



CALL FOR TENDERS

N° FCH / OP / Contract 190

Study on

Establishment of a Stakeholders Platform and implementation of a pilot operation for a Guarantee of Origin Scheme for Green and Low Carbon Hydrogen

TENDER SPECIFICATIONS

TYPE OF PROCEDURE: OPEN

REFERENCE NUMBER: FCH JU 2017 D4415

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1. INFORMATION ON TENDERING

1.1. Participation

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

It is also open to all natural and legal persons established in **Overseas Countries and Territories** (OCT) as listed in the Annex II of the TFEU; and to all natural and legal persons established in Iceland, Norway and Lichtenstein, as per the EEA Agreement¹.

1.2. Contractual conditions

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

1.3. Contract Duration

The service contract resulting from this call for tender will enter into force on the date on which it is signed by the last contracting party.

The service contract will have a maximum duration of 12 months from the date on which it enter into force. In case of unforeseen circumstances, it can be extended for an additional period of 6 months via a written agreement.

The service contract must be signed by the contractor first and returned to the contracting authority.

1.4. Volume of the contract

The global value of the service contract is estimated to be **no more than EUR 600.000** over the maximum possible duration of 18 months (12 months duration of the contract plus a possibility for extension for an additional period of 6 months through written agreement).

1.5. Variants

Variants are not allowed. Tenderers may not submit bids for only part of the services required.

¹ Art. 65 of the EEA Agreement, Annex XVI and Art. 7 of Protocol 1 to this Agreement.

1.6. Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU².

1.7. Joint tenders

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

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

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

1.8. Subcontracting

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

Tenderers are required to identify all subcontractors whose share of the contract is above 10% and/or whose capacity is necessary to fulfil the selection criteria. Please note that if subcontractors are proposed and identified as requested above, the declaration relating to the exclusion criteria must be provided by each of them.

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

1.9. Structure and content of the tender

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.7)

Part B: Non-exclusion (see section 4.1)

Part C: Selection (see section 4.2)

² Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

Part D: Technical offer

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

Part E: 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 bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the FCH 2 JU 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.

In case of joint tenders and /or subcontracting, the breakdown shall include the division of costs per consortium partner / subcontractor.

In addition, the tenderers shall give an indicative repartition of this price between the tasks described under Section 2.4 of this document.

Assessment of the price:

The total price for all tasks presented in the financial offer will be taken into consideration at the calculation of the tenderer's total score, in accordance with the ranking formula described in Section 4.4 of this document.

1.10. Identification of the tenderer

The tender must include a **cover letter signed by an authorised representative presenting the name of the tenderer (including all entities in case of joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure.**

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

All tenderers (including all members of the group in case of joint tender) must provide a signed Legal Entity Form with its supporting evidence. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Tenderers that are already registered in the FCH 2 JU's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

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

2. TECHNICAL SPECIFICATIONS

2.1. Context and background information

Nowadays, one of the main goals of the European Union is to become a smart, sustainable and inclusive economy, in order to prevent or mitigate climate change from reaching dangerous levels while boosting economic growth. *Europe 2020: A European Strategy for Smart, Sustainable, and Inclusive Growth*³, sets out the EU's strategy to boost jobs, growth and investment which is focused on five goals in the areas of employment, innovation, education, poverty reduction and climate/energy. It aims to deliver growth that is: smart, through more effective investments in education, research and innovation; sustainable, thanks to a decisive move towards a low-carbon economy; and inclusive, with a strong emphasis on job creation.

With regards to the climate and energy framework and aiming at limiting the EU's dependence, bringing down energy prices and reducing greenhouse gas (GHG) emissions, the European Commission presented far-reaching proposals for a "*European Energy Union*"⁴ in March 2015. The proposals are grouped into five areas: security of supply, a fully-integrated internal energy market, improved energy efficiency, emissions reduction, and research and innovation. Overall, the proposals encompass a diverse set of measures for making the transition to a more sustainable, resource-efficient and low-carbon energy system to ensure secure, affordable and climate-friendly energy for EU citizens and businesses by allowing a free flow of energy across national borders within the EU, and bringing new technologies and renewed infrastructure to cut household bills, create jobs and boost growth. In this sense, the *European Energy Union* is called to contribute to build the so-called 'green growth', by taking into account simultaneously the complementarity of both short-term economic growth and long-term environmental sustainability.

