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EUROSTAT

Directorate E: Sectoral and regional statistics

ORIGINAL EN

Unit: E5 - Energy

Invitation to tender for the supply of statistical services

Verification of the suitability of the method proposed to produce early CO₂ emission estimates

(ESTAT/E/2015/025)

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SECTION 1 INTRODUCTION

1.1 Presentation of Eurostat

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

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

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

1.2 Subject of the contract

This invitation to tender covers:

- **The calculation of early CO₂ emission estimates using monthly cumulated energy data**
- **The evaluation of a trend method to estimate early CO₂ emissions**
- **The evaluation of the quality of monthly energy data**

1.3 Glossary

CRF	Common Reporting Format; in this standardized format signatory parties have to deliver the data on GHG emissions for their national inventories to the UNFCCC every year
ESWG	Energy Statistics Working Group
GHG	Green House Gas
IPCC	Intergovernmental Panel on Climate Change
UNFCCC	United Nations Framework Convention on Climate Change
T + 4 months	This marks a point in time: 4 months after the end of the reference year

SECTION 2 TECHNICAL INFORMATION

2.1 General information and objectives

Energy statistics are delivered to Eurostat by the national authorities (statistical institutes, ministries, or other national authorities) on annual and monthly basis. This data collection relies on Regulation (EC) No 1099/2008 of the European Parliament and of the Council, of 22 October 2008, on energy statistics. The annexes of this Regulation list the annual and monthly information collected by Eurostat.

Eurostat's energy statistics are also used for calculating CO₂ emissions in order to meet the requirements of the European Parliament and of the Council Decision No 280/2004/EC concerning a mechanism for monitoring Community GHG emissions and for implementing the Kyoto Protocol.

Relevant information can be found:

<http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:049:0001:0008:EN:PDF>

This tender builds on experience gained in an ongoing project (tender 2010/S 66-098319) in which a method was developed seemingly suitable to make available early estimates of CO₂ emissions already 4 to 5 months after the end of the reference year. As the duration of this ongoing project is only 3 years and because at least one year was very atypical (2009, economic crisis), not enough data are available to perform a thorough examination of the suitability of the proposed method.

One of the main objectives of this work is therefore to test if the proposed trend method to estimate early CO₂ emissions produces valuable results based on the use of monthly energy data and to produce early estimates at T+4 months (see 1.3 Glossary). A description of the proposed trend method can be found:

<http://ec.europa.eu/eurostat/documents/38154/43500/MethodCO2.pdf/1a4da156-c65b-4c3a-b2fd-c80061d2aec8>

An example for an early CO₂ emission estimate can be found:

<http://ec.europa.eu/eurostat/documents/2995521/5176346/8-07052014-AP-EN.PDF>

As the described method is still under development, adaptations of the method might be necessary. Potential adaptations will be agreed between the project manager of Eurostat and the contractor. Further data sources providing data at an early point in time should be sought and exploited in order to see if calculated early estimates can be confirmed by independent data.

The other main objective is to examine if the level of quality of monthly energy data has improved compared to the quality of these data for 2008 and 2009 and to advise Eurostat in a precise way, how further improvements are to be achieved.

All written deliverables have to be provided in English language.

2.2 Volume of the contract

Approximately 180 person days over 35 months. It is assumed that 50 % of the work is to be carried out by a senior and the other 50% by a junior statistician. It is further assumed

that in the first year more person days have to be invested than in the second and the third year.

2.3 Tasks and expected results

Task 1

The aim of this task is to

- establish the level of consistency of calculated CO₂ emissions when using monthly versus annual energy data and official CO₂ emissions (CRF) for the years 2015, 2016 and 2017.

The expected result for this task is: presenting deviations of calculated CO₂ emissions on the level of fuel group (liquid, gaseous and solid). If deviations exceed a certain percentage (>3 %) further analysis will identify the specific fuels and/or products causing these deviations. The respective calculations are to be provided including all used conversion factors etc. in Excel format as attachment to the yearly report (see task 3) (Deliverable: included in D2 – annual technical report).

- In case of identified data quality problems, technical support to Eurostat is to be provided for addressing these problems at Member State level in agreement with the project manager.
- calculate early estimates of CO₂ emissions based on cumulative monthly energy data at T + 4 months for the years 2015, 2016, 2017.

