



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL FOR AGRICULTURE AND RURAL DEVELOPMENT  
Directorate H. General aspects of rural development and research  
**H.4. Environment, Forestry and Climate Changes**

## **CALL FOR TENDERS**

N°AGRI-2015-EVAL-08

PILOT PROJECT ON AGROFORESTRY –  
AN OPPORTUNITY FOR EUROPEAN AGRICULTURE

# **TENDER SPECIFICATIONS**

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## **1. INFORMATION ON TENDERING**

### **1.1. Participation**

Participation in this tender procedure 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 in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement concluded within the WTO applies, the participation to the call for tender is also open to any natural and legal persons of the countries that have ratified this Agreement, on the conditions it lays down.

### **1.2. Contractual conditions**

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

### **1.3. Joint tenders**

A joint tender is a situation where a tender is submitted by a group of economic operators (consortium). Joint tenders may include subcontractors in addition to the joint tenderers.

In case of joint tender, all economic operators in a joint tender assume joint and several liabilities towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

Where a joint tender is made, the tender must clearly define its structure:

- a consortium already in existence:

The tender originates from a group of economic operators having already created a consortium as a separate legal entity, able to submit its statutes, mode of operation, technical and financial capacity, and identifying the contributions of the economic operators. It is the consortium that will bear the technical and financial responsibility for the contract and will present any requested financial guarantee(s).

- an intention to create a consortium having a separate legal entity:

The tender originates from a group of economic operators not yet having created a consortium as a separate and legal entity but planning to constitute one as defined above, if their joint tender is accepted. In such a situation, they will have to provide documentation for the legal form and the envisaged draft statutes. A clear description of the mode of operation of the consortium, the various technical and financial contributions, as well as the guarantees envisaged, of each economic operator will be required.

After the award, the Contracting Authority will sign the contract with the person(s) duly authorised on behalf of the consortium.

## 1.4. Subcontracting

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

Where a consortium does not form a separate legal entity after the award of the contract, the Contracting Authority will sign the contract with one single member of the consortium. This member will be the contractor, hereinafter referred to as "lead contractor". The other members of the consortium will be subcontractors.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract. Moreover, all envisaged freelancers have to be identified. As regards subcontracting companies, only those with a share of the contract above 5% of the project budget have to be identified.

After the award, the Contracting Authority will sign the contract with the person(s) duly authorised on behalf of the lead contractor.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

For the purpose of this procurement procedure and future contract, the following terms are used as regards subcontracting:

The term "**subcontracting company**" refers to the legal persons (private company or public entity) only;

The term "**free-lancer**" refers to natural persons only;

The term "**subcontractor**" refers to both, "subcontracting company" and "free-lancer"

## 1.5. Content of the tender

The tenders must be presented as follows:

Part A: Administrative dossier, consisting of:

- A.1: Identification of the tenderer (see section 1.6);
- A.2: Evidence for exclusion criteria (see section 4.2);
- A.3: Evidence for selection criteria (see section 4.3);

Part B: Technical offer (see section 4.5);

Part C: Financial offer (see section 4.6).

## **1.6. Identification of the tenderer: legal capacity and status**

### a) Cover letter

The tender shall include a cover letter presenting the name of the tenderer (including all entities in case of a joint tender) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender. This letter should also mention the name of the person(s) that is(are) authorised to sign the contract in case of the award.

If applicable, the cover letter shall indicate the proportion of the contract to be subcontracted.

In case of joint tender, the cover letter shall be signed by a duly authorised representative for each member of the consortium, or by a single representative duly authorised by the members of the consortium (with power of attorney).

Alternatively, Annex 4 duly completed and signed may be provided.

### b) Letter of intent

Subcontractors shall provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specifications.

### c) Legal Entity and Financial Identification Form

In order to prove their legal capacity and their status, all economic operators shall provide a signed Legal Entity Form with its supporting evidence. The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

In order to identify the bank account to which the Contracting Authority shall direct the payment(s), all tenderers must provide a Financial Identification Form, duly signed by both the bank and the account holder, with its supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and/or, in case of a joint tender for the other members of the consortium). The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

Economic operators that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) may refer to that fact in their tender. They are not obliged to provide the above-mentioned form nor the supporting evidence.

### d) Other

Tenderers shall provide the following information if it has not been included with the Legal Entity Form:

For the economic operator that will retain full liability towards the Contracting Authority for performance of the contract, a legible copy of the notice of appointment of

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

For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

## **2. TECHNICAL SPECIFICATIONS**

### **2.1. Purpose of the contract**

#### **2.1.1. Context of the pilot project**

Agroforestry covers a wide diversity of practices. It includes silvoarable and silvopastoral systems, as well as shelterbelts, hedges, pollarded trees, isolated trees, riparian planting, woodland grazing and grazed orchards. Agroforestry is an ancient practice that is still used in the most biodiverse parts of the European Union. However, the use of large-scale machinery and tree diseases, amongst other factors, has led to the steady loss of trees from many of the croplands and pastures of Europe.

Products coming from agroforestry systems can in principle be both farming and forest products, including wood products.

