria, Cyprus, Czech Republic, Greece, Hungary, Romania, Slovakia)

Geographical regions	Geographical sub-regions
EU Enlargement Countries and European Free Trade Association (EFTA)	Candidate Countries (Albania, The Former Yugoslav Republic of Macedonia (FYROM), Montenegro, Serbia, Turkey)
	Potential Candidate Countries (In the Western Balkans: Bosnia-Herzegovina and Kosovo*)
	EFTA Countries (Iceland, Liechtenstein, Norway and Switzerland)
Mediterranean neighbourhood (FEMIP)	Algeria, Egypt, Gaza/West Bank, Israel, Jordan, Lebanon, Libya, Morocco, Syria and Tunisia
EU Eastern neighbours	Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Ukraine
Sub-Saharan Africa, Caribbean and Pacific (ACP) and Overseas Countries and Territories (OCT)	Africa (Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of the Congo, , Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Equatorial, Guinea-Bissau, Ivory Coast, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, São Tomé e Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe)
	Caribbean and Pacific (Antigua & Barbuda, Bahamas, Barbados, Belize, , Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Papua New Guinea, Palau, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu, Vanuatu,)
	Overseas Countries and Territories (Anguilla, Aruba, Bermuda, Bonaire, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Curaçao, Falkland Islands, French Polynesia, French Southern and Antarctic Lands, Greenland, Montserrat, New Caledonia and Dependencies, Pitcairn, Saba, Saint Barthélemy, Saint Helena and Dependencies, Saint Pierre et Miquelon, Sint Eustatius, Sint Maarten, South Georgia and the South Sandwich Islands, Turks and Caicos Islands, Wallis and Futuna)
Asia and Latin America (ALA)	Latin America (Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela)
	Asia (Bangladesh, Bhutan, Brunei, Cambodia, China, India, Indonesia, Iraq, Laos, Malaysia, Maldives, Mongolia, Myanmar/Burma, Nepal, Pakistan, the Philippines, Singapore, South Korea, Sri Lanka, Thailand, Vietnam, Yemen)
	Central Asia (Tajikistan, Kazakhstan and Kyrgyzstan)

* This designation is without prejudice to the positions expressed by the EU Member States on Kosovo's status and is in line with the UN Security Council Resolution No 1244/1999 and the International Court of Justice Opinion of 22 July 2010 on Kosovo's declaration of independence.

2.5 Language of the Procedure

The communication language of this procurement procedure is English. This applies to the language of the Framework Agreement and further-competitions as well as to the communication between the EIB

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and the Service Providers. However, French might occasionally also be the language of further-competitions (individual Assignments).

2.6 Staff

Tenderers are required to be able to cover different levels of sector expertise and experience and to provide multi-disciplinary teams (engineers, economists, urban planners, etc.) under each Lot. More specifically, they are required to have at their disposal and be able to cover at all times the following profiles:

For Lot 1:

- **Lead Senior Experts:**

- *with background in engineering;*
- *with background in economics;*
- *with background in urban planning;*

each having a minimum of 15 years of experience in providing Consultancy Services in the urban development sector as well as relevant university degree;

- **Senior Experts:**

- *with background in engineering;*
- *with background in economics;*
- *with background in urban planning;*

each having a minimum of 10 years of experience in providing Consultancy Services in the urban development sector as well as relevant university degree;

- **Experts:**

- *with background in engineering;*
- *with background in economics;*
- *with background in urban planning;*

each having a minimum of 5 years of experience in providing Consultancy Services in the urban development sector as well as relevant university degree;

- **Junior Experts:**

- *with background in engineering;*
- *with background in economics;*
- *with background in urban planning;*

each having a minimum of 1 year of experience in providing Consultancy Services in the urban development sectors as well as relevant university degree; and

- **Support staff**

For Lot 2:

- **Lead Senior Experts:**

- *with background in engineering;*
- *with background in economics;*

each having a minimum of 15 years of experience in providing Consultancy Services in the water or solid waste sectors as well as relevant university degree;

- **Senior Experts:**

- with background in engineering;
- with background in economics;

each having a minimum of 10 years of experience in providing Consultancy Services in the water or solid waste sectors as well as relevant university degree;

- **Experts:**

- with background in engineering;
- with background in economics;

each having a minimum of 5 years of experience in providing Consultancy Services in the water or solid waste sectors as well as relevant university degree;

- **Junior Experts/Specialist:**

- with background in engineering;
- with background in economics;

each having a minimum of 1 year of experience in providing Consultancy Services in the water or solid waste sectors as well as relevant university degree; and

- **Support staff**

By signing the “Response to Requirement and Specification” in the ITT Document (ToR Submission), the tenderers agree and declare that they have at their disposal and are able to cover at all times the aforementioned profiles covering all sectors and sub-sectors under each Lot for which they have tendered. Such agreement and declaration shall be interpreted as their commitment to retaining adequate staffing, in accordance with the aforementioned profiles.