³ More information on Europe 2020 can be found on the European Commission's website: http://ec.europa.eu/europe2020/index_en.htm

⁴ <http://eur-lex.europa.eu/legal-content/EN/TXT/HTML/?uri=CELEX:52015DC0080&from=EN>

One of the key objectives of the FCH2 JU programme is to support such a “green growth” through the use of fuel cells and hydrogen technologies while at the same time facilitating the integration of Renewable Energy sources via the hydrogen vector.

As with any energy vector, it is crucial that there is a mechanism to ensure its sustainable nature, which also enables a market value for the low-carbon nature of the energy carrier. The foundation to such mechanism for hydrogen has been set in the FCH 2 JU funded project “CertifHy”⁵ (“*DEVELOPING A EUROPEAN FRAMEWORK FOR THE GENERATION OF GUARANTEES OF ORIGIN FOR GREEN HYDROGEN*”) which successfully delivered an accepted definition EU wide, for green and low-carbon hydrogen and a corresponding outline of a Guarantee of Origin (GoO) scheme. One additional key deliverable of the project was a roadmap for the implementation of such an initiative throughout the EU. The purpose of this study is therefore to continue the momentum built by project CertifHy and to serve as a catalyst for the establishment of an EU wide GoO scheme for Hydrogen. It is envisaged that this will be done by setting up a Stakeholders’ platform for a Guarantees of Origin Scheme and by finalizing a scheme design that can be tested in a pilot operation. The learnings from the pilot run will then be used to further refine the design of the scheme and it is expected that at the end of the study the Stakeholders Platform will be ready to initiate its EU-wide rollout.

As shown by project “CertifHy” there is huge potential as well as demand for the decarbonisation of several sectors through the use of green hydrogen with the most prominent being the refinery, steel and chemicals industry as well as transport. The customer however needs to have reliable information about the origin of the hydrogen involved which is one of the key objectives of the study; that is to set in motion a mechanism that will be able to deliver such information. Additionally, a GoO scheme, being a market-based instrument, will be able to add value to green and low-carbon hydrogen, thereby strengthening their up-take and competitiveness. It can also act as stepping stone for the implementation of a certificates scheme repeating what was done for the electricity market with renewable energy.

Finally, such a scheme should also enable the increase of renewable energy usage in the EU energy mix by creating linking mechanisms with the GoO’s from other sources such as renewable electricity. This will actively contribute to the key techno-economic objective of FCH2 JU, which is to demonstrate on a large scale the feasibility of using hydrogen to support integration of renewable energy sources into the energy systems, including through its use as a competitive energy storage medium for electricity produced from renewable energy sources.

2.2. Objectives of the study

- To set-up the Stakeholders’ Platform and of the Steering Committee for the governance of the GoO scheme.
- To finalize the scheme design ensuring that it has the functionalities and scalability which will allow it to be the main route of guaranteeing the origin of green and low carbon hydrogen across EU Member States.
- To run the scheme in a pilot operation verifying the proposed design, if that proves necessary and can maximize the impact of the study in a cost effective manner.

⁵ More information on the FCH 2 JU funded project “CertifHy” is available here: <http://www.fch.europa.eu/project/developing-european-framework-generation-guarantees-origin-green-hydrogen>

- To identify actions that will be necessary after the completion of the study in order to achieve an EU wide deployment of the scheme in a self-sustainable manner.