Agroforestry can play a key role in ecological and economical intensification. The productivity can increase by the complementary use by trees and crops of natural resources such as water and soils. It can also enhance environmental services such as flood control, increased biodiversity, and increased carbon sequestration. Recent research<sup>1</sup> has demonstrated that agroforestry boosts overall productivity, generates enhanced yields of biomass, and increases soil fertility while providing valuable environmental services. In Mediterranean countries, the reduced risks of wildfire and tree dieback by extreme drought are also advantages of extensive silvopastoralism.

Furthermore, agroforestry systems have proven to be economically viable. Economic analysis<sup>2</sup> has shown that a farm that manages 25% of its area with agroforestry systems, incorporating high quality timber trees (e.g. pear, cherry, maple, and walnut), may double its annual income from the moment of harvesting the first trees.

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<sup>1</sup> <http://www.agforward.eu/index.php/en/>

<sup>2</sup> <http://www.agroforestry.eu>

### **2.1.2. Problem definition**

The core problem is identified as a lack of knowledge (i.e. knowledge gap) and/or insufficient identification of specific products<sup>3</sup> originating from sustainable agroforestry activities in the EU. Once identified against an appropriate typology of EU agroforestry production systems, their specific characteristics can be defined in economic terms in order to promote their marketability and to increase farmer's income.

This study will focus on the existing market situation of specific agroforestry products and existing labelling schemes in the interest of farmers and consumers through the identification of characteristics that makes them sufficiently distinct so that an appropriate EU-wide labelling scheme can be of added value.

The following risks related to this problem are identified:

- A lack of identification of agroforestry products that are sufficiently different and distinct to be branded and marketed as such that does not allow agroforestry actors to promote their products.
- If specific products of agroforestry systems appear not to be well identified in the marketplace, the absence of an EU-wide labelling scheme may result in a general lack of knowledge and awareness on their added value by consumers.
- Farmers engaged in agroforestry activities may not communicate effectively the positive and specific attributes of their products and so may not get a fair return for them.
- If consumers are not sufficiently aware of the existence of the different agroforestry products and of their specificities, they may not have an interest to buy them and will not generate sufficient market demand.

Finding appropriate solutions to these problems will mobilise and empower all players, from farmers to end users, so that the agroforestry branding or labelling provides benefits for each part of food/product supply chain.

### **2.1.3. Available EU instruments**

The EU has introduced various legislative and financial tools to support agroforestry.

Since the reform of the Common Agricultural Policy (CAP) of 2006, agroforestry plots are eligible to direct payments (1<sup>st</sup> pillar) and rural development (2<sup>nd</sup> pillar). This evolution has allowed providing financial support for the establishment of agroforestry systems in Europe.

Under the EU Rural Development Regulation (Regulation (EC) No 1305/2013) there is also a specific measure for the establishment of agroforestry systems.

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<sup>3</sup> In the context or scope of Annex I products of the Treaty on the Functioning of the European Union: <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:12012E/TXT&from=EN>;



Chapter 4.2 of the 2014 Commission Communication on Energy and Climate 2030<sup>4</sup>, refers to agro-forestry measures as a possibility for removing CO<sub>2</sub> from the atmosphere.

Whilst not specifically geared towards agroforestry products, the existing instruments of EU quality policy Protected designation of Origin-PDO, Protected Geographical Indication-PGI, Traditional Speciality guarantee-TSG) are available also for products originating in agroforestry areas, or that have characteristics linked to agroforestry production.

#### **2.1.4. Objectives of the pilot project**

The overall purpose of this pilot project is to provide the comprehensive knowledge and description of agroforestry products as well as to assess economic viability of using an EU-wide label for those products as specified in "Problem definition" section above

#### **2.1.5. Contracting Authority**

The contracting authority is the European Commission, represented for the purposes of this contract by the Directorate-General for Agriculture and Rural Development. The results of the pilot project will be used as a basis for policy reflections, which may lead to a possible legislative proposal (or absence of) introducing an optional quality term labelling of agroforestry products within the framework of the agricultural products quality policy.

### **2.2. Scope of the pilot project**

#### **2.2.1. Definition**

The pilot project shall focus on products of plant or animal origin or food products that are either produced, or produced and processed in agroforestry production systems in the EU Member States ("agroforestry products").

A definition of agroforestry systems for the purpose of this pilot project is set out in the Regulation (EC) No 1305/2013 on support for rural development from the European Agricultural Fund for Rural Development (EAFRD), Article 23(2):

*"Agroforestry systems mean land use systems in which trees are grown in combination with agriculture on the same land. The minimum and maximum number of trees per hectare shall be determined by the Member States taking account of local pedo-climatic and environmental conditions, forestry species and the need to ensure sustainable agricultural use of the land."*

#### **2.2.2. Product coverage**

For the purpose of this pilot project only products that are listed in Annex I of the Treaty on the Functioning of the European Union (hereafter "the EU Treaty") will be

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<sup>4</sup> COM(2014) 15 final

considered<sup>5</sup>. For example, agricultural products and non-wood forest products included in Annex I, like edible mushrooms (chapter 7), berries (chapter 8), honey (chapter 4) or medical plants are included (chapter 12).

However, the following cases shall be excluded from the scope of this pilot project:

- Perennial crops such as fruit trees and olive tree systems grown on agricultural land where agricultural tree species are combined with crops or animals;
- Animal products from cattle management operations e.g. farmers that move their cattle from the low grasslands to the surrounding forest areas or to the highlands for grazing during the summer months;
- Timber.