3. PROCUREMENT PROCESS

3.1 Overview of the Procurement Process for the Award of the Framework Agreements

The procurement process adopted by the EIB is based upon the restricted tendering procedure as defined by the EIB's Corporate Procurement Guide. This procedure comprises two separate stages:

Stage 1 of this process is the pre-qualification process (PQQ Application Form), which is designed to identify eligible and suitable Service Providers for this Framework Agreement.

Stage 2 will be a formal tender process involving only those Service Providers identified and selected as eligible and suitable as a result of Stage 1.

In detail, during the first stage, any Service Provider may submit a request to participate in the tendering process, which consists of the PQQ Application Form and the documents requested in the Section *Means of Proof*. The PQQ Application Forms received within the deadline will be evaluated according to the exclusion, selection and (scored) shortlisting criteria established in the present document for each Lot. The EIB will then invite those Candidates who passed Stage 1 to fill in the ITT ToRs, after the Evaluation Committee establishes the shortlist of eligible and qualified Candidates, who should be maximum 12 per Lot (even though in case of a tie more Candidates could move on to Stage 2 and therefore fill in and submit the ITT ToRs to the EIB). The shortlisting of Candidates to submit a Tender will be conducted on a non-discriminatory basis, following the application of objective criteria, as will be explained in the following chapters.

All compliant Tenders (i.e. submitted in accordance with the tendering instructions) subsequently received for each Lot will be evaluated in accordance with the respective evaluation (award) criteria as set out in the present document and in the ITT-TORs.

PQQ Application Forms must be completed and shall be prepared and submitted in accordance with section 5 of this Guidance Note, Instructions for Completing and Submitting a PQQ Application Form. The same rules will be followed for the preparation and submission of responses to the ITT TORs.

At EIB's discretion, Candidates /Tenderers may be invited to clarify their Application/Tender response in writing, as an aid for evaluators to fully understand their offers. All Tenderers should nonetheless take care to fully explain their offering in their Tender submission.

The Framework Agreement will be awarded to up to 7 Tenderers under each Lot whose Tenders score the highest marks following the evaluation of all Tenders (in accordance with the scheme described below) for each Lot.

3.2 Indicative Procurement Timetable

The following indicative timetable is provided for the Candidates' benefit. Please be aware that these are indicative timescales and may be subject to change at the absolute discretion of the EIB.

Stage / Activity	Indicative Date
Contract Notice published in the OJEU	24 October 2017
Closing date for submission of PQQ-application forms	27 November 2017
Invitation to Tender issued to shortlisted Applicants	12 January 2018
Closing date for submission of Tenders	12 February 2018
Framework Agreement award	27 March 2018
Framework Agreement start date	15 April 2018

4. EVALUATION PROCESS

4.1 Overview

The evaluation process shall be conducted per Lot. All completed PQQ Application Forms and Tenders received for a Lot will be evaluated by an Evaluation Panel, the members of which are EIB staff members.

Throughout the evaluation process, the right is reserved to seek clarifications in writing from Candidates /Tenderers, where this is considered necessary to achieve a full understanding of the proposals received.

The following sub-sections of this section 4 are equally applicable to each Lot, unless otherwise specified. For Candidates/Tenderers who are submitting a PQQ/Tender for both Lots, then the information in the following sub-sections is equally applicable to each of the Lots for which they have submitted a PQQ/Tender.

4.2 Stage 1 – Exclusion and Selection Criteria

The PQQ Application Form is divided up as follows:

- Section A General Information
- Section B Exclusion and Selection Criteria
- Section C Shortlisting (Scored) Criteria

Section A - General information

Section A asks for information that is either necessary to contact the Candidate or that provides information to give the Evaluation Committee an overview of the organisation/economic operator but which is not going to be used as part of the assessment. It should be stressed that filling in this document is necessary. However, information submitted will solely be used for contact and statistical purposes and is therefore for information only.

Q No	Information	Assessment
A1	Organisation Details	For information only
A2	Bidding model, organisation size and structure	For information only

Section B - Exclusion and Selection criteria

Exclusion criteria determine whether a Candidate is eligible to participate in the tendering procedure. These relate to a number of serious offences and are further defined in Article 4.3.2 of EIB's Corporate Procurement Guide. Exclusion can only take place where the economic operator or a person who is a member of its administrative, management, or supervisory body, or has powers of representation, decision or control over it, has been convicted by a final judgment of one of the offences.

