Directorate-General for Parliamentary Research Services (EPRS)
Directorate C - Impact Assessment and European Added Value
Scientific Foresight Unit (STOA)

SPECIFICATIONS

Multiple framework service contract in five (5) lots
for the provision of external expertise in the field of
Technology Options Assessment and Scientific Foresight (STOA)

EPRS/STOA/17/004
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1. INTRODUCTION

These specifications are an integral part of the documents drawn up for the invitation to tender for the contract referred to. The documents relating to the invitation to tender comprise:

- the contract notice;
- a letter of invitation to tender;
- the conditions for submitting a tender;
- the specifications and the annexes thereto;
- and a model contract and the annexes thereto.

These specifications are supplemented by the following annexes, which are an integral part thereof:

Annex I: Tender submission form
Annex II: The European Parliament's environmental policy
Annex III: Declaration on the tenderer's honour concerning the exclusion and the selection criteria
Annex IV: Financial identification form - supplier
Annex V: Information sheet concerning groups of economic operators
Annex VI: Declaration concerning subcontractors
Annex VII: Financial data sheet
Annex VIII: Label to be affixed to the outer and inner envelopes when a tender is sent
Annex IX: Price list form
PART I

2. SUBJECT OF THE CONTRACT

In accordance with the provisions of 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 European Union, the European Parliament has decided to issue this invitation to tender for a multiple framework service contract for the provision of external expertise in the field of technology options assessment, scientific foresight and related services.

In administrative terms, 'Multiple Framework Service Contract' means separate service contracts concluded on the same terms between the European Parliament and several service providers with the aim to allow the performance of individual services/requests by one of the contractors according to expertise and availability. The framework service contract would cover written and oral briefings, studies, workshops, exhibitions, coordination activities, and other services falling within the different areas of responsibility as mentioned under section 3 below.


3. DESCRIPTION, PURPOSE OF THE MULTIPLE FRAMEWORK SERVICE CONTRACT

The Science and Technology Options Assessment (STOA) Panel of the European Parliament (EP), was established in 1987 as a scientific advisory body. It has a mission to provide Members of the European Parliament (MEPs) with high-quality, independent expert assessments of scientific and technological developments and related policy options for informed political decision-making. The issues analysed are relevant to the European Parliament in its role as legislator (Article 1, paragraphs 2 and 3 of the STOA Rules, adopted by the Bureau of the European Parliament on 19 April 2004 and modified on 15 April 2009 and 14 March 2014, as amended by the Bureau Decisions of 18 May 2015 and 12 September 2016): http://www.europarl.europa.eu/stoa/cms/home/panel/rules. In addition, STOA has recently been tasked with a foresight role within the EP in order to provide MEPs with a more long-term view on techno-scientific developments and their implications across many policy areas, affecting the society and the environment in a broad sense.

The planned 'Multiple Framework Service Contract' (and the particular studies, briefings and other services to be provided under this contract) is intended to be used as the main source of external expertise to enable the Parliament to fulfil the mission and objectives of STOA.

The use of external contractors aims at providing flexibility and autonomy in this process, making technical and scientific expertise rapidly available when needed, and at the same time providing the Parliament with a long-term perspective in their political work. Through the multiple framework service contract, expertise will be provided in the form of briefings and studies, but also the organisation of events and the delivery of communication services, upon ad hoc requests and within a limited and defined time frame.

Studies produced should be concise and easily accessible, reflecting the specific needs identified in the individual specifications for each assignment. The contractor's responsibility
will mainly be to analyse the impact of scientific and technological developments, describe approaches to solving technology-related problem areas and identify policy options for action in a manner helpful to Parliament's role. The service providers are expected to be able to operate across the scientific disciplines and to present complex facts in a manner which is easily understood by a layperson. The service providers bear sole scientific responsibility for the results of their work. All work involved in the assessment of scientific and technological options is to be carried out independently and in a transparent way.

Two types of studies will be initiated through this Framework Contract, namely technology assessment studies (TA) and scientific foresight studies. ‘Technology assessment’ can be described as ‘the study of the effects on society of new technology’ (Oxford Dictionary), whereas ‘Foresight’ is a set of methods assessing possible future impacts of techno-scientific developments, including the investigation of related possible future opportunities and concerns.

Foresight studies are usually adding an extra step to a technology assessment study. They build on detailed analyses of the technology area in question as well as the relevant context (including social, regulatory, economic and other aspects) before assessing the potential future development paths, while taking wider long-term global and regional trends into account. Foresight studies vary in their methods, but may involve desk reviews of academic and industry sources as well as online sources (such as blogs, social media, videos, comments and discussion boards) and alternative resources such as speculative fiction literature. Primary data collection methods may include interviews, surveys and focus groups, as well as others. The structure of these studies also varies, although they frequently include 360° envisioning and scenario development phases (link to foresight process document).

These projects lead to the identification of possible future concerns and opportunities, which are - in what is called a ‘legal backcasting phase’, mirrored by a list of policy options and additional ethical and legal reflections on possible new legislative initiatives which might help to anticipate possible future developments.

Communication of the results of technology assessment and foresight studies is also very important, because the data, analysis and findings are often substantial and complex. As well as comprehensive reports, contractors are expected to deliver short, effective briefings and presentations that are appropriate for their audience, e.g. for MEPs and parliamentary committees. Novel methods of presenting the results of studies may also be deployed, for example making use of ICT to communicate via webpages or apps.

**STEEPED-analysis**

As any Technology Assessment study should assess the effects on society of new technology, the contractors are requested to conduct a so-called STEEPED analysis. This is especially required for being prepared to complement the study with a foresight phase, however should be integral part of any STOA study.

Before drafting policy reflections, the experts should ensure they looked into a wide range of impacts of the technologies elaborated in the study. Therefore, a 360° view is produced as guiding framework, called STEEPED (Social – Technological – Economic – Environmental – Political/legal– Ethical – Demographic), ensuring that the impacts of future trends are investigated with an interdisciplinary perspective in mind.

Explanation of the STOA-STEEPED scheme:
Social aspects cover changes in social and cultural values and lifestyles.

Technological aspects include how, and in which directions, technology is developing and the diversification of the use of techno-scientific devices.

Economic aspects cover issues related to conjuncture, production systems, different distribution and trade systems, and consumption of goods and services.

Environmental aspects embrace interactions with our natural habitat and our biophysical environment which is our planet. This category also includes the availability of natural resources.

Political/legal aspects describe developments or changes in various policy-making and legislative systems or forms of governance.

Ethical aspects cover individual preferences about the diverse values embedded in the broader society.

Demographic aspects entail various aspects of society, looking at the society as a collection of a varied set of social groups based upon parameters such as age, gender, religion, origin, profession, education, income level, etc.

In addition to written advice, the 'Multiple Framework Service Contract' also covers associated services such as possible attendance at committee meetings and presentations by lead experts, or the organisation of workshops, exhibitions or other events internally or externally to the European Parliament, and information dissemination services to promote the work of STOA.

The duration of the contract shall be one year (12 months), tacitly renewable annually three times, for one year each time. Performance of the contract shall not begin until the multiple framework service contract is signed. Any renewal of the contract shall take place in accordance with the terms laid down in the contract.

The contract is divided into five lots. Tenderers may submit a tender for one or more lots. The lots are independent of each other and may be awarded to different tenderers. The European Parliament reserves the right to award only one lot or some of the total number of lots envisaged.