### **2.2.3. Geographical coverage**

The geographical coverage of this pilot project is the European Union (EU-28). Differences between Member States concerning the state of agroforestry must be duly taken into account, notably as regards geographical and climatic characteristics (similarities, differences, complementarities, etc.), farming/forests structures and developments, policies and related activities, as well as governance structures.

## **2.3. Overall approach to the pilot project**

### **2.3.1. Pilot project themes**

In order to achieve the objectives of this pilot project, the following themes will be covered:

#### **Theme 1: Typology of agroforestry production systems in Europe**

A typology and classification of the relevant agroforestry systems will be defined and described in all EU Member States. It is encouraged to base the work on the results of the existing typology<sup>6</sup>. This typology could be further elaborated for the purpose of this project, to take into account, for example:

- High Nature and Cultural Value (HNCV) agroforestry (e.g. grazed forests, semi-open pastures, wood pastures) in the main agro-climatic regions of Europe

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<sup>5</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:12012E/TXT&from=EN>

<sup>6</sup> Typology used in the [AGFORWARD](#) project: AGroFORestry that Will Advance Rural Development

- High value tree agroforestry, i.e. areas focusing on farmers growing high value trees
- Agroforestry for arable farmers, i.e. areas focusing on arable crop production
- Agroforestry for livestock farmers, i.e. areas focusing on livestock production

Along this overview, attention will be paid to the possible differences of implementation in the Member States of the definition of agroforestry mentioned in section 2.2.1.

The result of this task will be a classification and description of agroforestry systems in the Member States of the EU-28 relevant for the purpose of this pilot project.

### **Theme 2: Identification of typical products produced from agroforestry production systems**

Based on output of theme 1 (defined typology), this theme should identify and provide a comprehensive inventory of typical agroforestry products produced from agroforestry systems in the EU Member States (or if feasible, at the regional level) as specified in the scope of this pilot project.

### **Theme 3: Description and analysis of the supply chain of agroforestry products**

Based on the output of theme 2, this theme shall identify at least ten specific products and carry out an in-depth analysis of their supply chain.

For the chosen products, it has to be assessed what part(s) of the production chain makes such products sufficiently distinct from and unique in comparison to similar products produced from traditional agricultural practices in view of possible labelling and marketing as such.

Among others, the analysis has to cover:

- Production chain of agroforestry products from plant or animal origin,
- Analysis if there are common traits (commonalities) of products produced from agroforestry systems
- Trade in these products: type of products mostly traded within agroforestry areas, in particular within the single market. Attention will be paid to the identification of sale markets for agroforestry products (local markets; regional, national or international markets)
- Farm income and farm structure (small-scale / large-scale) of agroforestry farms.

Attention will be paid to the possible differences of implementation in the Member States of the definition of agroforestry systems, when these differences might have an impact on the characteristics of the supply chain.

## **Theme 4: Analysis of existing voluntary labelling schemes available for agroforestry products**

Based on the outputs of themes 2 and 3, this theme shall identify, assess and provide an overview of existing tools used for branding or labelling of specific agroforestry products in Member States. In this respect, the following items should be carried out:

**Sub-theme 4.1** Analysis of existing labelling schemes for agroforestry products in Member States: their uptake, comparative analysis of supply chains of products within such schemes vis-à-vis supply chains of agroforestry products without such schemes in terms of economic and social aspects.

**Sub-theme 4.2** Inventory and analysis of other established schemes not specific for agroforestry but that could be used for agroforestry products relevant for the specific products identified in theme 3 , e.g. national or regional schemes promoting specific products; geographical indications schemes (PDO/PGI) and TSG, collective and certification trademarks.

**Sub-theme 4.3** Analysis of legal and practical aspects of protection of the schemes. The legal and practical aspects of protection of the schemes and possible misuses due to the absence of a commonly applied definition of agroforestry products will be analysed.

## **Theme 5: Analysis of case studies**

Based on outputs from previous themes, the goal of this theme is to examine if there is an added value for farmers and for consumers for having an EU-wide unified label for agroforestry products.

A minimum of five case studies in at least three Member States shall be carried out on selected agroforestry products and their supply chains. A thorough description and the typology of the consumers and consumers' perception for chosen products should be provided. Chosen agroforestry products have to be compared and analysed with competing, similar products from traditional agricultural practices. Indirect socio-economic impacts will also have to be analysed (e.g. tourism).

The following specific issues will have to be raised in the case studies:

- Define / describe the agroforestry products and their supply chains taking into account their specific characteristics identified from theme 3. This description has to take into account the benefits of agroforestry systems in terms of sustainable use of natural resources, e.g. efficient water use, prevention of erosion, increased soil fertility, biodiversity, productivity and carbon sequestration.
- Provide the turnover over time of the chosen products. Describe and analyse the principal markets for the sales of the products concerned (% locally; % exported, if possible). What are the linkages between the agroforestry products from plant or animal origin and other sectors of the local economy (e.g. tourism) ?
- What are the benefits for local producers, processors or traders of using the chosen agroforestry products? Compare if possible with similar agricultural products from traditional practices.