Exclusion criteria are divided in two groups: mandatory (section B.1 of the PQQ-Application Form) and discretionary exclusion (section B.2 of the PQQ-Application Form) criteria. Please note that the title of each group does not imply a more lenient treatment in case of non-compliance.

It should be highlighted that according to Article 4.3.2 of EIB's Corporate Procurement Guide, a Candidate that is in one of the situations described in the exclusion criteria may provide evidence that it has taken measures which demonstrate its reliability despite the existence of exclusion grounds. If such evidence is considered as sufficient, the economic operator concerned shall not be excluded from the procurement process.

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For further details and guidance on this, please see Article 57 (6) of Directive 2014/24/EU.

Candidates should be mindful that if they answer 'yes' to any of the questions in Section B1.1 (Compliance with Contract Regulations, 'Convictions') of the PQQ Application Form their Application will be rejected. Documents that serve as proof of compliance with these criteria should be made available for the EIB to view, upon request.

If Candidates answer 'yes' to the question in Section B1.2 ('Non-payment of taxes and social security') of the PQQ Application Form their Application may be rejected, depending on the specific position the Candidate is in (you are required to supplement your answer with details).

Please note that in the case of non-payment of taxes or social security, a judicial or administrative decision having final or binding effect is sufficient to warrant exclusion. This may emanate either from the country where the Candidate is established or the country where the contract is awarded (i.e., Luxembourg).

Selection criteria are designed to check that the Candidate meets or exceeds EIB's minimum standards. Selection criteria (sections B.3 to B.7 of the PQQ-Application Form) are of a 'pass or fail' nature, and if a Candidate fails against any one or more selection criteria, then grounds will exist to exclude that Candidate from any further consideration.

Compliance with the minimum standards will be checked by reference to the information given by Candidates in the PQQ-Application Form. The minimum standards themselves are summarised in the table set out below.

Candidates should also note that when answering question B.4 "Professional Capacity and Experience", only Qualifying Assignments will be taken into consideration. For the definition of Qualifying Assignments, please look at the Glossary of Key Terms on page 3 of this Guidance Note, before filling in the PQQ-Application form.

Candidates are advised that wherever in this document reference is made to any external assessment body or external accreditation standard, such reference shall be deemed to include reference to any equivalent body or standard established in any member state of the EU, or elsewhere.

In case the Candidate intends to rely on the capacities of other economic operators/firms (for example, sub-contractors, mother company etc.) in order to be awarded a Framework Agreement (or throughout even the entire duration of the Framework), please ensure that the information included under B.3-B.7 in the PQQ Application Form is inclusive of the relevant information of the companies on which the tenderer is going to/intends to rely on.

Candidates submitting a PQQ for both Lots will only be assessed once with regards to exclusion criteria.

Means of Proof

As part of their application, candidates must provide the following evidence:

- For Section A, an extract from the Business Register or equivalent document. To be provided with the PQQ application along with completed Tender Doc 4 Documentary Evidence.
- For situations described in Section B 1.1 or 2.1, provision of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied. To be provided with the PQQ application along with completed Tender Doc 4 Documentary Evidence.

- For the situation described in Section B 1.2, provision of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment. To be provided with the PQQ application along with completed Tender Doc 4 Documentary Evidence.
- For the situation described in Section B3, annual accounts for the last three financial years for which final figures are available and audited. To be provided with the PQQ application along with completed Tender Doc 4 Documentary Evidence.
- For the situation in Section B4, C1 and C2, completion certificates from Qualifying Assignments. The candidate may use the completion certificate template provided with the tender documents. To be provided with the PQQ application along with completed Tender Doc 4 Documentary Evidence.

For situations described in Sections B1-B3, the candidate is not required to submit the evidence if it has already been submitted for another procurement procedure at the EIB. The documents must have been issued no more than one year before the date of their request by the EIB and must still be valid at that date.

Candidates submitting a PQQ for both Lots should only submit one PQQ ensuring that they have covered both Lots in all their answers.

Joint Bidding - Consortia

Service Providers submitting their PQQ – Application Form in the form of a joint venture (consortium) should note that, names of all consortium members, including the lead and structure of the joint venture must be provided in the relevant sections (when requested), for each Lot (in case the Candidate is submitting a PQQ for both Lots).

The EIB may require the members of the consortium to assume a specific legal form if awarded a Framework Agreement, to the extent that it is necessary for the satisfactory performance of the Framework Agreement.

All members of the consortium will be required to provide information related to the exclusion criteria (Section B1 and B2 of the PQQ Application). The exclusion criteria will be assessed in relation to each member of each consortium (of each Lot) individually. If a member of any consortium does not fulfil one of the exclusion criteria, the whole consortium may be excluded.