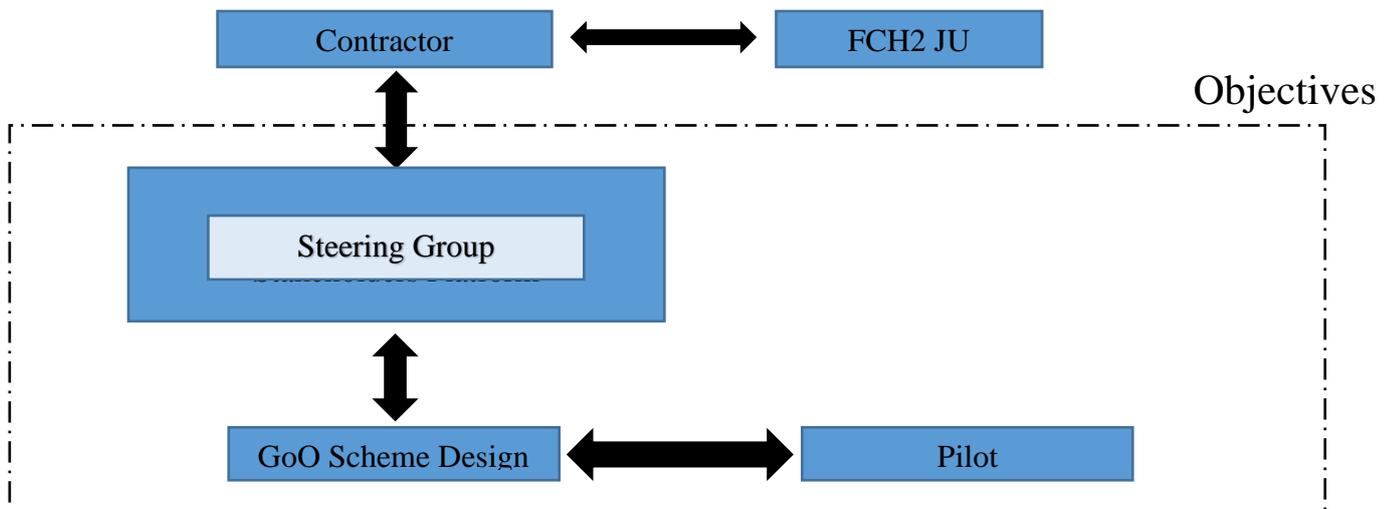


Figure 1: Schematic overview of the objectives of the study.

2.3. Methodology

The tenderer shall detail the methodology it proposes in order to achieve the objectives of the study and carry out the tasks to be performed. The rationale behind the proposed methodology must be duly explained and justified.

The tenderer shall also explain how it perceives the convergence and divergence between the approach of the “CertifHy” project and the approach that is currently under development for the revised Renewable Energy Directive⁶.

When outlining their methodology, tenderers shall identify possible difficulties and propose effective ways of addressing them, should they materialise.

2.4. Tasks

In this study the contractor is expected to cover at least the following key tasks:

Task 1: The creation of a stakeholders platform that will govern the scheme. (Exp. duration :2 months)

- To decide and agree on the composition and size of a steering group making sure that all relevant stakeholders are well represented while at the same time ensuring efficiency in decision making.

⁶ The Proposal for a DIRECTIVE OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL on the promotion of the use of energy from renewable sources (recast) is available here: <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:52016PC0767R%2801%29>

- b. To set-up a process for the selection and addition of new members of the stakeholders platform ensuring that the composition represents all relevant sectors to the GoO scheme. (e.g. H2 producers/consumers, regulators (covering all aspects, including electricity and gas) and representatives from the EECS, AIB, as well as from the fuel cells sector.)
- c. To establish a decision making process to ensure stakeholder alignment on all issues related to the GoO scheme.
- d. To actively seek the promotion and endorsement of the GoO scheme from relevant stakeholders.
- e. To set up task forces that will pursue the inclusion of the proposed GoO scheme in EU and national regulations and standards.
- f. To ensure that other national initiatives for GoO schemes for green hydrogen, if any, come under the umbrella of the EU wide GoO scheme that is proposed.
- g. To ensure that the GoO scheme is fully aligned with undergoing legislative priorities at EU level, focusing on current and foreseen regulatory framework, extending to 2030. (e.g. Clean Energy Package for all Europeans etc.)