- What are the experiences (added value) with using labelling of the products concerned, e.g. trademarks, collective marks, regional branding, PDO, PGI or TSG.
- Would an EU-wide label be useful (in adding a value) for the products concerned? Apart from the labelling of the final end product, are there other parts of the production process that would be eligible to the agroforestry labelling ?
- Would the new (optional) quality label e.g.: "product of agroforestry farming" bring an added value to the chosen agroforestry products as compared to similar type of products? Are there indications that consumers are ready to pay more for agroforestry products?
- What is the impact of a possible EU-labelling scheme on consumer prices?

### 2.3.2. Pilot project tasks

To obtain the expected results, the contractor is required to follow the tasks defined below. The interim and final deliverables will reflect these tasks and be built progressively, incorporating the results of each task.

#### Task 1: Structuring

With respect to structuring, the contractor will elaborate the following elements:

**Task 1.1: Identify the sources of qualitative and quantitative information for the descriptive part and the broader analysis of each theme.** The contractor will identify relevant primary and secondary information, among others, from: literature, sectorial and economic data sets, appropriate expert information, policy and sector documents, previous studies, reports and key actors to be interviewed.

**Task 1.2: Create an in-depth description** of the elements that will be covered in the descriptive chapter and explain how these elements relate to the different themes.

**Task 1.3: Create the methodology and tools for the pilot project themes.** The contractor will create the methodology and tools for the assessment of each pilot project theme mentioned in section 2.3.1. This should include any information gathering instrument (e.g. interviews, questionnaires, queries for extractions from databases, guidelines for fieldwork, etc.) that the contractor deems appropriate for assessing the pilot project themes. The contractor will provide a detailed methodological approach for carrying out the quantitative and qualitative analysis.

The methodology and tools created under this task will have to be discussed and validated by the Commission before the collection of information starts (Task 2.2).

**Task 1.4: Draft a detailed time schedule** for the work.

**Task 1.5: Define a detailed structure for the report.**

## **Task 2: Observing**

With respect to observing, the contractor will elaborate the following elements:

**Task 2.1: Literature review:** The contractor will screen and analyse the existing literature in the field. The output of this task will feed into the tasks 1.3 and 2.4.

**Task 2.2: Collect information:** Collect the data necessary to apply the methodology and/or feed the tools defined under task 1.3, including the data needed to feed quantitative analysis.

**Task 2.3: Process and complement the collected information:** The contractor will process the collected information in accordance with the methodology defined under task 1.3 and assess the validity of the information used. Data gaps will be identified and, if deemed appropriate additional information will be collected to feed the tools.

**Task 2.4: Draft the descriptive chapter.** This part will serve as a basis and introduction to the second part of the report. This chapter should not exceed 20 pages.

## **Task 3: Analysing**

The analysis to be carried out must refer to well established and acknowledged methods used. The drafting must describe precisely the reasoning followed in the analysis, indicating among other issues, the underlying hypotheses of the reasoning, and the limitations of the analysis.

**Task 3.1: Analysis of the themes:** Based on the output of the tasks 1 and 2 a full analysis of all pilot project themes outlined in section 2.3.1 shall be carried out.

**Task 3.2: Case studies analysis,** see theme 5.

## **Task 4: Reporting**

With respect to this phase, the contractor will elaborate the following elements:

**Task 4.1: Draft the conclusions of the pilot project (themes 1-5):** the contractor will have to provide conclusions covering the themes studied. The conclusions must be strictly based on the analysis carried out under the other tasks.

**Task 4.2: Draft an executive summary** of maximum of 6 pages in English. It should include a very brief and clear presentation of the work and the methods used, together with a summary of the conclusions arising from the exercise.

### **Task 4.3: Compile the preliminary final deliverable.**

#### **It has to include:**

- a. cover page shall be in line with the current Commission communication standards (see section 3.2);
- b. table of content (output of task 1.5);
- c. the output of tasks 4.1 and 4.2;
- d. the output of tasks delivered with the previous deliverables, now revised in order to take into account the results of the analytical and judging work of the contractor and/or the changes agreed with the steering group.

It should be presented in the form of the report and structured as agreed with the steering group.

The report must be drafted in English and in a clear and easily understandable language. The presentation of the texts, tables and graphs has to be clear and complete and correspond to commonly recognised standards for publication.

The general conclusions must be based strictly on the results of the analysis.

**The whole report (methodological part included) should not exceed 150 pages. Statistical and background information shall be presented in the annexes of the report.**

**Task 4.4: Revise the draft executive summary**, incorporating all changes agreed with the steering group and provide its final version of maximum 6 pages in English and French.

**Task 4.5: Draft an abstract of no more than 200 words.** It must be drafted in English and French.

**Task 4.6: Draft a PowerPoint (or compatible with the Commission software) presentation** of the work, of maximum 30 slides, highlighting the main findings.