Contrary to the assessment of the exclusion criteria, selection criteria (Sections B3 to B7 of the PQQ Application) and scored criteria (Sections C1 and C2) will be assessed on a consolidated basis for each Lot. For example, the selection criteria relating to economic and financial capacity will be assessed in relation to the combined capacities of all members of the consortium.

Where a Candidate is proposing to create a separate legal entity, such as a Special Purpose Vehicle (SPV), further details of the actual or proposed shareholding of the constituent members within the new legal entity should be provided.

Candidates are reminded that all members of the consortium shall be jointly and severable liable towards the EIB for the performance of the Agreement as a whole. Statements saying, for instance:

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- that one of the Tenderers in the joint offer will be responsible for part of the Agreement and another one for the rest, or
- that more than one contract should be signed if the joint offer is successful,

are thus incompatible with the principle of joint and several liability. The Bank will disregard any such statement contained in a joint offer, and reserves the right to reject such offers without further evaluation on the grounds that they do not comply with the Terms of Reference.

Should the composition of the consortium change at any point during the procurement the offer may be rejected. Furthermore, should the composition of the consortium proposed changed any time after the award and signature of the Framework Agreement the EIB has the right to cancel the Framework Agreement

Sub-contracting

Subcontracting is permitted. The Bank has no direct legal commitment with the subcontractor(s). It should be noted that the EIB does not impose a set threshold for the volume or proportion of activities that may be subcontracted.

To the contrary though, selection criteria (Sections B3 to B7) and scored criteria (Sections C1 and C2) will be assessed on a consolidated basis. For example, the selection criteria relating to economic and financial capacity will be assessed in relation to the combined capacities of the Candidate and the subcontractor(s).

It should be stressed that when one Candidate has submitted a PQQ for both Lots, sub-contracting will be assessed according to the aforementioned paragraphs for each Lot separately and independently. In any case, if any subcontractors are going to be used, then the main contractors/Candidates will be required to provide the EIB with Letters of Intent from every subcontractor they are going to rely upon in order to be awarded a Framework Agreement.

Section C – Shortlisting (Scored) Criteria

All completed PQQ Application Forms received will be evaluated by the Evaluation Committee, in order to compile and agree on a shortlist of Candidates per Lot to be invited to **Stage 2**.

A maximum of 12 eligible Candidates will be shortlisted per Lot provided a sufficient number of admissible applications have been received. Shortlisted Candidates will be invited to submit detailed tenders for this Framework Agreement.

If more than 12 eligible Candidates (per Lot) meet the selection criteria, the Candidates will be ranked according to Scored Criteria C1 and C2 described below. The restriction of the number (shortlisting) of eligible and qualified Candidates (per Lot) to submit a Tender will be conducted on a non-discriminatory basis, following the application of objective criteria, as will be shown below.

For the avoidance of doubt only those Candidates that pass the Exclusion and Selection Criteria will qualify to have their Applications assessed against the Scored Criteria.

Candidates will be required to provide to the EIB documentary evidence of completion of **Qualifying Assignments** for each Lot along with their PQQ-Application Form. For the definition of Qualifying Assignments, please look at the Glossary of Key Terms on page 3 of this Guidance Note, before filling in the PQQ-Application form. Only completion certificates signed by the client(s) will be accepted as documentary evidence. Other types of documentation, such as emails, invoices etc. will not be accepted. Therefore, if evidence other than completion certificates is submitted, the Candidate will not be considered as having completed Qualifying Assignments for the respective Lot. Candidates should note that completion certificates should be submitted with the PQQ-Application Form

Answers to Scored criteria questions will be assessed on a point basis per Lot, as detailed below:

Q No	Scored Criteria	Point system and assessment
C1	Geographic Coverage	<p>The following is applicable to each Lot separately and independently: 2 points assigned to each sub-region in which a Candidate claims to have experience/to have operated.</p> <p>Candidates can <u>only</u> claim that they have experience in the respective geographic regions if they have completed Qualifying Assignments in the said region of a <u>minimum total aggregated value of EUR 100,000 in the last 5 years</u>. If that is the case, they should fill in “YES” in the respective column.</p> <p>Please note that not every prior assignment in a geographical region will be considered as experience. In order for a Service Provider to be able to claim that it has experience in a geographical region, the Service Provider has to take into consideration only:</p> <ul style="list-style-type: none"> a) <u>Completed</u> Qualifying Assignments during the last 5 years (for the definition of Qualifying Assignments, please look at the Glossary of Key Terms on page 3 of this Guidance Note); and b) Assignments for which the Service Provider has itself undertaken <u>at least 50% of the work</u> (in case there was subcontracting or in case of a consortium). <p>These conditions will need to be satisfied in a <u>cumulative manner</u>.</p> <p>The Service Provider can cumulate the value of all the assignments that it has had in a geographical region included in the list and that fulfil all of the aforementioned criteria.</p> <p><u>Maximum points available: 26</u></p>