Note: The expected duration for Task 1 listed above is for the process of setting up of the platform but it is expected that the Stakeholders Platform itself will be operational throughout the entire study and beyond.

Task 2: Finalization of the preliminary GoO scheme design (Exp. duration: 3 months)

- a. To follow-up on the deliverables of “CertifHy” which will contribute to the design of the GoO scheme for the pilot operation, ensuring that the scheme is understood by the stakeholders.
- b. To have a first design freeze for the GoO scheme along with a strategy for its implementation.
- c. To outline the requirements and procedures for the certification body, issuing body and all accredited personnel that will be responsible for the certification and audit of green hydrogen production sites and production batches.
- d. To give an overview of the technical requirements and specifications for the pilot ICT system that will be created and used across the lifecycle of the GoOs and will apply to existing hydrogen producing facilities.
- e. To provide a proposal for the type of pilot that should be conducted to test the proposed scheme, justifying the selected approach.
- f. To provide a detailed forecast of the costs associated to the pilot scheme.
- g. To develop preliminary procedures for the running of all aspects of the pilot system.
- h. To evaluate how the links with other GoO schemes will be handled, such as those for renewable electricity and methane.

Task 3: Pilot scheme development, operation and feedback. (Exp. Duration: 5 months)

- a. To test the robustness of the overall system respect to ICT safety, greenhouse gas calculation of hydrogen production on an LCA basis, metering issues and safeguards against manipulation.
- b. The pilot operation should be designed with the priority of maximising impact at European Level in the most cost-effective manner.
- c. To deliver an updated cost analysis after the completion of the pilot run.
- d. Creation of standard reference documents for the different phases of the entire process.

- e. To propose a suitable business model for a self-sustaining scheme.

Task 4: Final GoO scheme design and initial steps for EU-wide implementation. (Exp. Duration: 2 months)

- a. To compile a report from the results of the pilot run, identifying the lessons learned and the modifications that are necessary in the final design of the scheme.
- b. To provide a final design of the scheme based on the lessons learned, along with revised costs for its EU-wide implementation.
- c. To provide a roadmap for the implementation of the scheme including initial steps for its set up.
- d. To outline all the requirements for a complete EU-wide rollout of the scheme.
- e. To make proposals for amending existing legislation or proposals for new legislation.

2.5. Terms of payment

Payments shall be made in accordance with Articles I.5 and II.21 of the Draft Service Contract (annexed to the Invitation to tender).

There will be no pre-financing.

Interim payments may be claimed by the contractor at the completion of each task as follows:

1. An interim payment of 20 % of the total price may be claimed following the completion of task 1 and submission of the corresponding task report
2. An interim payment of 30 % of the total price may be claimed following the completion of task 2 and submission of the corresponding task report
3. An interim payment of 20 % of the total price may be claimed following the completion of task 3 and submission of the corresponding task report

Final payment will take place following the completion of task 4 and submission of all deliverables described in Section 3.1.2.

Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted.

3. CONTENT

3.1. Deliverables and reporting:

3.1.1 Reports:

The reports shall be drafted in English, and submitted in electronic format. The contractor shall submit the following reports:

- An **inception report** that will provide a detailed work plan on how to address the aforementioned tasks, in agreement with the FCH 2 JU. This report will be due at the end of month 1 (M1) of the contract implementation.

- A **task report following the completion of each of the tasks** mentioned in Section 2.4 above - at months 2 (M2), month 5 (M5), month 10 (M10) and month 12 (M12) in the implementation of the contract - in which the contractor should explain the progression and accomplishments for each subtask. These reports are not to be published but can be considered for circulation within the stakeholders' platform.
- An **interim report** (not to be published, to allow discussion and eventual steering of the exercise). The interim report shall include an overview of the status of the project, describing the overall work carried out until that point. It shall also explain the main obstacles in the implementation of the project if any, and propose appropriate measures.

and

- A **final, publishable report** that gathers the results of the tasks mentioned above.