The expected result for this task is: to provide estimates on the development of CO₂ emissions by fossil fuel groups for each Member State and for EU-aggregates in form of a short technical interim report (3-4 pages) with attached calculations in Excel format by the end of April of each year (Deliverable D1 –technical interim report).

Task 2

The aim of this task is to contribute to the Energy Statistics Working Group (ESWG) by:

- Presenting the results (Power Point Presentation), findings and conclusions of the project to the 2016, 2017 and 2018 ESGW meetings usually held end of June (Deliverable P – presentation).

This includes:

- the preparation of at least two pages long summary document 5 weeks before the meeting
- the provision of minutes reflecting the discussion to be delivered at the latest 2 weeks after the ESGW meeting including a synthesis of the comments from the Member States and proposals for improvement.

Task 3

The aim of this task is to

- compare the used monthly data with data which become available later. This allows to give an indication of the quality of monthly data.

The expected result for this task is to prepare a annual technical report (yearly report) by the end of October of each year (in the third year by mid September) on the evaluation of the quality of the monthly energy data (timeliness, completeness, coherence with annual data etc.) and on the early estimates calculated including the following chapters (Deliverable D2 – annual technical report):

- analysis of the comparability of the monthly, annual and official (CRF) data
- problems encountered in data quality (timeliness, completeness, coherence with annual and CRF data), listed by fuel group, frequency and by Member State and also divided into systematic and occasional problems
- listing data quality issues according to their importance/severity (priority list)
- assessment of the adequacy of the trend method
- proposals for improvement of the trend method

Whenever possible, information should be provided as a summary for the EU and for individual Member States.

Task 4

The aim of this task is to

- summarise the results of the complete project duration.

The expected result for this task is: the final technical report (Deliverable D3).

It should be structured in such a way as to use it for a publication (e.g. Statistics Explained etc.). It should contain all calculations carried out for Tasks 1 and the results of Tasks 3 in a summarised form. The precise content and the specific layout of the final report/publication will be agreed between the contractor and the project manager during the course of the project. This report is to be delivered by the end of October of the last year at the latest.

2.4 Meetings and missions

Meetings with Commission staff (maximum duration one day) will be held in Luxembourg in the premises of the European Commission. The same applies for the participation of the contractor to the ESWG meeting in 2016, 2017 and 2018.

Indicative calendar of kick-off and progress meetings:

Kick-off meeting	January 2016 (following the signature of the contract)
Progress meeting 1	mid April 2016
Progress meeting 2	mid October 2016
Progress meeting 3	mid October 2017
Progress meeting 4	mid April 2018
Progress meeting 5	beginning of September 2018

For the progress meetings the contractor will send the documentation to be discussed to Eurostat at least three days prior to the meetings. Minutes of these meetings (kick-off and

progress meetings) shall be drawn-up by the contractor and sent to Eurostat within three weeks after the meeting for approval by Eurostat.

Indicative calendar of Energy Statistics Working Group meetings:

ESWG meeting: June 2016

ESWG meeting: June 2017

ESWG meeting: June 2018

For the ESWG meetings a summary document should be provided 5 weeks before the meeting (see 2.3 Task 2). The respective minutes will be delivered at the latest 2 weeks after the working group meeting (see 2.3 Task 2).

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

2.5 Duration and timetable

The contract is expected to be signed in the 4th quarter of 2015.

Because the first set of necessary data only becomes available by the end of January 2015, execution of the tasks is to start on 1 January 2016. The overall duration of the work will be 35 months based on a single contract.

The overall indicative timetable is the following:

Time schedule:

Task	M1	M2	M3	M4	M5	M6	M7	M8	M9	M10	M11	M12	M13	M14	M15	M16	M17	M18
Task 1	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Task 2				x	x	x	x									x	x	x
Task 3	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Task 4	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x
Task	M19	M20	M21	M22	M23	M24	M25	M26	M27	M28	M29	M30	M31	M32	M33	M34	M35	
Task 1	x	x	x	x	x	x	x	x	x	x								
Task 2	x									x	x	x	x					
Task 3	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	
Task 4	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x

Legend:

- M – month of project lifetime (M1=January 2016)
- x – task's lifetime
- D1 – deliverables (see 2.3), technical interim report
- D2 – deliverables (see 2.3), annual technical report
- D3 – deliverables (see 2.3), final technical report
- P – presentation to the Energy Statistics Working Group

A detailed timetable should be provided by the tenderer in the offer.