The total consulting budget is estimated to be € 650,000 annually for the 5 lots. This corresponds to an average of € 130,000 per project (on average one project per lot per year) and a total of € 2,600,000 for all lots over the total duration of the contract (4 years). To account for unplanned activities and any possible future increase in the annual STOA budget, an overhead of 15% is added, leading to a total market value of € 2,990,000.

**Lots**

In order to facilitate the provision of the best possible expert advice on each of the topics, the multiple framework service contract is tendered in five (5) lots. This situation corresponds to the five STOA priority areas, which are the following:

- Eco-efficient transport and modern energy solutions,
- Sustainable management of natural resources,
- Potentials and challenges of the Information Society,
- Health and new technologies in the life sciences, and
- Science policy, communication and global networking.

Any individual tenderer may apply to cover one, several or all of the lots. The lots are independent of each other and may be awarded to different tenderers. The European Parliament reserves the right to award only one lot or some of the total number of lots envisaged.
Where necessary, the contracting authority may require contractors from different lots to cooperate as part of multi-disciplinary projects, in order to ensure full coverage of a given cross-cutting issue.

3.1. Lot 1: Eco-efficient transport and modern energy solutions

The Commission’s “Energy Roadmap 2050” was conceived to explore the challenges posed by delivering the EU’s decarbonisation objective while at the same time ensuring security of energy supply and competitiveness. The EU policies and measures to achieve the Energy 2020 goals\(^1\) and the Energy 2020 strategy are ambitious\(^2\). They will continue to deliver beyond 2020 helping to reduce emissions by about 40% by 2050. They will however still be insufficient to achieve the EU’s 2050 decarbonisation objective as only less than half of the decarbonisation goal will be achieved in 2050. This gives an indication of the level of effort and change, both structural and social, which will be required to make the necessary emissions reduction, while keeping a competitive and secure energy sector.

The Contractor should have a good understanding of energy policy-making as well as transport policy in the EU, including matters relating to the development of a common policy for rail, road, inland waterway, maritime and air transport, in particular: (i) common rules applicable to transport within the EU; (ii) the establishment and development of Trans-European Networks in the area of transport infrastructure; (iii) the provision of transport services and relations in the field of transport with third countries; (iv) transport safety; (v) relations with international transport bodies and organisations; (vi) Space applications (Galileo).

Technology assessment (TA) options should encompass life-style changes, modal shifts, and security/safety vis-à-vis privacy issues (e.g. the use of surveillance cameras). Possible misuse, risks, threats, be it natural or terrorism, on the transport system need to be borne in mind. The impact of emerging economies on world production patterns and changes in production distribution should be taken into account, further to the impact of their increasing mobility needs.

The Contractor should be able to handle the following areas:

a) The functioning of the energy market;

b) Security of energy supply in the Union;

c) Promotion of energy efficiency and energy saving and the development of new and renewable forms of energy;

d) Energy and environment/climate;

e) Promotion of the interconnection of energy networks;

f) Energy infrastructures (including smart grids);

g) Energy efficiency of sea vessels and in aviation;

h) Road safety, environment safety and technologies ensuring passenger safety;

i) Sustainable transport logistics coupled with general logistics and urban mobility, e.g. education aimed at energy saving;

j) New technologies and generation of propulsion systems: drivetrains, aerodynamics, fuel efficiency, lightweight materials, regenerative braking and CO2 emission trading;

\(^1\) European Council, 8/9 March 2007: By 2020, at least 20 % reduction in greenhouse gas emissions compared to 1990 (30% if international conditions are right, European Council, 10-11 December 2009); saving of 20% of EU energy consumption compared to projections for 2020; 20% share of renewable energies in EU energy consumption, 10% share in transport.

k) Technical design, e.g. triangle car windows reducing need for air-conditioning or double-skinned roofs in cars to insulate against heat/cold;
l) Competition rules and state aids in relation to the promotion of technological innovation in transport.

The expertise should be able to address specific topics such as: fossil fuels issues, including oil price and security of supply, particularly transport energy and storage needs; fuel cell and hydrogen industries, for stationary, portable and transport applications; renewable electricity generation; renewable fuel production; renewable energy for heating and cooling; CO₂ capture and storage technologies for zero-emission power generation; clean coal technologies; smart energy networks; energy efficiency and savings; nuclear energy, including the ITER project.

3.2. Lot 2: Sustainable management of natural resources

The European Union has seen a steady increase of its competencies in the area of environmental policy. The European Parliament has also seen an increase in its powers of co-decision on environmental, health and food safety matters, both in their internal and external dimensions, which at present represent a substantial part of the legislative workload of the European Parliament. The European Parliament has repeatedly called for a new agenda for future European growth with resource efficiency at its core, which would require some radical changes in our production and consumption patterns. Turning the Union into a resource-efficient, green and competitive low-carbon economy is in fact one of the three objectives of the 7th Environment Action Programme. Moreover, the Roadmap to a Resource Efficient Europe, as part of the Europe 2020 Strategy for a smart, inclusive and sustainable economy, is expected to transform the EU’s economy into a sustainable one by 2050 by strengthening the green economy and tackling climate change.

In the EU, agriculture and forestry, and the food and bio-based industry sectors altogether employ 22 million people and play a key role in rural development and the management of Europe’s natural heritage. European Union support for sustainable use and conservation of nature as well as for natural resource efficiency is taking place against the backdrop of high pollution levels, environmental degradation and the depletion of natural resources, whereas access to raw materials and clean water can no longer be taken for granted. Resource efficiency is the one basic principle that underpins the entire circular economy strategy and it is fundamental to green growth. By using fewer resources, in a more efficient manner, Europe can retain its competitive edge, create green growth and sustainable jobs, and better protect the environment, and develop a green, resource-efficient, low-carbon circular economy that contributes to the environmental dimension of the global Sustainable Development Goals.

Expertise in this area should cover in a detailed and comprehensive way the following main domains of environmental policies (non-exhaustive list):
a) Sustainable development, climate change;
b) Waste, noise, air pollution;
c) Water resource management and the management of resources used for agriculture;
d) Nature and biodiversity, soil protection, civil protection, agriculture and land management issues;
e) Environment and health interactions;
f) Environment monitoring technologies, including Space technologies;
g) Development of market-based instruments and indicators for sustainable development;
h) balancing the use of renewable and non-renewable resources from land, seas and oceans, transforming waste into valuable resources, and the sustainable production of food, feedstuffs, bio-based products and bioenergy;
i) eco-innovation to design smarter products, produce and consume in a more intelligent fashion, recycle and reduce waste altogether.

The contractor should be knowledgeable about the Environment Action Programme, its principles, financing, provisions and operations. He/she should also have knowledge of the R&D activities developed by the EU in this field. He/she is also expected to have experience with technology options assessment (TA) in the broad field of environment and management of natural resources, methodologies, such as impact assessment, citizen's participative assessments, and evaluation tools for the assessment of the potential role that scientific research, technologies, and best practices play in ensuring the sustainable use of natural resources in the EU.

3.3. Lot 3: Potentials and challenges of the Information Society

Digital networks now constitute the backbone of our societies’ functions (i.e. financial systems, energy infrastructure and communication tools) and the Internet of Things continues to grow and develop. Many countries have included the protection of critical information infrastructure in their national security strategies. Therefore, strengthening the security and resilience of critical infrastructure against cyber-threats is a policy agenda priority. The need for a resilient ICT industry in the EU that is able to provide an acceptable level of cybersecurity to all citizens is a top priority bearing significant consequences if ignored. The problems related to on-line privacy, mass surveillance, cybersecurity, big data and e-privacy are seen as direct threats to national security and directly impact governments, the private and the public sector.