3.1.2 Final report and deliverables:

The **final study report** must include:

- an abstract of no more than 200 words
- an executive summary of maximum 6 pages, both in English and French;
- specific identifiers which must be incorporated on the cover page provided by the FCH 2 JU;
- the following 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 FCH 2 JU. The FCH 2 JU does not guarantee the accuracy of the data included in this study. Neither the FCH 2 JU nor any person acting on the FCH 2 JU’s behalf may be held responsible for the use which may be made of the information contained therein.”

- The final report should be printed in 500 copies

Other deliverables:

- a MS-POWERPOINT presentation (or a presentation created in a similar environment) with a summary of the study and its conclusions shall be also provided for dissemination purposes.
- An event shall be organised by the contractor in Brussels where the results of the study will be presented and copies of the study will be distributed. The event should be attended by ~60 people. The event may take the form of a final workshop in which the final design of the scheme is presented along with the roadmap and the future steps for implementation.

3.1.3 Publishable executive summary

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

- specific identifiers which must be incorporated on the cover page provided by the FCH 2 JU;
- the following 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 FCH 2 JU. The FCH 2 JU does not guarantee the accuracy of the data included in this study. Neither the FCH 2 JU nor any person acting on the FCH 2 JU’s behalf may be held responsible for the use which may be made of the information contained therein.”

4. EVALUATION AND AWARD

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

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Evaluation of tenders on the basis of the award criteria

The FCH 2 JU may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

4.1. Verification of non-exclusion

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

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

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

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

The **successful tenderer** must provide the documents mentioned as supporting evidence in the declaration on honour **before signature of the contract** and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender and to subcontractors whose share of the contract is above 10%.

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

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

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

4.2. Selection Criteria

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

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

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

4.2.2 Declaration and evidence

The tenderers (and each member of the group in case of joint tender) and subcontractors whose share of the contract is above 10 % must provide the declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole the tenderer (sole tenderer or leader in case of joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see section 4.1) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority **will evaluate selection criteria on the basis of:**

- **the declarations on honour and**
- **evidence**

required in Section 4.2.

Nevertheless, it reserves the right to require other evidence of the legal and regulatory, financial and economic and technical and professional capacity of the tenderers at any time during the procurement procedure and contract performance. In such case the tenderer must provide the

requested evidence without delay. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

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

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

4.2.3 Legal and regulatory capacity

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

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

4.2.4 Economic and financial capacity criteria

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

- **Criterion F1:** Turnover of the last two financial years above EUR 1.0000.000; this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of a joint tender.

Evidence to be provided:

- Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned legal entity;

- Failing that, appropriate statements from banks;

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

4.2.5 Technical and professional capacity criteria and evidence

A. Criteria relating to tenderers

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

The project references indicated below consist in a list of relevant services provided in the past three years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

- **Criterion A1:** The tenderer must prove experience in the field of Guarantees of Origin and certification schemes, hydrogen applications as well as drafting reports and recommendations.

Evidence A1: the tenderer must provide references for 3 projects delivered in these fields in the last three years with a minimum value for each project of € 100.000.

- **Criterion A2:** The tenderer must prove capacity to work in minimum 3 EU official languages including at least English and French.

Evidence A2: the tenderer must provide references for 3 projects delivered in the last three years showing the necessary language coverage.

B. Criteria relating to the team delivering the service:

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

B1 - Project Manager: At least 10 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of at least € 500.000 and coverage of at least 5 countries, with experience in management of team of at least 5 people.

Evidence: CV

B2 - Expert in key areas of Hydrogen Production and LCA: At least 5 years of professional experience. Relevant higher education degree or equivalent professional experience and at least 3 years' professional experience in the field.