### **Task 4.7 Compile the draft final deliverable.**

This deliverable will consist of:

- 1) The report, which will be structured in the same way as the preliminary final deliverable, but incorporating all changes agreed with the steering group. Furthermore, the core text will not contain any reference to the annexes;
- 2) the annexes, including data and methodological and background information compiled for the report;

- 3) the executive summary in English and French (Task 4.4);
- 4) the abstract in English and French (Task 4.5);
- 5) the PowerPoint presentation (Task 4.6);

#### **Task 4.8 Submit the draft final deliverable.**

The final deliverable must be submitted as follows:

a) Paper version:

- 1) Final report: 10 copies in colour;
- 2) the executive summary in English and French: 20 copies in colour, at the back of the cover page a CD-pocket should be foreseen;

b) Electronic form:

- 1) one 'master' copy for reproduction on CD/DVD/memory stick. It shall contain **all** components of the final deliverable, including **all** annexes of the report together with executive summary, the PowerPoint presentation and the abstract; The report and annexes should be delivered: a) compatible with the Commission's computers MS software and b) in PDF version,
- 2) 20 copies on CD-Rom or DVD, containing the report (without the annexes) and the executive summary in two languages;;

#### **2.3.3. Requirements for collection of data and information**

Annex 5 to these tender specifications contains a list of relevant legislation, reports, statistics and useful links. This list has to be considered as purely indicative and has to be extended by the contractor in line with the methodology proposed for the project.

The contractor will have to take care of collecting general and basic information and data. In as far as specific, confidential information can be provided from Commission sources, the contractor shall make a request via Unit AGRI E.4.

The contractor will have to make use of available public information collected from the national and regional authorities, from professional circles and experts in Member States or third countries. Based on these specific requirements, it is recommended that the contractor should use an appropriate team, to foresee a sufficient time to collect and process the data and, if necessary, a sufficient budget for paying data sources.

Existing literature on the subject should also be consulted and quoted in an annex to the final deliverable.

The contractor will be expected to work with relevant secondary data.

The contractor must use data and information other than specified in this tender document where this is deemed necessary in order to carry out the tasks described above.

The contractor will have to study the relevant reports and overviews, as well as the relevant legislation (at EU, Member state or relevant third country level).



As a rule, additional statistics and databases will have to be provided by the contractor.

#### **2.3.4. Deliverables**

The timing and the contents of the deliverables to be submitted by the contractor are described in Section 2.4.2 below. Each deliverable will be examined by the steering group, which may ask for additional information or propose changes in order to redirect the work if necessary. The procedure of the approval of the deliverables is specified in Annex III of the contract.

With the exception of the final deliverable, all interim deliverables must be submitted by e-mail only to the mailbox: [agri-evaluation@ec.europa.eu](mailto:agri-evaluation@ec.europa.eu) and in an electronic format compatible with the Commission's computer facilities: MS-Word for texts, MS-Excel for tables and figures, MS-PowerPoint for the presentation.

In the event of publication, the final report will be accompanied by the judgement of quality.

Examples of previous reports, with the corresponding judgements of quality, are available at the following address:

[http://ec.europa.eu/agriculture/external-studies/index\\_en.htm](http://ec.europa.eu/agriculture/external-studies/index_en.htm)

#### **2.3.5. Progress report**

The progress reports should briefly (up to 10 pages, annexes not counted) inform the Commission about the progress of work. It should also present important actions and plans related to the next steps in the pilot project. The progress report should be drafted in English.

In case of difficulties encountered in carrying out the agreed methodology implementation plan, the Commission shall be informed as soon as possible. The contractor will provide the description of difficulties encountered and propose solutions to solve them, including, if needed, necessary adaptations of the proposed methods and tools. Any revision of the earlier agreed methodology and implementation plans will require a prior approval of the Commission.

The progress report shall be submitted within 90 calendar days following the submission of the first interim deliverable.

### **2.4. Organisation of the work, timetable and physical location**

#### **2.4.1. Overall management of the contract**

A steering group has been set up, consisting of staff members from DG AGRI and other Commission services.

This ad hoc body will be responsible for monitoring the contract: precisions regarding the aspects to be analysed, discussion of the methods used, monitoring of the work and commenting on the conclusions of the contractor.

The contractor shall take account of the steering group's comments and recommendations and keep it informed on the progress of work when asked to do so.

Given the complexity of the subject matter, close collaboration with DG AGRI will be needed, which will involve frequent contacts with officials of DG AGRI with a view to discussing any problems encountered during the project.

The contractor will be required to attend meetings with the steering group in order to monitor the work.

### 2.4.2. Timetable for the work and deliverables

The work will have to be completed within 14 (fourteen) months from the signature of the contract.

The contractor will be expected to start the work immediately after signature of the contract. This means that an intensive work input will be required by the project team immediately after signing the contract and over the whole duration of the contract.

<b>DURATION OF THE WORKS: 14 Months</b> (after signing the contract)			<b>Components of the Final Deliverable</b>
Stage	Deliverable at the end of the stage	Output of the tasks included in the deliverable	
First: 1,5 months	First interim (by months 1,5)	Task 1.1: Identify the sources of qualitative and quantitative information	Bibliography
		Task 1.2: Create an in-depth description	Not included
		Task 1.3: Create the methodology and tools for the pilot project themes	Methodology
		Task 1.4: Draft a detailed time schedule for the work	Not included
		Task 2.1: Literature review	Annexes
Second: 6 months	Second interim (by months 7,5)	Task 2.4: Draft the descriptive chapter	Descriptive Chapter
		Task 2.2: Collect information	Annexes
		Task 2.3: Process and complement collected information	Annexes
		Task 3.1: Analysis of the themes	Analytical chapters
		Task 3.2: Analysis of each case study	Analytical chapter
Third: 2,5 months	Preliminary final (by months 10)	Task 1.5: Define a detailed structure for the report	Table of contents
		Task 4.1: Draft the conclusions	Closing chapter
		Task 4.2: Prepare a draft executive summary	Not included
		Task 4.3: Compile the preliminary final deliverable	Not included
Fourth: 2 months	Draft final (by months 12)	Task 4.4: Revise and translate the executive summary	Executive summary
		Task 4.5: Draft an abstract	Abstract
		Task 4.6: Draft a PowerPoint presentation	PowerPoint Presentation
		Task 4.7: Compile the draft final deliverable	Not included
Fifth: 2 months	<b>Final report</b> (by months 14)	<b>Task 4.8: Compile final deliverable</b>	