The contractor should be able to handle questions related to the above, and under the EU industrial policy, competition policy, trade policy, Trans-European networks (TENs) and Horizon 2020, as well as the forthcoming 9th Research and Technological Development Framework Programme. The topics he/she will be called upon to address are connected with the following policy priorities (non-exhaustive list):

a) The future of the Internet, Internet of Things;
b) The transition to next generation networks, spectrum management;
c) Audio-visual media services and management of digital rights;
d) Cloud computing services, social network services;
e) Use of ICT for e-government purposes, use of ICT in the health sector;
f) Use of ICT in the transport sector, use of ICT in the energy sector, defence sector.

This lot covers equally the expertise needed to assess the impact of new technologies in order to avoid security/safety incidents or to attempt to reduce their impacts when incidents are unavoidable. The purpose is to evaluate the development of new technologies in view of attaining cyber resilience, in the following areas (non-exhaustive-list):

(a) data privacy protection;
(b) misuse of data collected for other purposes than the one intended;
(c) reliability concerns; misuse for illicit or illegal purposes;
(d) increase or introduction of new security risks in case of technological failure.

The analyses performed in this lot should also aim at identifying what are the possible control mechanisms (including the policy-related ones) to strike an appropriate balance between the
advantages and disadvantages of these technologies (with the objective to draw conclusions concerning their overall relevance and feasibility).

3.4. Lot 4: Health and new technologies in the life Sciences

Health policy is not simply a case of keeping people healthy. It is keeping them living, working and ageing in good health, actively engaged in society and actively contributing to the economy. Health is an integral part of most major EU initiatives and the EC regularly examines the potential impacts on health and health systems of many policy processes.

Europe’s health makes an important contribution to the EU economy and has great potential for growth, investment and innovation. The EU health sector accounts for 10% of GDP, 15% of public expenditure and 8% of the EU’s workforce, and has a high potential for innovation and growth. However, it also faces important challenges with huge economic consequences if they are not adequately addressed: for example, the cost of healthcare is expected to double by 2050 if nothing is done to tackle these challenges, notably preventable chronic diseases.

The third programme of EU action in the field of health (2014-2020) entitled ‘Health for Growth’, emphasises the links between economic growth and a healthy population to a greater extent than the previous programmes. The EC Strategic Health Plan (2016-2020) underlines that reforms are needed to help the EU health systems to improve. The EU plays an important role in this process. Better coordination and cooperation between EU countries, better use of cost-effective and efficient technologies and EU-wide health promotion initiatives are examples of ways in which the EU can provide its support.

Expertise should cover topics within the competencies entrusted to the European Institutions by the European Treaties in force in the broad and interdisciplinary area of public health. The list hereunder is not exhaustive and continually changes as the living conditions and the problems affecting the population change. Possible topics could be:

(a) Social and ethical issues in medicine; preventive and environmental issues;
(b) Aging and geriatric medicine; clinical pharmacology; genetics;
(c) Allergy and immunology diseases, cardiovascular diseases, respiratory diseases;
(d) Oncology, renal diseases, gastrointestinal diseases, hematologic diseases;
(e) Endocrine diseases, infectious diseases (in particular emerging and re-emerging infectious diseases), neurologic and psychiatric diseases;
(f) Rare diseases, women’s health, addiction;
(g) Climate change and health, health promotion, education and prevention;
(h) Interface with health and disease, physical activities and life style;
(i) Inequalities in health, innovation and management of health services in Europe;
(j) Innovative approaches of nutrition in advancing public health in Europe.
3.5. **Lot 5: Science policy, communication and global networking**

Main areas to be covered are (non-exhaustive list):

(a) At the global level:
   - Develop information systems and keep track of science and technology assessment and foresight studies worldwide, including communication and dialogue and the organisation of common events at the European Parliament;
   - Support and coordinate initiatives to strengthen commonly executed technology assessment activities with partners at a global level (including methodologies);
   - Assess the efficiency of the production and communication of evidence for policy-making related to techno-scientific issues.

(b) At the level of the European Parliament:
   - Organise schemes for cooperation between MEPs and scientists;
   - Present outcomes of STOA activities in easily accessible formats and language for laypeople and policy-makers.

4. **PARTICIPATION IN THE TENDER PROCEDURE**

Participation in this invitation-to-tender procedure is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities of a third country which has concluded a specific public-procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender and on the terms laid down by that agreement.

In order to ascertain the eligibility of tenderers, they must indicate in their tenders the country in which they have their registered office or in which they are domiciled. They must also submit the evidence required under their national law or other, equivalent proof enabling the European Parliament to check where they come from.

5. **GROUPS OF ECONOMIC OPERATORS**

If the tender is submitted by a group of economic operators, Annex V must be completed and included with it.

Groups of economic operators may submit a tender. The European Parliament reserves the right to require the group selected to have a given legal form if this is necessary for the proper performance of the contract. This requirement may be communicated by the European Parliament at any time during the contract award procedure, but at all events before the contract is signed.

The group of economic operators shall provide proof of its legal form by the time the contract - if awarded to it - is signed. This may take one of the following forms:
- an entity with legal personality recognised by a Member State;
- an entity without legal personality but offering sufficient protection of the European Parliament's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary partnership);
- the signature by all the partners of a type of ‘power of attorney’ or equivalent document confirming a form of cooperation.
The group’s actual status shall be established by any document or agreement signed by the members of the group, which shall be appended to the tender.

Those documents or agreements may exceptionally be modified and/or submitted after the time limit for submission of a tender, but under no circumstances after the outcome of the invitation to tender has been communicated to the tenderers concerned. The European Parliament reserves the right to reject a tender if the terms of agreements between the members of a group are modified during the procedure, if those terms make no provision for the joint and several liability of the group's members or if no agreement with legal force has been submitted with the tender.

The European Parliament may accept other legal forms not referred to above, provided that they ensure the parties' joint and several liability and are compatible with performance of the contract. At all events, it should be noted that, in the contract to be signed with the group, the European Parliament will refer expressly to the existence of such joint and several liability. In addition, it reserves the right to require, contractually, the appointment of an authorised representative who may represent the members and who is empowered, inter alia, to issue invoices on behalf of the other members.

Tenders from groups of economic operators must specify the role, qualifications and experience of each of the members of the group. The tender shall be submitted jointly by the economic operators, who shall also assume joint and several liability for the tender submission.

In the case of a group of economic operators, each member shall furnish proof of right of access to the contract (eligibility), as well as proof concerning compliance with the exclusion and selection criteria. With regard to the selection criteria, the European Parliament may rely on the capacity of the other members of the group in order to establish whether the tenderer will have the resources needed to perform the contract. In this case an undertaking shall be required from those members stating that they will make available to the other members the resources needed to perform the contract.

6. **SUBCONTRACTING**

Subcontracting is permitted.

If the tenderer uses subcontractors, Annex VI must be completed and included with the tender.

The tender shall give details, as far as possible, of that part of the contract which the tenderer proposes to subcontract and the identity of the subcontractors. During the contract award procedure or performance of the contract the European Parliament reserves the right to require tenderers to supply information about the financial, economic, technical and professional capacity of the proposed subcontractor(s).