Q No	Scored Criteria	Point system and assessment
C2	Specific Experience with Multilateral Development Banks (MDBs) and International Institutions	<p>The following is applicable to each Lot separately and independently:</p> <p>Service providers will receive 1, 2 or 3 points based on the number of MDBs/International Institutions they have experience with.</p> <p>Please note that not every prior assignment with a MDB/International Institution will be considered as experience. In order for a Service Provider to be able to claim that it has experience with a MDB/International Institution, the Service Provider has to take into consideration only:</p> <ol style="list-style-type: none"> a) <u>Completed</u> Qualifying Assignments during the last 5 years (for the definition of Qualifying Assignments, please look at the Glossary of Key Terms on page 3 of this Guidance Note); and b) Assignments for which the Service Provider has had a <u>direct contract</u> with the MDB/International Organisation*; and c) Assignments for which the Service Provider has itself undertaken <u>at least 50% of the work</u> (in case there was subcontracting or in case of a consortium). <p>These conditions will need to be satisfied in a <u>cumulative manner</u>.</p> <p>The Service Provider can cumulate the value of all the assignments that it has had with each MDB/International Institution included in the list and that fulfil all of the aforementioned criteria.</p> <p><u>Additionally</u>, the mark distribution will be conducted as follows:</p> <ol style="list-style-type: none"> a) If the Service Provider has delivered services to a MDB/International Institution of a total value of a minimum of EUR 50,000 and up to EUR 150,000, it will be assigned 1 point; b) If the Service Provider has delivered services to a MDB/International Institution of a total value of a minimum of EUR 150,001 and up to EUR 250,000, it will be assigned 2 points; c) If the Service Provider has delivered services to a MDB/International Institution of a total value of equal to or over EUR 250,001, it will be assigned 3 points. <p><u>Candidates are not allowed to add other MDBs or International Institutions to the list C2 of the PQQ Application Form.</u></p> <p><u>Maximum points available: 27</u></p> <p><i>*Assignments that were performed for a third party and financed by an MDB/International Institution will not be taken into consideration. Candidates should only count those assignments/projects that were subject to a direct contract between the Candidate/Service Provider and the MDB/International Institution.</i></p>

It should be stressed that the term “completed assignments/projects” refers to assignments/projects that are/have been completed at the latest by the publication date of this PQQ Application Form. The latter will also constitute the starting point for the calculation of all past time periods (such as “last 5 years”).

Based on the scores given above (Criteria C1 and C2), only **the 12 highest scoring** Candidates **per Lot will proceed to Stage 2**. These 12 Candidates per Lot will then need to fill in the Invitation to Tender Terms of Reference (“ITT TORs”) and will be subsequently invited to submit their Tenders for this tendering process (unless there is a tie, in which case more Candidates could move on to Stage 2 and therefore fill in and submit the ITT ToRs to the EIB.

Example:

C1. Geographic Coverage		Evaluation Guidance: This question will be scored as per the Guidance Note		
1.1	Geographical regions	Geographical sub-regions	Lot 1	Lot 2
	European Union	<i>Iberia and Western Europe (Belgium, France, Ireland, Luxembourg, Netherlands, Portugal, Spain, UK)</i>		
		<i>Adriatic Sea (Croatia, Italy, Malta, Slovenia)</i>	Yes*	
		<i>Baltic Sea and Northern Europe (Denmark, Estonia, Finland, Germany, Latvia, Lithuania, Poland, Sweden)</i>		
		<i>Central and South-eastern Europe (Austria, Bulgaria, Cyprus, Czech Republic, Greece, Hungary, Romania, Slovakia)</i>		
	EU Enlargement Countries and European Free Trade Association (EFTA)	Candidate Countries (Albania, The Former Yugoslav Republic of Macedonia (FYROM), Montenegro, Serbia, Turkey)	Yes*	
		Potential Candidate Countries (In the Western Balkans: Bosnia-Herzegovina and Kosovo*)		
		EFTA Countries (Iceland, Liechtenstein, Norway and Switzerland)		
	Mediterranean neighbourhood (FEMIP)	<i>Algeria, Egypt, Gaza/West Bank, Israel, Jordan, Lebanon, Libya, Morocco, Syria and Tunisia</i>		
	EU Eastern neighbours	<i>Armenia, Azerbaijan, Belarus, Georgia, Moldova, Russia, Ukraine</i>		
Sub-Saharan Africa, Caribbean and Pacific (ACP) and Overseas Countries and Territories (OCT)	<i>Africa (Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Congo, Democratic Republic of the Congo, , Djibouti, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Equatorial, Guinea-Bissau, Ivory Coast, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Niger, Nigeria, Rwanda, São Tomé e Príncipe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, Zimbabwe)</i>			
	Caribbean and Pacific (Antigua & Barbuda, Bahamas, Barbados, Belize, , Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago, Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia, Nauru, Niue, Papua New Guinea, Palau, Samoa, Solomon Islands, Timor Leste, Tonga, Tuvalu, Vanuatu)			
	Overseas Countries and Territories (Anguilla, Aruba, Bermuda, Bonaire, British Antarctic Territory, British Indian Ocean Territory, British Virgin Islands, Cayman Islands, Curaçao, Falkland Islands, French Polynesia, French Southern and Antarctic Lands, Greenland, Montserrat, New Caledonia and Dependencies, Pitcairn, Saba, Saint Barthélemy, Saint Helena and Dependencies, Saint Pierre et Miquelon, Sint Eustatius, Sint Maarten, South Georgia and the South Sandwich Islands, Turks and Caicos Islands, Wallis and Futuna)			