### 2.4.3. Meetings

The contract will involve work and meetings in Brussels between the contractors and the steering group, according to the following programme:

MEETING	TIMING
First Meeting (Kick off)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the project, but no later than 30 days after the contract is signed.
At this meeting, if applicable, the Contracting Authority will supply the Contractor with the relevant confidential documents and information in its possession. The Contractor will prepare a presentation of the offer and may also raise specific questions or needs for complementary information. This meeting will also be used to discuss in detail the working plan, and to explain and clarify the tasks and the approach from the start.	
Second Meeting (1 <sup>st</sup> Interim report)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the project, but no later than 30 days after the receipt of the deliverable.
At this meeting, the first interim deliverable will be discussed. This meeting will also be used to validate the proposed tools.	
Third Meeting (2 <sup>nd</sup> Interim report)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the project, but no later than 30 days after the receipt of the deliverable.
At this meeting, the second interim deliverable will be discussed. This meeting will also be used to discuss progress of the work, including the difficulties encountered by the Contractor and solutions to solve them.	
Fourth Meeting (preliminary final report)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the project, but no later than 30 days after the receipt of the deliverable.
At this meeting, the preliminary final report deliverable will be discussed. This meeting will also be used to discuss progress of the work, including the difficulties encountered by the Contractor and solutions to solve them.	
Fifth Meeting (draft final report)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the project, but no later than 30 days after the receipt of the deliverable.
At this meeting, the draft final deliverable will be discussed and, if necessary, recommendations will be formulated.	

In summary, a maximum of five meetings of one day with the steering group will be required. The costs related to these five days of meetings as well as to any other missions (e.g. fact finding) need to be included in the tender.

#### **2.4.4. Physical location at which services have to be performed**

The place of work will be at the contractor's premises. The meetings with the steering group will take place at the designated Commission offices in Brussels.

### **3. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES**

All studies produced for the European Commission and Executive Agencies shall conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo.

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

For full details on Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index\\_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm).

Pdf versions of studies destined for online publication should respect W3C guidelines for accessible pdf documents. See: <http://www.w3.org/WAI/>.

#### **3.1. Content**

##### **3.1.1. Final report**

The final report shall be structured in accordance with the output of task 1.5, and shall include:

- an abstract of no more than 200 words and an executive summary of maximum 6 pages, both in English and French;
- the following standard disclaimer:

*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission's behalf may be held responsible for the use which may be made of the information contained therein.”;*

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

### **3.1.2. Publishable executive summary**

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

- the following standard disclaimer:

*“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission’s behalf may be held responsible for the use which may be made of the information contained therein.”;*

- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

### **3.1.3. Annexes of the final report**

In principle, the annexes of the final report are not published. However, the steering group may decide whether the publication of some annexes is useful. The annexes that consist of information that is covered by the pre-existing rights of a third party must not be published, unless prior written authorisation of the interested party is received.

## **3.2. Graphic requirements**

For graphic requirements, the template will be provided to the contractor at the Kick-off meeting. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. The contractor which is the author of the publication should be identified in the bottom part of the cover page with a line “Written by” or “Developed by” + the logo of the organisation, as appropriate. For further details you may also contact [comm-visual-identity@ec.europa.eu](mailto:comm-visual-identity@ec.europa.eu).

## **4. EVALUATION AND AWARD**

### **4.1. Evaluation steps**

The evaluation is based on the information provided in the submitted tender.

The evaluation will be carried out in three steps:

- (1) verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- (2) selection of tenderers on the basis of selection criteria;
- (3) evaluation of tenders on the basis of the award criteria (technical and financial evaluation).

Only tenders meeting the requirements of one step will pass on to the next step.

## **4.2. Exclusion criteria**

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in Annex 2.

The declaration on honour is also required for all identified subcontractors.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to the lead contractor and to all members of the consortium in case of joint tender. It also applies to all identified subcontractors whose intended share of the contract exceeds the share of the lead contractor. The Contracting Authority may waive the obligation of a tenderer to submit these documents if such evidence has already been submitted to it for the purpose of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that the documents are still valid. In such a case, the tenderer will be required to declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in this situation have occurred.

## **4.3. Selection criteria**

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender. In order that their position in relation to the selection criteria can be verified, tenderers should enclose evidence with their offer enabling an assessment to be made.

The evidence requested should be provided by each member of the group in case of joint tender and each identified subcontractor whose intended share of the contract exceeds the share of the lead contractor. When the intended combined share of all subcontracting companies is above 50% this requirement also applies to all identified subcontracting companies. A consolidated assessment will be made to verify compliance with the selection criteria.

Special attention has to be drawn on the proof of the technical capacity, in particular regarding the CVs for the persons assigned to provide the service in all the different domains to be covered.