Likewise, the European Parliament may demand the requisite proof to establish whether the subcontractors comply with the requisite exclusion criteria. Tenderers are hereby informed that proposed subcontractors may not be in one of the situations described in Articles 106, 107 and 109 of the Financial Regulation, which entail exclusion from participation in a contract issued by the European Union.
The European Parliament shall verify whether the envisaged subcontractors, when subcontracting represents a significant part of the contract, fulfil the relevant selection criteria.

The European Parliament is entitled to reject any subcontractor who does not comply with the exclusion and selection criteria (see points 13 and 14 respectively).

Furthermore, the European Parliament must be informed by the Contractor of any subsequent use of subcontracting not provided for in the tender. The authorising officer responsible reserves the right to accept or reject the proposed subcontractor. In order to do so he may demand the requisite proof to establish whether the subcontractor(s) complies/comply with the requisite criteria. The European Parliament’s authorisation will always be granted in writing.

If the contract is awarded to a tenderer who proposes a subcontractor in his tender, this equates to giving consent for the subcontracting.

In case the tenderer proposes to subcontract parts of the research team (e.g. additional experts to cover specific skills), the tenderer shall provide assurances from the potential subcontractors regarding their availability and readiness to fulfil the assigned tasks.

7. **VARIANTS**

Variants are not permitted.

8. **PRICES**

Prices shall be firm and not open to revision.

Pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union, the price quotation shall be submitted excluding VAT and other equivalent indirect taxes.

The price quoted must be all-inclusive and expressed in euros, including for countries which are not part of the euro zone. For tenderers in those countries, the amount of the tender may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and accept the risks or the benefits deriving from any variation.

Tenderers shall submit a separate price for each of the lots in respect of which they submit a tender.

Expertise has to be priced on the basis of transparent fees. The tenderer is requested to submit per lot the price elements stated below as part of the tender, by filling out the Price List Form (Annex IX) and including this in their tender.

Daily rate means the price per 'man/day' deployed. Figures with two decimals may be used.

Tenderers are reminded that a framework service contract does not constitute an obligation on the European Parliament to use any part of the budget allocated to the framework service contract.
8.1. Price list with daily rates

Please state your prices by filling in Tables 1 to 4 in the Price list form (Annex IX). Tenderers must submit the daily rates for the different categories of experts deployed for conducting the briefing papers, research papers, studies or ad hoc services. Indication of daily rates is mandatory.

Indication of number of days is indicative for briefing papers, research papers and studies. Final prices for all services will be agreed upon an ad hoc basis. However, the tenderer is encouraged to describe, as part of the methodology, the foreseen combination of staffing and number of working days for each type of service.

8.2. Travel expenses to meetings in Brussels or Strasbourg

Any travel by the contractor's personnel in connection with specific requests will be reimbursed according to the rules laid out in section 12.7 below.

9. FINANCIAL GUARANTEES

Not applicable.

10. ENVIRONMENTAL ASPECTS

The European Parliament's environmental policy.

Tenderers shall undertake to comply with the environmental legislation in force in the field of the contract, should it be awarded to them. It should be noted in this connection that the European Parliament applies the EMAS environmental management system in accordance with Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009. Information about EMAS is provided by the authorising department in Annex [II] to these specifications. The successful tenderer will be required to ensure that the information provided by the European Parliament on the EMAS programme in general, and more specifically on the implementation of environmental measures in practice, is known by all his staff working for the European Parliament. At the European Parliament's request the successful tenderer may be required to certify that anyone assigned to work under the contract has received the appropriate professional training required (technical, safety and environmental training) concerning compliance with safety rules and correct handling of the equipment and products to be used, including action to be taken in the event of incorrect handling or any other incident.

11. POLICY ON THE PROMOTION OF EQUAL OPPORTUNITIES

Tenderers shall undertake to observe a policy on the promotion of equality and diversity in the performance of the contract, should it be awarded to them, by applying the principles of non-discrimination and equality set out in the Community Treaties in full and in their entirety. More particularly, the tenderer awarded the contract shall undertake to establish, maintain and promote an open and inclusive working environment which respects human dignity and the principles of equal opportunities, based on three main elements:

- equality between men and women;
- employment and integration of disabled persons;
- the removal of all obstacles to recruitment and all potential discrimination based on sex, race or ethnic origin, religion or convictions, disability, age or sexual orientation

12. PERFORMANCE OF FRAMEWORK CONTRACT

12.1. Procedures for commissioning tasks

The framework contracts will be performed on the basis of order forms, to be signed for each lot following the application of a system whereby orders are placed with competition being reopened.

The establishment of this system will entail a maximum of five (5) framework contracts being signed with the first five (5) economic operators, ranked in descending order upon completion of the evaluation of the tenders submitted.

When the European Parliament places an order, and before signing an order form, it will invite the contractors in writing to submit a new tender for the specific order. The procedures and the time limits for submitting the new tender will be set out in the invitation sent by the European Parliament.

Following the receipt and evaluation of the new tenders, the European Parliament will decide on the award of the order, which will be carried out once the order form has been signed.

The award criteria and the weighting thereof, laid down by the European Parliament for the purpose of evaluating specific assignments requested, are as follows:

1) Administrative conformity

This evaluation will establish whether the offer:
- has been received within the set time limit;
- complies with the price quoted in the overall financial offer (i.e. the completed Pricelist Form). Otherwise, it will be rejected.

2) Best value for money

QUALITY POINTS (100 points)
- Quality of the suggested approach (50 points);
- Quality of the suggested project team (50 points).

PRICE POINTS (100 points)
(Price of the lowest offer for the work assignment considered / Price of the offer considered) *100
The cheapest offer for a given work assignment gets 100 points, the more expensive offers for that same work assignment will get less than 100 points.

OFFER POINTS
The total amount of points (Points for quality criteria + Points for prize award criteria) will be calculated as follows:
Offer points= 67% * Quality points + 33% * Price points

The offer with the highest number of points and which conforms administratively will be selected.
Notification of the results will be sent to the successful framework service contractor by e-mail to indicate that he/she has been chosen for the specific order. However, this notification at this stage does not commit the European Parliament in any way.

Notification of the results will be sent to the unsuccessful framework service contractors (by e-mail), indicating:

- the possible administrative failing;
- the reason(s) for rejection.

The commissioning of the task always entails the submission by the European Parliament's administration of a signed order form containing the specifications for the specific works to be executed. There can be no provision of services without such an order form, which shall specify the terms of the expertise required, the fixed price and the deadlines. The transmission of the signed order form to the Contractor will set the start of the time allowed for the execution of the task (if not specified explicitly otherwise).

If a lot has only one contractor, thus rendering a reopening with competition impossible, the contract may be awarded to the sole contractor if the offer is acceptable.

The economic operators invited to submit a tender are not required to respond to the European Parliament’s requests. However if the contractor does not submit any tenders after 3 requests without reasoned justifications, the European Parliament may apply the penalties provided for in the framework contract, including a request to terminate it.

12.2. Types of deliverables

For each project initiated by the European Parliament, several types of deliverables are possible. The specifications prepared by the European Parliament for each project will indicate what are the types of deliverables to be produced by what timeframe, as well as what are their scope and objectives. The layout instructions, templates and style guides for different deliverables needed for a particular project will be shared with the contractor at the beginning of each project.

The deliverables to be produced for each of the 5 lots include potentially all items from 12.2.1 to 12.2.9. The most common deliverables are different publications and events, but other products and services are also possible.

12.2.1. At-a-glance notes

These are short documents of one to two pages.