2.6 Reports

The work carried out by the contractor under the contract will be the subject of the following reports, which must be sent to Eurostat by the contractor in electronic format (exception final report also in paper format):

- end of April 2016, the contractor shall provide a short **technical interim report** containing the calculated CO₂ estimates for reference year 2015 for each Member State and EU aggregates. Relevant calculations (MS Excel tables) have to accompany this interim report.

- end of October 2016, the contractor shall provide, after completion of the tasks referred to in 2.3 and as soon as possible after this date, **annual technical report** for the 1st year relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract

- end of April 2017, the contractor shall provide a short **technical interim report** containing the calculated CO₂ estimates for reference year 2016 for each Member State and EU aggregates. Relevant calculations (MS Excel tables) have to accompany this interim report.

- end of October 2017, the contractor shall provide, after completion of the tasks referred to in 2.3 and as soon as possible after this date, an **annual technical report** for the 2nd year relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

- end of April 2018, the contractor shall provide a short **technical interim report** containing the calculated CO₂ estimates for reference year 2017 for each Member State and EU aggregates. Relevant calculations (MS Excel tables) have to accompany this interim report.

- end of October 2018, the contractor shall provide, after completion of the tasks referred to in 2.3 and as soon as possible after this date, an **annual technical report** for the 3rd year relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

- end of November 2018, the contractor shall provide, as soon as possible and within sixty days of completion of the tasks referred to in 2.3, a **final technical report** containing the results from the interim and yearly reports as described in task 4 relating to the execution of the contract describing the results obtained and the means which were implemented for the execution of the contract.

The 3 yearly invoices should accompany the annual technical reports in 2016 and 2017 and the final technical report in 2017.

2.7 Assessment of results

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

- the quality, usefulness and level of detail of the products delivered;
- the quality of the analysis and proposals for each action as described under 2.3;
- the coherence and pertinence of reports with the overall objective of the project.

2.8 Specific conditions

- Resources made available by Eurostat

Eurostat will provide .dat files extracted from Eurostat's production database containing monthly data on energy statistics for all Member States for reference years 2015, 2016

and 2017. These data will be made available as soon as possible in the first half of April 2016, 2017 and 2018 respectively.

- Specific conditions for the execution of the contract

None

SECTION 3 INFORMATION ON THE CONTRACT

3.1 General information

The submission of a tender in response to an invitation to tender issued by the Commission implies that the tenderer:

- accepts all the conditions laid down in the invitation to tender and the contract (in annex 10);
- waives his or her own conditions of sale/service, terms of business or other general terms and conditions;
- confirms that there has been no collusion with other contractors in bidding for the work and there has been no canvassing or soliciting of Eurostat staff.

All documents submitted by tenderers become the property of the Commission and are deemed confidential.

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

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

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

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

Variants are not allowed.

The place of the work will be the Contractor's usual workplace, unless stated otherwise in section 2.

3.2 Payments

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

Payments under the contract will be made in accordance with Articles I.4 and II.15 of the draft contract in Annex 10.

3.3 Replacement of persons assigned to carry out the work

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

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

- for duly justified reasons, a person is unable to continue providing his services;
- any person specified in the contract is found by the Commission to be incompetent in discharging or unsuitable for the performance of his duties under the contract or if carrying out his tasks under the contract prejudices the good and timely performance of the contract. Unless otherwise stated, if the Commission requests a replacement in writing, the Contractor must propose a replacement within one month of the receipt of

the Commission's request. Failure to make such a proposal within this period will be considered a breach of contract.

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

3.4 Personal data and intellectual property rights

3.4.1 Personal data

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

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

Your personal data (name, given name if natural person, address, legal form, registration number and name and given name of the persons with powers of representation, decision making or control, if legal person) may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should you be in one of the situations mentioned in the Commission Decision 2008/969/EC, Euratom of 16 December 2008 on the Early Warning System (for more information see http://ec.europa.eu/budget/info_contract/legal_entities_en.htm) or the Commission Regulation (EC, EURATOM) N° 1302/2008 of 17 December 2008 on the Central Exclusion Database.