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

The contracting authority may conclude that economic operators will not perform the contract to an appropriate quality standard where the contracting authority establishes that they have conflicting interests which may negatively affect the performance of the contract. In these cases, the contracting authority may decide to reject the tender.

### **4.3.1. Economic and financial capacity criteria and evidence**

In order to prove their economic and financial capacity, the tenderer must comply with the following criteria:

- turnover of the last two financial years must be higher than the upper end of the indicative price range specified in section II.2.1 of the relevant contract notice;
- sufficient financial capacity to guarantee continuous and satisfactory performance throughout the duration of the contract.

The following evidence should be provided:

- copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed;
- failing that, appropriate statements from banks;
- if applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reasons which the contracting authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the contracting authority considers appropriate. In any case, the contracting authority must at least be notified of the exceptional reason and its justification in the tender. The contracting authority reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### **4.3.2. Technical and professional capacity criteria and evidence**

#### **a. Criteria relating to tenderers**

Tenderers must comply with the following criteria:

- The tenderer shall prove that its' staff has the relevant knowledge and experience in the fields of agricultural production, agroforestry systems and marketing of agricultural products with at least 1 project delivered in these fields in the last three (3) years. Alternatively, the tenderer may prove its knowledge in the above-mentioned issues with: 1) at least 1 article published in the specialised press or 2) already performed activities/established collaborations relevant to the pilot project themes (documentation to be provided).
- The tenderer shall prove that its staff has the relevant knowledge and experience in the field of analysing the EU Common Agricultural Policy with at least 1 project delivered in this field in the last three (3) years. Alternatively, the tenderer may prove its knowledge in the above-mentioned issues with: 1) at least 1 article published in the specialised press or 2) already performed activities/established collaborations relevant to the pilot project themes (documentation to be provided).
- The tenderer shall prove that its staff has the relevant experience and/or its knowledge of techniques, tools and analytical methodologies for evaluation and economic analyses in conformity with the state of the art with: 1) at least 1

project delivered in this field in the last three (3) years, or 2) at least 1 article published in the specialised press in this field.

#### **b. Criteria relating to the team delivering the service:**

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

Project Manager: At least 10 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size, with experience in managing a team of people.

Expert in agroforestry: At least 5 years' professional experience in fields related to agroforestry. Alternatively, s/he should have a relevant higher education degree and 3 years professional experience in the sector.

Expert in the EU agricultural sector: At least 5 years' professional experience in the field of analysis of the agricultural sector. Alternatively, s/he should have a relevant higher education degree and 3 years professional experience in the sector.

Expert in marketing of agricultural products: At least 5 years' professional experience in the field of marketing of agricultural products. Alternatively, s/he should have a relevant higher education degree and 3 years professional experience in the sector.

Project team: collectively the team should have knowledge of English as proficient user. In the light of envisaged fieldwork, the project team should have knowledge of the relevant EU languages as an independent user in order to be in position to carry out the fieldwork as specified in Task 4 (interview) and Task 5 (case studies) of the tender specifications..

#### **c. Evidence:**

The following evidence should be provided to fulfil the above criteria:

- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service.

#### **4.4. Award criteria**

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **QC 1: General approach and the work to be performed** (20 points – minimum threshold 50%)



Tenderers will describe their approach of the services to be provided and the work necessary to be performed in view of achieving the objectives of the pilot project. The tenderers will describe the envisaged arrangements for ensuring the coverage of the scope of the pilot project.

- **QC 2: Quality of the proposed methodology and tools** (35 points – minimum threshold 50%)

QC 2.1: Themes 1 & 2: Typology of agroforestry production systems and Identification of typical products: 10 points

QC 2.2: Themes 3 & 4: Analysis of supply chains and labelling schemes: 25 points

Tenderers should provide a complete description of the approaches they intend to use for this pilot project, the methodologies they intend to follow and a list of the tools they envisage to use.

This description should be detailed, if not to the level of tasks, at least to the level of the different themes. The work packages envisaged should be precisely quantified (i.e. collection of data, research work, number of person days, geographical and product coverage ...).

While providing the list of tools they envisage to use, tenderers shall explain their function, including the associated concepts or theories. They should demonstrate in particular the suitability of these tools for the implementation of the proposed methodology.

- **QC 3: Approach for the case studies (Theme 5):** (30 points – minimum threshold 50%)

Tenderers should provide a description of the approaches they intend to use for carrying out case studies, the methodologies they intend to follow and a list of the tools they envisage to use. This description should provide a clear and detailed justification for the selection of the case studies. For each of them, the reason to propose them should be motivated, as well as an explanation why the overall set of case studies is preferred in the light of the study work and how the analysis of the other themes will be considered.

- **QC 4: Approach towards the project management** (15 points – minimum threshold 50%)

Tenderers should provide a complete description of the approaches they intend to use towards the project management. The description should provide details on how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It should also describe the global allocation of time and resources to the project and to each task and the rationale behind the choice of this allocation.

Tenders must score at least 50% for each criterion and at least 60% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 60/40 is given to quality and price.