12.2.2. Briefings

A Briefing can be any document of three to 12 pages. The length of the requested paper is to be defined in the specifications. Typically, two specific types of documents are possible for this type of deliverable:

a) An Options Brief: Summarising policy options assessed in the context of a technology assessment study, up to 4 pages.

b) A Legal Briefing: Summarising legal and ethical reflections regarding future challenges and opportunities identified in foresight studies.
12.2.3. In-depth Analysis

An In-depth Analysis is a document of 13 to 36 pages. A Layman’s Summary, presenting a study and its findings in a concise way for non-experts, is a typical example for this category.

12.2.4. Studies

Under EP taxonomy, a Study is any publication of 37 and more pages, which should collect all relevant information already available on a subject in a comprehensive manner and present it intelligibly. This would include gathering, categorising, analysing, synthesising and summarising content and results of relevant available research in the field of interest according to the particular specifications provided. The contractor will also be expected to gather and analyse relevant statistical data. The final aim should be to present a range of challenges and opportunities for reflection, and a set of possible policy options to tackle these. The contractor may be requested to assess the different options and advise on their comparative feasibility.

In addition the contractor may be asked to generate independent data. The contractor may then have to conduct interviews, including face-to-face interviews, with professionals and/or academics and/or officials from the relevant sectors in Europe and elsewhere, if necessary. When relevant, consultations of the general public may be carried out (”participative methods”).

The length of a requested study would be determined in project specifications. The specifications for a study may request transmission of interim study reports by some deadlines (for example, in multi-phase studies). The contractors are expected to compile a draft briefing covering policy options. The final briefing will be edited by the administrators of the Scientific Foresight Unit (STOA).

12.2.5. Oral briefings

Oral Briefings may be requested in connection with written deliverables (see sections 12.2.1 to 12.2.4) or independently on separate issues. These briefings shall consist of a presentation to the STOA Panel or in a committee meeting, including a mandatory written contribution in the form of an outline and/or a slide show presentation (e.g. PowerPoint), followed by a discussion session during which the expert is expected to respond to Members' questions. If an oral briefing is requested in connection with a written product (e.g. study), the work entailed for the preparation of the presentation should be included in the price of that deliverable. In this case, only travel and accommodation costs to Brussels or Strasbourg will be reimbursed in addition. If an oral briefing is requested independently of the delivery of a written product, the price paid should correspond to the number of working days needed for the preparation of the presentation on the basis of daily rates, plus the reimbursement of travel costs to Brussels or Strasbourg.

12.2.6. Workshops and other events

Different events can be organised as part of STOA projects or as lone-standing events. The exact format of the event will be described in individual project specifications. Workshops of around three hours, open to the public, are the most common event type.

Events can either take place in European Parliament meeting rooms or externally. The event price will include the reimbursement of the travel cost and working time of industry or academic experts invited for the event. The preparation of an event typically includes:
- conducting a stakeholders’ analysis and identifying a diverse range of these to be involved;
- drafting a list with sufficient potential panel members, covering for each stakeholder or expertise at least two alternative names;
- setting up a draft event agenda;
- drafting of a background paper (typically 10 to 20 pages);
- participation in the event;
- writing a post-event report.

For events organised as part of a STOA projects, the event outcomes and conclusions will normally be included in the respective study. In the case of a lone-standing event, a summary will be drafted in the form of a report (length to be defined on a case-by-case basis).

Exceptional organisational and infrastructure-related costs, such as the rental and transport of material, the need for special insurance coverage or the need to contract specific event management services shall be quoted by the tenderer in their offer for the services specified by the European Parliament. These costs will then be indicated on the purchase order sent to the contractor, and they shall be reimbursed pending the delivery of receipts covering the real costs incurred. The amount reimbursed will be limited to the one specified by the contractor in his/her offer (even if the actual costs incurred by the contractor are higher). The European Parliament reserves itself the right to reject offers if the amount quoted for exceptional organisational costs is deemed excessive in relation to the work assignment specified by the European Parliament.

A specific case are the brainstorming events organised for scientific foresight projects, as part of the scientific foresight approach. The purpose of these is to analyse possible impacts of techno-scientific trends and to develop a diverse set of possible future scenarios in order to identify a range of possible future challenges and opportunities in the area of the study. The exact format and the requirements will be described in individual project specifications.

12.2.7. Coordination and organisation activities

The European Parliament may decide, in line with its mission, to ask the contractor to coordinate and/or organise an activity (e.g. conference, scientific session in a conference, exhibition etc.) involving the participation of (primarily European) technology assessment institutions, National Parliaments, universities or research institutes/organisations.

A coordination and/or organisation of an activity will always involve the delivery of a written deliverable describing the purpose, development and outcome of the activity under conditions to be specified in the relevant specification and/or the order form.

12.2.8. Information dissemination activities

The European Parliament may decide to ask contractors to assist it in promoting the results of its projects or its events at different stages of realisation or to assist it with other communication-related activities aimed at promoting its work and making it more visible. The types of deliverables may include, for example, the publication of specialised articles in the scientific press, the drafting of short summaries, the production of video sequences (interviews or animation sequences) or podcasts and the promotion of STOA's work through online services and social media. If such a type of deliverable is needed, it will be described in the project specifications.

12.2.9. Focus groups/facilitated brainstorming sessions

Focus groups/facilitated brainstorming sessions can adopt a wide range of formats for group discussions with experts, policy-makers and/or publics. The sessions are designed to guide the participants through interactive processes (such as brainstorming, envisioning and collaborative design) which generate relevant insights for the project. They can either take place in European
Parliament meeting rooms or externally. The price will include the reimbursement of the travel cost and working time of industry or academic experts invited for the workshop, as well as any necessary materials.

The preparation of a focus group includes:

- Identifying participants and drawing up a list of potential participants; this requires thorough stakeholder analyses regarding the topic of the study;
- Inviting participants and establishing their accessibility requirements including security data;
- Designing an appropriate choreography of the event;
- Providing necessary background papers for participants;
- Delivering the event, including facilitation, discussion moderation and note taking as necessary;
- Provision of materials, refreshments and any other items as required in order to deliver the event;
- Providing a quick summary of key findings soon after the event (within 7 days), which can be used to create blog posts.
- Providing a briefing paper for MEPs listing the identified possible future opportunities and challenges, and to bring these to their attention for their current parliamentary activities for being prepared upon possible future developments. Such briefing papers are the key outcome of foresight studies for the EP.

Specific required expertise: stakeholder analysis, facilitation skills, scenario development, analysis of impacts, analytical and concise writing skills.