3.4.2 Intellectual property rights

Your attention is drawn on Article I.8 of the contract's special conditions which contains specific provisions on intellectual property rights related to the results of the contract and their use.

3.5 E-prior

The execution of the contract between the Commission and the contractors could be automated by the use of the following applications: e-Invoicing, e-Catalogue, e-Ordering, e-Request.

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

The Annex 11 explains the technical and functional characteristics of the above mentioned applications. Moreover, it allows for the estimate of the implementation workload on the side of the tenderers.

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

SECTION 4 INFORMATION ON THE TENDER PROCEDURE

4.1 General information

This invitation to tender is published in the Official Journal (OJ) in accordance with the "Financial Regulation": REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002¹.

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

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

Tenders must be written in one of the official languages of the European Union. They must include all the information and documents required by the Commission for the appraisal of tenders on the basis of the exclusion, selection and award criteria, in accordance with these specifications, in the absence of which the Commission may decide to exclude the tender from the award procedure for the contract. For details, see item 4.4 "Structure of the tender".

4.2 Who may participate in this invitation to tender

Participation in this invitation to tender (including each member of a consortium if applicable) is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons who are nationals of countries which:

- have a special agreement with the European Union in the field of public procurement under the conditions laid down in that agreement or,
- have ratified the Plurilateral Agreement on Government Procurement (GPA) concluded within the WTO, under the terms of that Agreement.

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

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

¹ OJ L298 of 26.10.2012

A **joint tender** is a situation where an offer is submitted by a group of tenderers (consortium). If awarded the contract, each member of the consortium will be jointly and severally liable towards the Commission for the performance of the contract.

Consortia members in joint tenders may submit only one tender for a single contract. The tender must indicate which member will represent the consortium in dealing with the contracting authority. The tender must describe the form the cooperation is to take in order to achieve the desired results and how technical, administrative and financial aspects will be organised.

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

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

If certain tasks provided for in the contract are entrusted to subcontractors, the Contractor shall remain bound by his obligations to the Commission under the Contract and shall bear exclusive liability for proper performance of the Contract. (see Article II. 7 of the draft contract in Annex 10).

During implementation of the contract the Contractor must obtain prior written approval from the Commission in order to replace a subcontractor and/or have work which was not originally subcontracted in the original tender carried out by third parties.

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

4.3 How to send a tender

4.3.1 General Information

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

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

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

- either **by registered mail or by courier service**, postmarked or registered by the courier service not later than **05/08/2015**, to the following address:

European Commission
Eurostat - Unit A.5 - (CAD) BECH F2/907
Jean Monnet Building
Rue Alcide de Gasperi
L-2920 Luxembourg (Kirchberg)

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

- or **by hand delivery**, i.e. by delivery in person or by an authorised representative, not later than **4:30 p.m.** on **05/08/2015** to the following address:

European Commission
Eurostat - Unit A.5 – (CAD) BECH F2/907
Jean Monnet Building – Main entrance
Rue Albert Wehrer
L-2920 Luxembourg (Kirchberg)

where a signed and dated receipt must be obtained from an official in the Commission's central mail department who takes delivery. This department is open from 08:30 to 12:30 and 13:30 to 16:30 Monday to Friday. It is closed on Saturday, Sunday and Commission holidays.

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

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

The Commission will not reimburse expenses incurred in preparing and submitting tenders.

4.3.2 Date and place of opening of the tenders

Tenders will be opened on **17/08/2015 at 10 a.m.** at the following address:

Eurostat
Room B4/444
Joseph Bech Building
rue Alphonse Weicker, 5
L-2721 Luxembourg (Kirchberg)

One authorised representative of each tenderer may be present at this opening session. A written authorisation signed by the tenderer or his duly authorised agent must be presented to the chairman of the opening committee.

4.3.3 Contact with Eurostat

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

- On the tenderers' initiative in order (and only then) to clarify the nature of the contract. Such requests for additional information should be in writing only and indicate the section(s) and paragraph(s) to which they refer and shall be made through the "Question&answers" section in e-Tendering website:
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=863> Provided it has been requested in good time, such additional information will be supplied simultaneously to all economic operators on e-Tendering website- address
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=863> no later than six days before the deadline for the receipt of tenders or, in the case of requests for information received less than eight calendar days before the deadline for receipt of tenders, as soon as possible after receipt of the request. The contracting authority is not bound to reply to requests for additional information made less than five working days before the deadline for receipt of tenders.
- On the initiative of the contracting authority, in order to inform all interested parties of the existence of an error, a lack of precision, an omission or any other type of defect in the documents relating to the invitation to tender by supplying informations on the e-Tendering website address <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=863>

After the tenders have been opened, contact may be permitted only on the initiative of the contracting authority, where some clarification is required in connection with a tender, or if obvious clerical errors in the tender must be corrected.