Asia and Latin America (ALA)	Latin America (Argentina, Bolivia, Brazil, Chile, Colombia, Costa Rica, Ecuador, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Paraguay, Peru, Uruguay, Venezuela)		
	Asia (Bangladesh, Bhutan, Brunei, Cambodia, China, India, Indonesia, Iraq, Laos, Malaysia, Maldives, Mongolia, Myanmar/Burma, Nepal, Pakistan, the Philippines, Singapore, South Korea, Sri Lanka, Thailand, Vietnam, Yemen)	Yes*	
	Central Asia (Tajikistan, Kazakhstan and most recently, Kyrgyzstan)		

*Insert YES only if you have completed Qualifying Assignments in the said regions of a minimum total aggregated value of EUR 100,000 in the last 5 years

C2. Experience with MDBs								
Evaluation Guidance: This question will be scored as per the Guidance Note								
1.2	Experience with Multilateral Development Banks and International Institutions	Total value of EUR 50,000 up to EUR 150,000		Total value of EUR 150,001 up to EUR 250,000		Total value of over EUR 250,001		
		Lot 1	Lot 2	Lot 1	Lot 2	Lot 1	Lot 2	
		World Bank Group (IBRD, IDA, IFC, MIGA, ICSID)					Yes*	
		European Investment Bank Group (EIB Group)						
		Islamic Development Bank (IsDB)						
		Asian Development Bank (ADB)						
		European Bank for Reconstruction and Development (EBRD)						
		Inter-American Development Bank Group (IDB, IADB, MIF, IIC)						
		African Development Bank (AfDB)	Yes*					
		European Commission (EC)						
		United Nations and UN Agencies	Yes*					

*Only if (a) Completed Qualifying Assignments during the last 5 years; and (b) Those Qualifying Assignments were the subject of a direct contract between the Service Provider and the MDB/International Institution; and (c) Service Provider has itself undertaken at least 50% of the work (in case there was subcontracting of in the case of a consortium).

Evaluation of the example:

Section	Q No	Question	Comment	Score	Total Score
Geographic Coverage (Lot 1)	C1	Experience in different regions	<i>Candidate has experience in 3 geographic regions</i>	6	6
Specific Experience with MDBs and International Institutions (Lot 1)	C2	Experience with MDBs and International Institutions	<p><i>Candidate has experience with 3 MDBs/International Institutions. For those the Applicant will receive:</i></p> <ul style="list-style-type: none"> - <i>3 points for the WB Group (value of more than 250,000)</i> - <i>1 point for UN (value between EUR 50,000 and EUR 150,000)</i> - <i>1 point for AfDB (value between EUR 50,000 and EUR 150,000)</i> 	3 + 1+1	5
Total Score for Lot 1 - Section C					11

4.3 Stage 2 – Award Criteria

The award stage is a separate stage in the restricted tendering procedure and it is not going to be assessed through this document. Therefore, this paragraph is given here for information only and for future reference for those Candidates that will proceed to the award stage of the tendering procedure.

For the avoidance of doubt, only those shortlisted Candidates that pass this Stage (Selection Stage including scored criteria) will be invited to submit a tender in order to proceed to have their Tender submissions evaluated against the Award Criteria.

The award criteria for each Lot are shown below, and alongside them are their respective weightings:

Lots 1 and 2

Price	25%
Quality	75%

The methodology for evaluating Tender submissions for each Lot against these criteria is as follows:

Quality 75%

Quality accounts for 75% of the total tender score per Lot and will be assessed by reference to a number of case studies and questions referring to these case studies, as will be seen in the ITT TORs. There will be 4 case studies per Lot within the Quality section (included in the ITT TORs). Each case study will be assigned 25 points, making the maximum available score 100 for all 4 case studies per Lot. In the end, the score per Lot of each tenderer will be calculated and weighted accordingly in order to represent a set number (expressed as a percentage) out of a maximum of 75%. That will then be added to the price score and together, both of these scores, will constitute the total score per Lot of each Tenderer.