12.3. Quality standards

The expertise sought will be used inter alia for the compilation of data and knowledge, cost-benefit analyses and technological impact assessments and for outlining and evaluating policies and legislation relevant to European Parliament's work. It is designed to strengthen the committees’ knowledge and ability to prepare for future Commission proposals. Importantly, advice is to be focussed on policy options, based on factual and documented evidence and sound analysis, relevant to the work of the European Parliament. Contractors shall undertake to perform the tasks assigned to them in accordance with the highest professional standards and to observe the highest academic integrity throughout the process (data, research, analysis, presentation, etc.). The standards to be respected include the following:

- Deliverables should include publishable reports, drafted in a concise, non-technical language, allowing Members to readily gain an overview of the specific subject, independent of their prior knowledge. These reports could be illustrated with clarifying graphic elements. The reports might be asked to be accompanied by a slide set (e.g. PowerPoint) to present the findings at different occasions.
- Individual documents should contain an abstract of about 10 lines, an Executive Summary of the main findings of no more than five pages and an Options Brief of 2 or 4 pages listing the policy options identified by the contractor. The main report may be accompanied by detailed technical annexes, as appropriate.
- Contractors may be required, especially with studies, to present an outline and/or an interim version of the study, with the view to possible review and submission of comments by the European Parliament before completion.
- Clarity and the highest quality of language shall be ensured, inter alia to avoid misinterpretations and misunderstandings in a multilingual environment; proofreading by a native speaker is strongly encouraged.
- Existing work within the relevant scientific community shall be taken into account, including research that challenges the contractor's own results. Contradictory findings shall not be excluded from the outset.
- All material from the work of others which is used for the assignment, such as, data, information, ideas, concepts, methodologies, quotes and literature, must be clearly identified and stated at the appropriate place in the text by way of a systematic referencing system. These works must be attributable to their original authors. Where the texts referred to are available on the Internet, hyperlinks should be provided if possible. A complete bibliography and, where applicable, a list of persons/organisations interviewed, is essential. There shall be no plagiarism.
- Geographical balance: where appropriate, it must be ensured that issues, priorities and concerns of different regions and Member States are fully reflected in all types of expertise provided.
- Factual accuracy shall be ensured. Contractors have a responsibility to present their results fully without omission, misrepresentation or deception. The most recently available information and data shall always be included.
- The contractor should bear in mind that a briefing paper or study must stand up to scrutiny in a political context and that even small factual errors, imprecise or ambiguous wordings or an unclear, inaccurate or incomplete stating of sources and references might jeopardise the credibility of the services as a whole.

12.4. Management of the contractual relationship

The relevant service of the European Parliament will manage the contractual relationship with the contractors:
- It will specify the projects and the types of deliverables to be produced by the contractor;
- It will submit the specifications for bidding to the list of contractors selected through this procedure for each domain of competence (i.e. the 5 lots defined in chapter 3);
- It will select the proposal that offers the best value for money and it will place the order;
- It will authorise the payment of the contractor after having verified that the work produced complies with the initial specifications and quality standards.

12.5. Methodology requirements for all studies

1) A contractor’s offers for each assignment specified by the European Parliament shall include all costs to execute the work and shall be based only on the price list form filled by the contractor and the rules governing the reimbursement of travel expenses (see 12.7). Exceptional organisational costs related to the organisation of workshops and exhibitions shall also be quoted in the contractor's offer and shall be an integral part of it. Contractors cannot invoice the European Parliament for expenses and costs other than the ones specified in their offer.

2) For each study produced, the European Parliament may ask the contractor to deliver a short 10-20 minutes presentation of the content of the report to:
- the Parliament's staff in charge of the project and any interested Members,
- the STOA Panel in Strasbourg.
3) At the beginning of a study, and for multi-phase studies at the beginning of each new phase, the European Parliament will organise a kick-off coordination meeting in Brussels with the contractor. If, upon request of the Parliament, the meeting does not take place, the corresponding costs should not be charged to the Parliament.

4) At any time during the execution of the study, the European Parliament may invite the contractor to organise short, limited debates, presentations and/or question and answer sessions at the Parliament, with the objective of raising awareness about the project. The related costs are not included in the cost of the study.

5) For multi-phase studies, if needed, the European Parliament and the contractor can adjust the content, the timing and the volume of work (cost) of each phase of the study based on the findings of the previous ones, recent market developments, the latest technology trends, or any new needs or developments which are unknown at the time the specifications are written but that the European Parliament and the contractor agree to cover in the study.

6) The contractor shall indicate clearly in the study which are the organisations, the people and the functions consulted and the exact purpose of the consultation.

7) For multi-phase studies, all intermediate reports produced should be as focussed and complementary as possible, avoiding as much repetition of their content as possible.

8) Each study should provide a short and concise Executive Summary and an abstract allowing the reader to easily grasp the main concepts presented and the main findings of the analyses conducted.

9) The final report must identify what are the possible policy options.

10) Unless otherwise agreed with the European Parliament, the authors of the studies produced must be the consultants and experts proposed by the contractors in their offers for this multiple service framework contract.

11) The studies and briefing papers shall comply with the European Parliament’s layout and editing rules. This document will be transmitted at the beginning of the execution of the contract and may change in the course of its execution.

12.6. Delivery of the services

In the course of delivery of a first draft briefing paper or study the European Parliament may, within 60 working days, request modifications, corrections and improvements to the services provided, if the specifications were not fully respected or the quality standards under 12.3 were not met. The contractor shall take these comments into account and submit a new version within a further 20 working days from receipt of the comments from the European Parliament. If the quality standards are still not met, further rounds of corrections are possible under the same time constraints until the European Parliament accepts the services or, should it become evident that the corrections deemed necessary are not finally implemented, rejects the services or pays less (see article I.II of the draft framework contract.)
Prior to authorisation by the European Parliament of the payment for the works and services provided by the contractor, the relevant staff of the European Parliament will make the following checks to verify if the contractor complied with the standards:

1) Is the content of the report or the services delivered matching the specifications?

2) Does the study assess the impact of possibly introducing or promoting new technologies?

3) Does the study identify, from a technological point of view, the options for the best courses of action to take?

4) Does the study present clear policy options?

5) Are these policy options based on (i) factual and documented evidence of the highest scientific standards, and (ii) sound analysis?

6) Was the task performed in accordance with the highest professional standards throughout the process (data collection, research, analysis, presentation, etc.)? In particular, what is the assessment of the following aspects of the work performed:
   - Quality of the research undertaken for the study;
   - Quality of the arguments used;
   - Quality of the presentation of the study;
   - Legibility; Conclusions of the study;
   - Abstract, Executive Summary, Options Brief.

7) Was the work carried out in such a way that the results are relevant from a legislative point of view at EU level and, in particular, for the European Parliament?

8) Is the presentation of the (interim, if any, and final) report(s) understandable to a layperson?

9) Are the authors of the report(s)/services delivered among the consultants/experts proposed by the contractor in his/its offer?

12.7. Travel expenses

12.7.1. Travel expenses for meetings in Brussels or Strasbourg

In order to participate in meetings or make presentations at the European Parliament in Brussels or Strasbourg in connection with the implementation of this framework service contract, travel and subsistence costs connected with journeys of the contractor's experts and related to the point 12.5, paragraph 4 will be reimbursed in accordance with the following:

Travel expenses
(a) If they travel by train or air, experts shall be entitled to reimbursement of travel expenses actually incurred, up to a maximum, as appropriate, of the first-class train fare or the flexible economy-class air fare, on the basis of the shortest route between the station or airport of departure and the venue for the meeting and on presentation of a copy of the ticket and the original boarding passes. For the air fare, in case a business class fare is booked, only the cheapest economy class air fare shall be effectively reimbursed.

Moreover, experts shall be paid a flat-rate allowance of € 60 to cover the cost of a return journey between their place of residence and the nearest station/airport.

(b) Experts using their private cars shall be entitled, on presentation of a written word of honour, to flat-rate reimbursement of their expenses corresponding to the first-class train fare.
calculated on the basis of the shortest route between their place of residence and the venue for the meeting.

**Daily and overnight allowance**

Experts shall be entitled to a daily allowance of €125 for each day of the meeting to cover expenses incurred at the meeting venue. However, if the expert has been required to spend the night at the meeting venue, and on presentation of a copy of the hotel bill, he/she shall be entitled to an overnight allowance of €165.