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

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

Financial Cell of Directorate E
Eurostat
Jean Monnet Building
Rue Alcide de Gasperi
L-2920 Luxembourg (Kirchberg)
Fax number: (+352) 4301-37316

E-mail: ESTAT-DIRECTORATE-E-CALL-FOR-TENDERS@ec.europa.eu

4.3.4 Period of validity of the tender

Tenders must be firm and not be subject to revision for the duration of the work. The tender must remain valid for a period of **12 months** following the closing date for receipt of the tenders as indicated under point IV.3.4 of the contract notice. Where the initial contract is stated to be renewable, the offer will remain valid for such renewals. Upon renewals of contracts, the Commission reserves the right to request updated forms for exclusion and selection criteria (see item 4.4 below). The contract(s) will be signed within the validity period, during which the tenderer must continue to meet all the requirements set in the exclusion, selection and award criteria. If the situation concerning these requirements has altered in the period that has elapsed since the tender in question was submitted, any changes must be reported immediately and at the bidder's own initiative to the Commission.

4.4 Structure of the tender

Tenders must be presented in the following five sections including all the requested information (in the absence of which the Commission may decide to exclude the tender from the award procedure for the contract) and perfectly legible so that there can be no doubt as to words and figures:

- *Section One: Administrative information*
- *Section Two: Exclusion criteria*
- *Section Three: Selection criteria*
- *Section Four: Technical bid*
- *Section Five: Financial bid*

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

4.4.1 Section One: Administrative information

In the first section, the tenderer must provide:

- A cover letter duly signed by the legal representative of the tenderer
- A table of contents (with page numbers)
- Administrative documents concerning its legal situation, i.e.:

Case 1: Submission by one tenderer

- The completed "Administrative information form" as provided in Annex 1;
- The "Legal entity form" (Annex 2) completed and signed by an authorised representative of the tenderer, accompanied by all the requested supporting evidence. A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

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

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

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

- The questionnaire for joint bids and/or subcontracting signed by a legal representative of the tenderer (lead partner in case of joint bid with subcontracting) (Annex 4)

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

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

- The "Legal entity form" (Annex 2) completed and signed by the authorised representative of each subcontractor, accompanied by all the requested supporting evidence. A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

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

- A letter of availability from the subcontractor that he intends to work together with the tenderer if the tenderer is awarded the contract (Annex 5) ;

Case 3: Submission of joint tender

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

- The completed "Administrative information form" as provided in Annex 1;
- The "Legal entity form" (Annex 2) completed and signed by an authorised representative of the tenderer, accompanied by all the requested supporting evidence. A standard form for individuals, private entities and public entities in each Member State language is available at the following Internet address:

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

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

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

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

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

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

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

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

4.4.2 Section Two: Exclusion criteria

The tenderer(s) including each partner in case of joint tender and each subcontractor must provide the "Declaration on grounds for exclusion" (Annex 7).

Tenderers will be excluded from participation in the procedure of the call for tenders where:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they or persons having powers of representation, decision-making or control over² them have been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;

(d)) they are not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;

(e) they or persons having powers of representation, decision-making or control over them have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

(f) they are subject to an administrative penalty following the cases where :

- they have been guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply this information.

- they have been declared to be in serious breach of their obligations under contracts covered by the European Union budget.

Contracts may not be awarded to tenderers who, during the procurement procedure:

(g) are subject to a conflict of interest.

(h) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information.

(i) find themselves in one of the situations of exclusion referred to points (a) to (f) above.

Only on request, and for contracts of a value higher than EUR 134°000, the tenderer(s) (all partners in case of joint tender) to whom the contract is to be awarded shall have to provide evidence that they are not in any of the situations listed above.