The formula to award the contract is:

$$\text{Score for tender X} = \frac{\text{Cheapest price}}{\text{Price of tender X}} * 40 + \frac{\text{Quality of tender X}}{100} * 60$$

Where:

- the **price** is expressed in Euro, excluding VAT. The total amount of the Financial Offer will be used;
- the **quality** of each tender is expressed in number of points given by the evaluation committee following the assessment of all criteria.

#### 4.5. Technical offer

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

#### 4.6. Financial offer

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

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

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

Please see model financial offer in Annex 3.

**For their Financial Offer, tenderers are invited to refer to the indicative price range defined in Section II.2.1 of the relevant contract notice.**

## 5. ANNEXES TO THE TENDER SPECIFICATIONS

### 5.1. Annex 1: Check-list – list of the required administrative documents

Type of Information	Lead contractor / consortium / sole service provider (also as an individual person)	Subcontractor – subcontracting company	Subcontractor – free-lancer
Cover letter <i>or</i> tender submission form	Yes	No	No
Written statement confirming to put its resources at the disposal of the lead contractor	No	Yes, if applicable. This statement shall specify on which capacity a lead contractor can rely on (e.g.: economic and financial and/or technical)	Yes, if applicable. This statement shall specify on which capacity a lead contractor can rely on (e.g.: economic and financial and/or technical)
Written undertaking recognising the lead contractor	No	Yes	Yes, joined by an authorisation of its employer, if applicable
Legal Entity Form, including its required annexes	Yes  No, if exists in the Commission accounting system.	Yes  No, if exists in the Commission accounting system.	No
Financial Identification Form, including its required annexes	Yes  No, if exists in the Commission accounting system.	No	No
Legible copy of a notice of appointment of the person(s) authorised to represent the tenderer	Yes	No	No
Exclusion criteria form and absence of conflict of interest form (sign and dated)	Yes	Yes	Yes

Economic and financial capacity			
Information economic and financial capacity (see section 4.3.1)	Yes	Only when a) percentage share of subcontractor exceeds percentage share of lead contractors, or b) combined share of all subcontracting companies exceeds 50%	No
Information technical capacity (see section 4.3.2), with the exception of the CV's (see below)	Yes	Only when a) percentage share of subcontractor exceeds percentage share of lead contractors, or b) combined share of all subcontracting companies exceeds 50%	No
CV's of team members	Yes	Yes	Yes
Proportion of workload	Yes	Yes	Yes
Role and contribution of team members	Yes	Yes	Yes
Current employment status	No	No	Yes

## 5.2. Annex 2: Declaration of honour

### Declaration of honour on exclusion criteria and absence of conflict of interest

*(Complete or delete the parts in grey italics in parentheses)*

[Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

in [his][her] own name *(for a natural person)*

or

representing the following legal person: *(only if the economic operator is a legal person)*

full official name:

official legal form:

full official address:

VAT registration number:

➤ declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has 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) has 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) is 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) has 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) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

➤ *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-

making or control<sup>7</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

➤ declares that [the above-mentioned legal person][he][she]:

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
- j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

➤ acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties<sup>8</sup> if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. 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 the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it 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 origin or provenance.

If the tenderer 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.

Full name

Date

Signature

---

<sup>7</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

<sup>8</sup> As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

### 5.3. Annex 3: Model financial offer

Prices should be all-inclusive; the European Commission will not pay expenses for any additional costs incurred from the execution of the contract.

Name of Tenderer:	
-------------------	--

TOTAL COST OF ASSIGNMENT (in EURO), INCLUDING ALL ASSOCIATED EXPENSES AND EXCLUDING VAT :	EUR
---	-----

Name:  (of the Tenderer or authorised representative)	Signature:	Date:
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## 5.4. Annex 4: Tender submission form

### 1. SUBMITTED by ... (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities submitting this tender	Nationality <sup>9</sup>	Share of the contract in percentage (%)
Leader			
Member 2			
Etc ... <sup>10</sup>			

### 2. SUBCONTRACTORS (if applicable)

	Name(s) of the subcontracting companies and/or free lancers identified as sub-contractor(s)	Nationality	Share of the contract in percentage (%)
Sub-contractor 1			
Etc ... <sup>11</sup>			

---

<sup>9</sup> Country in which the legal entity is registered

<sup>10</sup> If this tender is being submitted by an individual legal entity, the name of the legal entity should be entered as "Leader" (and all other lines should be deleted)

<sup>11</sup> Add / delete additional lines for sub-contractors as appropriate



**3. CONTACT PERSON for this tender (to act as focal point for all communication which may take place between the European Commission and the Tenderer)**

<b>Name and position</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	

**4. PERSON AUTHORISED TO REPRESENT THE TENDERER and TO SIGN THE CONTRACT**

<b>Name and position</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	

**5. STATEMENT**

I, the undersigned, being the authorized signatory of the above Tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accepted without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above.

Signed on behalf of the Tenderer

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

## 5.5. Annex 5: Non-exhaustive list of references

- [2014 Commission Communication on Energy and Climate 2030; COM\(2014\) 15 final](#)
- [EU agricultural product quality policy](#)
- [Regulation \(EU\) n° 1305/2013 of the European Parliament and of the Council on support for rural development by the European Agricultural Fund for Rural Development \(EAFRD\)](#)
- [Regulation \(EU\) n° 1306/2013 of the European Parliament and of the Council on the financing, management and monitoring of the common agricultural policy](#)
- [Annex I of the Treaty](#)