In exceptional cases, experts may be authorised to spend more than one night at the meeting venue. In such cases, experts shall be entitled to the overnight allowance for the additional night(s).

Prior approval should be obtained for cases which derogate from these rules. Furthermore, if the travel is not taking place between the usual place of residence/office address and the European Parliament (for both legs of the journey), this should be declared prior to the travel concerned. The sum of the above elements should be added to the invoice for the services in question, and the supporting documents (tickets, boarding passes and hotel bill) should be annexed to the invoice.

Any travel of the contractor's personnel in connection with specific requests will be reimbursed according to these rules. Meetings or presentations scheduled in the same city as the main residence of the contractor may not be charged travel expenses; in such cases, costs have to be covered by the daily rates given in the pricelist form (Annex III).

**12.7.2. Other travel expenses**

If to meet the work assignments specified by the European Parliament, the contractor needs to travel to participate or contribute to working meetings or carry specific tasks needed to meet the European Parliament's requirements, he/she shall be reimbursed on the same basis as for travel expenses for meetings in Strasbourg or Brussels (the same rules apply).
PART II – EXCLUSION, SELECTION AND AWARD CRITERIA

13. EXCLUSION CRITERIA


Article 106 of the Financial Regulation (extracts): only sections 1, 4, 7 and 8 are reproduced hereafter.

1. The contracting authority shall exclude an economic operator from participating in procurement procedures governed by this Regulation where:

a) the economic operator is bankrupt, subject to insolvency or winding up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;

b) it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;

c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

   i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;

   ii) entering into agreement with other economic operators with the aim of distorting competition;

   iii) violating intellectual property rights;

   iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;

   v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;

 d) it has been established by a final judgment that the economic operator is guilty of any of the following:

   i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995 ;
ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;

iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;

iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;

v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

e) the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;

f) it has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95.

2. The contracting authority shall also exclude the economic operator where a person who is a member of the administrative, management or supervisory body of that economic operator, or who has powers of representation, decision or control with regard to that economic operator, is in one or more of the situations referred to in points (c) to (f) of paragraph 1. The contracting authority shall also exclude the economic operator where a natural or legal person that assumes unlimited liability for the debts of that economic operator is in one or more of the situations referred to in point (a) or (b) of paragraph 1.

3. The contracting authority shall not exclude an economic operator from participating in a procurement procedure where:

a) the economic operator has taken remedial measures specified in paragraph 8 of this Article, thus demonstrating its reliability. This point shall not apply in the case referred to in point (d) of paragraph 1 of this Article;

b) it is indispensable to ensure the continuity of service, for a limited duration and pending the adoption of remedial measures specified in paragraph 8 of Article 106;

c) such an exclusion would be disproportionate (...).
In addition, point (a) of paragraph 1 of this Article shall not apply in the case of the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities or the liquidators in an insolvency procedure, an arrangement with creditors, or a similar procedure under national law.

4. The measures referred to in paragraph 7, which remedy the exclusion situation may include, in particular:

a) measures to identify the origin of the situations giving rise to exclusion and concrete technical, organisational and personnel measures within the relevant business area of the economic operator, appropriate to correct the conduct and prevent its further occurrence;

b) proof that the economic operator has undertaken measures to compensate or redress the damage or harm caused to the Union's financial interests by the underlying facts giving rise to the exclusion situation;

c) proof that the economic operator has paid or secured the payment of any fine imposed by the competent authority or of any taxes or social security contributions referred to in point (b) of paragraph 1.

Article 107 of the Financial Regulation (extracts): only sections 1 and 2 are reproduced hereafter.

13.1. Rejection from a given procurement procedure

1. The contracting authority shall not award a contract for a given procurement procedure to an economic operator who:

a) is in an exclusion situation established in accordance with Article 106;

b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;

c) was previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.

2. Before taking a decision to reject an economic operator from a given procurement procedure, the contracting authority shall give the economic operator the opportunity to submit its observations, unless the rejection has been justified in accordance with point (a) of paragraph 1 by an exclusion decision taken with regard to the economic operator, following an examination of its observations.

The candidate/tenderer is invited to complete the Annex III where the exclusion criteria are mentioned.

13.2. Evaluation of the exclusion criteria

1. All tenderers must submit the declaration on the tenderer’s honour, duly dated and signed, which is set out in Annex III
2. The tenderer to whom the contract is to be awarded will be required, within 21 calendar days of the date of notification of the provisional award of the contract and before the contract is signed, to supply the following documentary evidence:

- a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in its country of establishment showing that the economic operator to whom the contract is to be awarded is not in one of the situations referred to in Article 106(1)(a), (c), (d) or (f) of the Financial Regulation; the same shall apply to persons listed in Article 106 (4) of the Financial Regulation;

- a recent certificate issued by the competent authority of the State concerned proving that the tenderer is not in the situation referred to in Article 106(1)(a) and (b) of the Financial Regulation;

- where the documents or certificates referred to above are not issued in the country concerned, and in respect of the other exclusion situations referred to in Article 106 of the Financial Regulation, they may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of establishment.

3. The tenderer to whom the contract is to be awarded shall be exempt from the requirement to submit the documentary evidence referred to in paragraph 2 in case of international organisations acting as tenderer, if the contracting authority can access documentary evidence on a national database free of charge or if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and they are still valid. In such cases, the tenderer shall attest on his honour that the supporting documents have already been provided in a previous procurement procedure, which he shall identify, and that no changes in its situation have occurred.

14. SELECTION CRITERIA

14.1. Legal and regulatory capacity

The tenderer is required to fulfil at least one of the following conditions:

a) be enrolled in a relevant professional or trade register, except for international organisations;

b) for service contracts, hold a particular authorisation proving that it is authorised to perform the contract in its country of establishment or be a member of a specific professional organisation.

In the case of groups of economic operators, each member will furnish proof of authorisation to perform the contract.

14.2. Financial and economic capacity

Tenderers must have sufficient economic and financial capacity to enable them to perform the contract in compliance with the contractual provisions. If, in the light of the information supplied, the European Parliament has serious doubts about a tenderer's financial capacity, or
if this is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender, the European Parliament furthermore requires tenderers to have a minimum financial and economic capacity, which will be assessed on the basis of the following information:

Minimum turnover of 100,000 euro in the last three financial years.

Financial and economic capacity will be assessed on the basis of the information included in the following documents, to be supplied by tenderers:

Selection criterion 1 (SC 1): appropriate statements from banks or evidence of professional risk indemnity insurance;

Selection criterion 2 (SC 2): the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;

Selection criterion 3 (SC 3): a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years;

Selection criterion 4 (SC 4): natural persons may supply an official statement (letter) by their bank proving their financial capacity, stating that they are a reliable customer. In case of consortia of natural persons, each member of the consortium has to supply this letter individually.

If the tenderer is unable to provide the references requested, they may prove their economic and financial capacity by any other means which the European Parliament considers appropriate.

The tenderer may also rely on the capacity of other entities, irrespective of the legal nature of the links between him/her and those entities. In that case they must prove to the European Parliament that he/she will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make the resources available to him/her. In such a case, the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party. Tenderers governed by public law shall provide equivalent proof to that requested above for Tenderers governed by private law.

For a consortium, it is the total financial and economic capacity of all the members that is taken into account in the evaluation.