The contracting authority will accept, as satisfactory evidence:

– for situations referred to in (a), (b) or (e), a recent extract (dated no earlier than 4 months before the deadline for submission of tenders) from the judicial/criminal records or, failing this, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance attesting that these requirements are satisfied. For situation referred to in (b) and (e), if the tender is a legal person, information on the natural persons with power of representation, decision-making or control over the legal person shall be provided only upon request by the contracting authority;

– for the situation referred to in (d), a recent certificate or letter (dated no earlier than 4 months before the deadline for submission of tenders) issued by the competent authority of the State concerned. These documents must provide evidence of payment of all taxes

² This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares

and social security contributions for which the tenderer is liable, including VAT, income tax (natural persons only), company tax (legal persons only).

Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For any of the situations referred to in (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement (the form in Annex 7 may be used for this purpose) made by the interested party in front of a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

- for situations referred to in (c), (f), (g) and (h) the form in Annex 7 duly signed and dated by the interested party.

The contracting authority may impose administrative and financial penalties on tenderers to whom one of the grounds for exclusion listed above applies, in accordance with the Financial Regulation.

4.4.3 Section Three: Selection criteria

a- Economic and financial capacity:

Tenderer(s), in case of joint tender each partner, must

- fill in the compulsory reply form for accounting data (Annex 8)
- enclose the full set of annual accounts (balance sheet, profit and loss account and notes on the accounts) for the last two years.

If these documents are unavailable for a valid reason properly justified in the tender, the tenderer may prove his economic and financial capacity by other means which the Commission considers appropriate.

If these documents have already been provided within the framework of another call for tender published by Eurostat in 2015, you do not have to provide them again.

b-Technical and professional capacity:

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

- Tenderers must enclose a CV of all personnel to be involved directly in performing the contract (including those working for any subcontractors) indicating educational and professional qualifications and experience in areas relevant to the subject of this tender.
- In the CV the language competence must be mentioned, bearing in mind that the main working languages in the Commission are English, French and German.
- Tenderers must indicate whether or not the proposed staff is currently working for the tenderer on the date of submission of the offer. The tender will clearly indicate if the proposed expert is an employee or not of the tenderer. If the proposed expert is not an employee, he/she will be considered as a subcontractor. Any person who is engaged on another project, where the input from his/her position in that contract will not have ended before the expected start of his/her activities under this contract, and where this

commitment restricts his/her intended role under this contract must not be proposed for this contract.

- A signed commitment (letter of availability) from all involved persons (including employees and subcontractors) to accept the work proposed by the tenderer if the tenderer is awarded the contract (Annex 5) must be attached.

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

4.4.4 Section Four: Technical bid

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

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

4.4.5 Section Five: Financial bid

The compulsory reply form (Annex 9) must be used.

- prices must be expressed in euro
- prices should be quoted free of all duties, taxes and other charges, i.e. also **free of VAT**, as the European Commission is exempt from such charges pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union (of 8 April 1965).
- All costs associated with the completion of the work, including overheads such as infrastructure, administration, costs and travel should be included in the overall fixed price in the financial proposal (no reimbursable variable costs).

4.5 Assessment method and award of the contract

4.5.1 Exclusion and selection of tenderers

The assessment of tenderers will take place in 2 stages:

a- Exclusion of tenderers

The exclusion criteria will be assessed in relation to each tenderer or subcontractor individually.

To be eligible for participating in this tender procedure, tenderers must not be in any of the situations covered by the exclusion criteria (see item 4.4.2)

b- Selection of tenderers

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

- The **economic and financial capacity** of the tenderer will be assessed on the basis of the last annual turnover and the examination of the following figures or ratios (own funds capital, working capital, gross operating surplus, net result, self-financing capacity, general liquidity, debt, coverage of third-party funds by self-financing capacity, and profitability). Special attention will be paid to the following criteria: own funds, working capital, gross operating surplus, liquidity ratio and debt ratio.

The last annual turnover has to be at least the double of the annual value of the contract to be awarded (equal to the annual value of the financial offer submitted).

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

The relevant evidences have to be provided as mentioned in point 4.4.3 a).