Tenderers should be aware that the case studies represent typical Assignments covering all sectors of each Lot under this Framework Agreement. However, they constitute solely fictitious examples, even though adjusted as much as possible to match realistic Assignments that the EIB has procured in the past.

When answering the questions related to the case studies, Tenderers must make sure that they answer what is being asked. Anything that is not directly relevant to the particular case study should not be included, but wherever possible Tenderers should demonstrate how they will go further than what is being asked for, to add value.

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Tenderers should also make sure that their answers indicate not only what they will do, but how they will do it, and what their proposed timescales are (as relevant). Answers should be limited to 3 to 5 pages. Answers exceeding 5 pages will only be evaluated for the content included in the first 5 pages; any excess will be disregarded. The purpose of this is to include only as much relevant detail as required, so that the Evaluation Committee gets the fullest possible picture.

Each case study will be evaluated individually, one by one in order and separately for each Lot. When scoring each case study, no consideration is given to information included in other answers, so Tenderers should not cross reference to responses or information provided elsewhere in their Tender submission.

It should be stressed that none of the case studies is a replica of another past Assignment or case study. Instead, each case study includes elements of different Assignments that the EIB has procured in the past four (4) years, blended together in such a way that all Tenderers have equal chances of receiving the full score. Therefore, no advantage is conferred upon any incumbent Service Provider.

Price 25%

Price accounts for 25% of the total tender score per Lot and will be evaluated according to the price schedule provided by the EIB (in the form of an excel spreadsheet) and filled in by the Tenderer. Tenderers will be asked to provide the Bank with their daily fees for the following categories of staff:

Staff Categories	
Staff Category 1	Junior Expert
Staff Category 2	Expert
Staff Category 3	Senior Expert
Staff Category 4	Lead Senior Expert

Tenderers are reminded that an explanation of all staff categories is provided in Section 2.6 - Staff. Tenderers are advised to consult that section before filling in the fees. It should be stressed that fees in each Staff Category should be the same irrespective of the discipline (e.g. engineering, economics, urban planning). If a Tenderer inserts different prices (for example for engineers and economists) within the same Staff Category, the lowest price will be taken into consideration and the latter shall be binding as maximum fee within the relevant Staff Category for the whole duration of the framework (if that particular tenderer is successful).

All prices provided by the Tenderers should be expressed in Euros and will be binding and not subject to further review throughout the life of the Framework Agreement. No price escalation will be allowed. These daily fees should serve as a maximum threshold for any future Assignments under each Lot. Awarded Tenderers under each Lot will not be able to submit prices in response to Assignment TORs that exceed these maximum thresholds to which they committed in the Framework Agreement stage. If they do, their bids for individual Assignments shall be rejected.

IMPORTANT: Except for transport and accommodation costs (see below), maximum daily fees shall be all-inclusive and shall therefore include the costs of the framework management, backstopping mechanism, quality control, administrative and support staff.

Transport and accommodation costs: for specific assignments involving travel to the EIB headquarters and/or countries of operations, travel arrangements (transport and accommodation costs) shall be submitted to the EIB Assignment Manager in advance for approval and costs incurred shall be refunded separately according to the internal rules and procedures of the EIB (a copy of which is available upon request). A fixed daily allowance may also be provided in accordance with the applicable internal rules.

For each Lot, prices and scores will be calculated for each category of staff separately. The lowest conforming tender price for each category of staff shall be taken as the lowest tender price for each respective category.

Tenderers should note that the lowest price scoring method will be adopted. It will be applied to the daily fees of each category of staff separately, and the price score will be calculated as follows:

$$Price\ Score = 25\% \times \frac{1}{4} \times \sum_{n=1}^4 \frac{\text{lowest price for category } n}{\text{bid price for category } n}$$

Example

Lot 1

Price	Tenderer A		Tenderer B		Tenderer C		Lowest
	Price	Score	Price	Score	Price	Score	
Staff Category 1	120	96%	115	100%	125	92%	115
Staff Category 2	150	90%	140	96%	135	100%	135
Staff Category 3	200	95%	190	100%	215	88%	190
Staff Category 4	260	87%	225	100%	240	94%	225
Score							
Overall score for Lot 1		91.8%		99.1%		93.5%	
Price score for Lot 1 (25% of Overall score for Lot 1)		22.96%		24.78%		23.38%	

In this example, the highest score for Lot 1 in terms of price would be attributed to Tenderer B.