14.3. Technical and professional capacity

Tenderers must have sufficient technical and professional capacity to enable them to perform the contract in compliance with the contractual provisions. If, in the light of the information supplied, the European Parliament has serious doubts about a tenderer's technical and
professional capacity, or if this is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following technical and professional capacity:

Selection criterion 5 (SC 5): Professional and/or academic experience of a minimum of five years for all members of the tenderer's team except "Junior Experts" and "Support/Administrative staff" (Levels IV and V experts, see Price List Form), obtained after their degree in one or more of the following areas: economics, finance, accounting, auditing, government, public administration, law or any other area of relevance to the subject of the tender. Tenderers must submit a curriculum vitae for each team member.

Selection criterion 6 (SC 6): Publications on relevant issues in the specialised and/or academic press carried out in the past five years. Tenderers must submit a list of publications and can submit further documents that they deem of use in assessing their tender.

Selection criterion 7 (SC 7): Knowledge of the EU institutional framework and decision-making process (e.g. details of relevant articles touching on issues of the EU institutional framework, experience in working in an area related to EU issues, participation in conferences, courses etc. on matters related to the European Union).

Tenderers must fill in sections SC1 to SC 7 of the Tender Submission Form (Annex I) by indicating the reference of the annexes that correspond to the documents requested, and include the documents requested in the tender.

The tenderer or candidate may also rely on the capacity of other entities, irrespective of the legal nature of the links between himself and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing a commitment by those entities to that effect. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party or about that party’s professional and/or technical capacity.

At all events, tenderers may always rely on the economic capacities of one or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the European Parliament will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract.

If it establishes that a tenderer faces a conflict of interest which could affect the performance of the contract, the European Parliament may conclude that the tenderer is not of the calibre required to perform the contract.

**Environmental management standards**

Tenderers must include in their tenders a copy of a certificate of compliance, issued by an independent body, with the European Eco-Management and Audit Scheme (EMAS). The European Parliament will accept certificates equivalent from bodies established in an European Union Member State.
The independent certifying body must comply with European Union legislation or with European or international standards on certification. Should that not be the case, certification of tenderer compliance will not be accepted by the European Parliament.

A tenderer unable to provide the certificates required may provide other proof enabling the European Parliament to assess whether it has introduced environmental management measures equivalent to those laid down by the requisite environmental standards.

Quality management standards

Tenderers must include in their tenders a copy of a certificate of compliance, issued by an independent body, with European quality standard. The European Parliament will accept equivalent certificates from bodies established in other Member States.

At all events, the independent certifying body must comply with the European standards series concerning certification.

If, furthermore, a tenderer unable to provide the proof of certification requested, the European Parliament may accept other proof of measures equivalent to those laid down by the requisite quality assurance standards.

15. AWARD CRITERIA

The contract will be awarded for each lot, to a maximum of five tenderers offering the best price-quality ratio, provided that there is a sufficient number of tenderers who satisfy the selection criteria and a sufficient number of admissible tenders which meet award criteria.

To determine the tender offering the best price quality/ratio, tenders will be evaluated on the basis of the following criteria:

15.1. Quality criteria

The quality of the offer will be awarded a maximum of 100 points. To be retained for the price evaluation, tenders will be required to obtain at least 65 points for the quality criteria. An offer which does not attain a minimum of 65 points under the quality criteria will be rejected.

Under quality, the following sub-criteria will be applied:

a) Proposed methodology, approach and means employed to conduct the expertise, in terms of:

Award criterion 1 (AC 1) - 10 points: General understanding of the policy challenges in the lot applied for. Tenderers must provide a concise description of what they consider to be the five most important challenges which the EU faces in the respective policy area over the next five years;

Award criterion 2 (AC 2) - 10 points: General approach and work to be performed. Tenderers must provide a description of their understanding of the requested services, explaining how they propose to perform their tasks in terms of academic method, in order to achieve the objectives and requirements set out in Annex I (point 6.1). The
methodology should not be abstract, but instead tailored to the requirements of these tasks, as described;

**Award criterion 3 (AC 3) - 10 points: Organisation, management and coordination** of the work and effective cooperation with EP services. Tenderers must provide a detailed description of how they intend to cater for the organisation, management and coordination of the work to be performed under this framework contract and of how to ensure effective and continuous cooperation with the responsible EP services;

**Award criterion 4 (AC 4) - 10 points: Description of the quality and the availability of the relevant information and data sources**, as well as of the scale, range, academic capacity, geographical coverage and relevance of the tenderer's network of contacts for the aims of the respective lot of this framework contract. Tenderers must provide a qualitative description of relevant information and data sources with proven ready access and of their network of national and international academic contacts relevant for the aims of this framework contract; and demonstrate their capacity to provide a wide EU coverage of the issues covered in the lot(s) applied for;

**Award criterion 5 (AC 5) - 10 points: Mechanisms for assuring academic and editorial quality.** Tenderers must provide a detailed description of mechanisms: a) for assuring the intellectual quality of the expertise, and b) regarding editorial review and professional proofreading by a native speaker.

b) **Staffing arrangement of the research team**, in particular:

**Award criterion 6 (AC 6) - 20 points: Skills, experience and academic background of the team.** The team's composition should enable it to deal with a wide range of potential requests falling under the respective lot. Contractors are therefore expected to be able to operate across the relevant academic disciplines (e.g. economics, law, social sciences, statistics, natural sciences, etc), as well as to provide deep and varied professional experience relevant to this lot.

It is acknowledged that the range of potential requests for each lot is very broad. Therefore, tenderers should be able to propose a team structure in which a permanent core team would be able to cover the main tasks and skills, while complementary and particularly specialised team members can be recruited on a case by case basis, depending on the nature of the requested expertise.

If the tenderer does not possess all the necessary expertise to cover fully the research requirements of the respective lot, he or she is invited to explore the possibility of subcontracting or making a joint tender.

**Award criterion 7 (AC 7) - 20 points: Adequacy of the proposed assignment of team members**, including the structure of the team and a breakdown of working days which different team members will typically dedicate to each specific request (briefing paper, research paper, study etc).

**Award criterion 8 (AC 8) - 5 points: EU-wide geographic coverage of the team.**

c) **The presentation of the offer**
**Award criterion 9 (AC 9) - 5 points:** Layout, structure, completeness and ease of inspection of the tender.

15.2. The price award criteria

**Award criterion 10 (AC 10):** the price award criterion will be based on the total price for services (excluding ad hoc services).

The tender with the lowest price for each service will receive the maximum number of 100 price points for that service.
All the other tenders will receive a number of price points in relation to the tender offering the lowest price.

The price points will be calculated for each service according to the following formula:

\[
\text{Price points} = \frac{\text{Lowest price} \times 100}{\text{Price of considered tender}}
\]

The total amount of price points will be the sum of the price points for each service (price points for Briefing Papers + price points for Research Papers + price points for Studies) divided by 3.

<table>
<thead>
<tr>
<th>The total number of points of a tender for a given lot will be calculated by summing the price points and the quality points, using weighting factors of 67% for the quality and 33% for the price:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total points of the tender for a given lot = (Quality points of the tender for that lot *67%) + (Price points of the tender for that lot *33%)</td>
</tr>
</tbody>
</table>

Practically, tenderers must fill in sections AC1 to AC 10 of the Tender Submission Form (Annex I) by indicating the reference of the annexes that correspond to the documents requested, and include the documents requested in the tender.

For the price award criteria (AC 10), every section of the Price List Form (Annex IX) must be filled in and included in the tender. If all sections of the Price List Form have not been filled in, the tender cannot be evaluated and will be excluded.