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

The tenderer must meet the following criteria.

criteria relating to the tenderer:

Criterion	Experience in the field of GHG emissions
Minimum requirement	experience in the field of GHG emissions since five years at least, with at least three projects delivered in this field in the last three years.
Documentary evidence	List of projects

criteria relating to the team delivering the service

Criterion	Educational and professional Qualification
Minimum requirement	At least one team member must have at least three years of professional experience in working with annual and monthly energy statistics at national level (data collection, methodology, analysis and dissemination, data quality assessment). At least one team member must have at least five years of professional experience in working with GHG inventories (compilation of inventories using the latest IPCC methodology, analysis and dissemination). Also knowledge of the Kyoto protocol and knowledge of EU policies in the framework of climate change is necessary.
Documentary evidence	CVs of staff members

Criterion	Language capabilities
Minimum requirement	Proven experience of working in English. At least one team member with at least 3 years of professional experience in drafting

	texts for publication (minimum 3 published articles of reports in English) based on statistical data.
Documentary evidence	CVs of staff members and proof of at least three projects delivered in the last three years showing the necessary language coverage

The assessment will be based on the tender and on tenderers' answers in the compulsory reply forms. Tenderers who wish to be taken into consideration must submit all the necessary supporting documents and must use the forms provided in the annexes to this document.

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

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

4.5.2 Award of the contract

a- Evaluation of the technical quality of the bid

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

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

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

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

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

1. Comprehension (30 points)

This criterion serves to assess the degree to which the tender shows a clear understanding of the objectives and tasks. It also measures whether tenderers have taken into consideration all of the aspects of the tasks required as well as whether the tenderer has understood all of the issues involved, including the content of all deliverables. In addition, it evaluates if the work in the tender offer covers all of the essential aspects – including difficulties and problems in the validation and workflow processes.

2. Technical approach and methodology (30 points)

This criterion assesses the suitability and strength of the proposal and its practical implementation as measured against the requirements of the specification in terms of the technical content, completeness, originality of ideas and proposed effort. Also it considers the degree to which the methodology and technical approach is precisely and clearly described and showing the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as whether the methods proposed are suited to the Commission's needs. The limitations, weaknesses, and potential problems of the proposed approach and methodology will be judged as part of this criterion. Also this criterion covers the degree to which the approach facilitates the work of Eurostat.

3. Project management, work plan and resource availability (25 points)

Offers will be assessed as regards the clarity and effectiveness of the project planning, team organisation, the availability of resources for the completion of the contractual tasks and the time attributed to each team member and each task (or sub-task), all of which shall be clearly outlined in the tender. The work plan shall demonstrate that it is possible to successfully complete the project within the proposed narrow timeline and with the proposed approach.

4. Quality arrangements, risk assessment and contingency planning (15 points)

This criterion relates to the proposed approach to ensure that the service provided and results delivered to Eurostat will be of acceptable quality. This criterion relates to the assessment of the details on contingency planning for the project risks identified (including for example: quality, coverage or timeliness). The tender shall include explanations of mitigation options for identified risks specific to the energy data validation and workflow processes. Among others, this shall include an indication of how the tenderer will assure continuity if some of the persons assigned to the project are unable to work on this project.

b- Method of selecting the economically most advantageous tender

Only tenderers whose bid has scored **65 points** or more on the technical evaluation according to the criteria and points set out under item 4.5.2.a may participate in the evaluation of the financial proposal. The contract will be awarded to the economically most advantageous tender, on the basis of the following method: the price of each bid is divided by the number of technical points awarded to the bid. The bid with the lowest ratio is deemed the economically most advantageous.

c- Notification of tenderers of decisions taken by the contracting authority

The contracting authority will inform all unsuccessful tenderers, simultaneously and individually, as soon as possible after the award decision and within the following week at the latest, by fax or electronic means, that their application or tender has not been accepted, specifying in each case the reasons why the tender or application has not been accepted.

At the same time that it notifies unsuccessful tenderers that they have not been accepted, Eurostat will notify the successful tenderer of the award decision. This notification does not constitute a commitment on the part of Eurostat.

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

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

The contracting authority must reply within fifteen calendar days from receipt of the request.

The contracting authority may not sign the contract with the successful tenderer until 14 calendar days have elapsed.

That period shall run from either of the following the day after the simultaneous dispatch of the notifications to successful and unsuccessful tenderers.

Where fax or electronic means are used for the communication with tenderers, the standstill period shall be 10 calendar days

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

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

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

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

d- No obligation to award the contract

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