Award of a Framework Agreement

Upon conclusion of the evaluation of Tenders those Tenderers whom it is agreed should be included in the Framework Agreement (per Lot) will be notified accordingly via electronic means. Such inclusion will be on the basis of the best Tender(s) for each Lot, based on the award criteria described above.

Tenderers whom it is proposed should not be included in the Framework Agreement (per Lot) will also be notified of this in writing via electronic means and will be entitled to receive feedback on the characteristics and relative advantages of their Tender submission compared with those of the accepted Tenderer(s) for the respective Lot.

The EIB does not bind itself to accept the lowest or any Tender.

In accordance with the EIB's Corporate Procurement Guide, the award of a Framework Agreement will be subject to a mandatory standstill period of at least 10 days between the notification of award decision and contract conclusion. If necessary, the EIB may suspend the conclusion of the contract for additional examination if this is justified by the requests or comments made by unsuccessful or aggrieved tenderers or candidates or by any other relevant information received. The requests, comments or information must be received during the standstill period. In the case of suspension all the candidates or tenderers shall be informed within three working days following the suspension decision

All Tenderers are advised that they should not take any action for example commencing the implementation of services, until the award decision is finalised and communicated to the selected Tenderers as above. Tenderers should also refrain from undertaking any publicity, marketing or promotional activity until such confirmation is received. In any event, Tenderers must seek prior approval from the EIB, before undertaking any marketing activity.

Upon conclusion of all the above stages, a formal Framework Agreement (see Tender Doc 11 Draft Framework Agreement) will be entered into between the EIB and the successful Tenderers of each Lot.

5. INSTRUCTIONS FOR COMPLETING AND SUBMITTING THE PQQ APPLICATION FORM

5.1 Completing the PQQ Application Form

To enable the Evaluation Committee to assess fully the Candidates' suitability all of the information requested in this PQQ Application Form must be provided. Failure to complete the form in full or failure to provide any of the documents requested may result in the Application being rejected. Questions should be answered as instructed:

- (i) Please answer every question.
- (ii) Questions must be answered in English.
- (iii) When posed with Yes / No questions, please circle your answer.
- (iv) All other questions will require you to input text or numbers, or to tick boxes.
- (v) Any figures requested should be stated in full i.e. EUR 4,000,000 (not 4m) and in EUR. Where information relates to foreign accounts, amounts in alternative currencies may be stated, but must also be converted to EUR.
- (vi) If the question does not apply to you please write N/A; if you don't know the answer please write N/K.

Only the information contained within this PQQ Application Form or otherwise communicated in writing by the EIB to the Candidate should be considered by the Candidate when submitting the PQQ Application Form.

Any information and/or documents submitted with this PQQ Application Form must relate to the Candidate only – the Candidate being the organisation which it is proposed will enter into a formal Framework Agreement should their Tender be successful. All responses and submissions provided by the Candidate will form part of that Framework Agreement. The EIB may seek further clarification from the Candidate following submission of completed forms where required.

5.3 Joint applications

In the event that two or more organisations are acting together to apply to Tender for the Framework Agreement, then the lead organisation must complete the PQQ Application Form, making clear the members of the consortium and the role each party will fulfil (for further information on this please also see section 4.2 of the current Guidance Note), with the exception of Sections B1 and B2 that should be completed by all members of a Consortium and named subcontractors. The EIB reserves the right to require the other members of the consortium and named subcontractors to provide additional information as requested. In the event a consortium's Tender is successful at Stage 2, the EIB will enter into a formal contract with the lead organisation (on behalf of all of the consortium partners).

Format of application

Candidates are required to complete the PQQ Application Form as enclosed with this document. The PQQ Application Form may be completed electronically but changes to the structure and/or order of the document provided are not permitted (except as necessary to accommodate the Candidate's responses, i.e. enlarging response boxes, etc.). In particular, Candidates should not undertake any substantial changes to formatting or add appendices instead of completing the form as drafted.

The declaration must be signed by a director, partner or other senior authorised representative in her / his own name and on behalf of the organisation. The details contained in each Candidate's response may be specified in any contract or may form an appendix thereof. Candidates should therefore make sure that their responses are authorised at an appropriate level which would enable them, should they be successful, to become the subject of a binding contract.

Submitting your PQQ Application Form

Please refer to the General Administrative and Submission Clauses for instructions on how to submit the PQQ Application Form and for any relevant deadlines.

Any amendments to the submission deadline will be communicated swiftly via the eTendering website (a link to which is provided in the Contract Notice). PQQ Application Forms submitted after the designated time and date will be rejected.

PQQ Application Forms and/or any documentation supporting a PQQ Application Form must NOT be submitted by fax or email.