Evidence: CV

B3 - Expert in Guarantees of origin and certification schemes: At least 5 years of professional experience. Relevant higher education degree or equivalent professional experience and at least 3 years' professional experience in the field.

Evidence: CV

B4 – Expert in ICT systems design and implementation: At least 5 years of professional experience. Relevant higher education degree or equivalent professional experience and at least 3 years' professional experience in the field.

Evidence: CV

B5 – Expert with proven knowledge in EU policy and legislation: At least 5 years of professional experience. Relevant higher education degree or equivalent professional experience and at least 3 years' professional experience in the field.

Evidence: CV

B6 - Language quality check: at least 2 members of the team should have at least C1 level in the Common European Framework for Reference for Languages⁷ in English and French

Evidence: a language certificate or past relevant experience.

4.3. Award Criteria

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' award method.

The maximum total quality score is 100 points.

The quality of the tender will be evaluated based on the following criteria:

❖ General understanding of the global project (30 points – minimum score 50%):

Sub-criterion 1.1 (10 points – minimum score 50%):

- Understanding of the general objective of the contract and definition of what success means.

Sub-criterion 1.2 (10 points – minimum score 50%):

⁷ See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

- Proper analysis and description of first insights that are used in the approach;

Sub-criterion 1.3 (10 points – minimum score 50%):

- Inclusion of own aspects/views – adding unexpected elements that are meaningful to achieve success

❖ **Quality of the proposed methodology (40 points – minimum score 50%)**

Sub-criterion 2.1 (8 points – minimum score 50%):

- Provides a detailed description of project organisation and management

Sub-criterion 2.2 (8 points – minimum score 50%):

- Clearly defines scope, milestones and deliverables of work done;

Sub-criterion 2.3 (8 points – minimum score 50%):

- Clearly articulates approach/methodology to achieve objectives

Sub-criterion 2.4 (8 points – minimum score 50%):

- Quality control system applied to the service foreseen in this tender specification concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of the member of the team. The quality system should be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

Sub-criterion 2.5 (8 points – minimum score 50%):

- Identifies potential risks and convincingly proposes effective ways to mitigate them.

❖ **Organisation of the work and resources (30 points – minimum score 50%)**

- This criterion will assess how the roles and responsibilities of the proposed team and of the different economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work.

The tender should provide details on the allocation of time and human resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer. It is not a budget requested as part of the financial offer.

Tenders must score minimum 50% for each criterion and sub-criterion, and minimum 60% in total. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

4.4. Ranking of tenders

The contract will be awarded to the most economically advantageous tender, i.e. the tender offering the best price-quality ratio determined in accordance with the formula below.

A weight of 60/40 is given to quality and price.

Tenderers will be ranked based on the total value of points allocated to each of them, according to the following formula:

$$\text{Score for tender X} = \frac{\text{cheapest price}}{\text{price of tender X}} * 40 + \frac{\text{Total quality score (out of 100) for all technical criteria of tender X}}{100} * 60$$

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

5. ANNEX 1

DECLARATION ON HONOUR ON EXCLUSION CRITERIA AND SELECTION CRITERIA

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: ('the person')	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')

Situation of exclusion concerning the person

	YES	NO
(1) declares that the above-mentioned person is in one of the following situations:	<input type="checkbox"/>	<input type="checkbox"/>
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person 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;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person 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;	<input type="checkbox"/>	<input type="checkbox"/>

(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty 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;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, 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 legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's 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;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: i.facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii.non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;	<input type="checkbox"/>	<input type="checkbox"/>

<p>iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;</p> <p>iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or</p> <p>v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</p>		
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Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person

Not applicable to natural persons, Member States and local authorities

(2) declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Grounds for rejection from this procedure

(4) declares that the above-mentioned person:	YES	NO
(h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which

illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

Evidence upon request

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

Selection criteria

	YES	NO	N/A
(5) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:			
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 4.2.3 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial capacity criteria indicated in section 4.2.4 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional capacity criteria indicated in section 4.2.5 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(6) if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evidence for selection

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature