CALL FOR TENDERS

N° *FCH contract 203*

TENDER SPECIFICATIONS

Study on

Future EU Hydrogen scenarios, impacts and added value

Reference number: FCH JU 2018 D4624

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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 Agreement[1].

For British candidates or tenderers:
Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force, candidates or tenderers from the UK could be rejected from the procurement procedure.

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, 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 6 months from the date on which it enters into force.

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 200,000 EUR** over the maximum possible duration of 6 months.

1.5. Variants

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

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[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/EU[2].

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, 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 1.10)

Part B: Non-exclusion (see section 4.1)

Part C: Selection (see section 4.2)

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[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.

A breakdown of the price per output (result) must be included in the quoted price.

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

The tenderers shall give an indicative repartition of the price between different categories of costs (staff, travel including accommodation and per diem costs, publication costs, etc.) and the tasks/roles of the various staff members involved in the project.

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 (Ranking of Tenders) 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

Europe is facing an ambitious challenge trying to meet its targets on decarbonising large sectors of the economy by 2050 and meet the Paris Climate Agreement goals. The role of hydrogen as a necessary enabler in this energy transition at EU level requires a clear roadmap that presents the societal, environmental and macro-economic impacts, e.g. creation of jobs, forecasts of investment and sales, and level of CO2 abatement, amongst others. This roadmap will serve to communicate to key stakeholders and decision makers the impact of hydrogen when implemented at large scale.

The study "Hydrogen: Scaling Up"[3] from the Hydrogen Council, published in November 2017, lays out a vision for the role that hydrogen can play in the worldwide economy up to 2050. It contains an assessment of the socio-economic impacts derived from this increased role of hydrogen, e.g. jobs created, investments needed, annual sales, market penetration. Furthermore, this is done at the level of each major application, thereby quantifying the impact in different sectors in the economy.

With a view to better highlight the potential of hydrogen to EU decision makers, it is necessary to zoom in on the effects of this scenario in the EU. This will illustrate the alignment with the EU's strategy to boost jobs, growth and investment (see *Europe 2020: A European Strategy for Smart, Sustainable, and Inclusive Growth*)[4], focused on five goals in the areas of employment, innovation, education, poverty reduction and climate/energy and the *European Energy Union*, which contributes to build the so-called 'green growth', by taking into account simultaneously

[3] Available at: http://hydrogencouncil.com/wp-content/uploads/2017/11/Hydrogen-scaling-up-Hydrogen-Council.pdf

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

the complementarity of both short-term economic growth and long-term environmental sustainability.

It is also important to highlight the competitive advantages of hydrogen with respect to other alternative options currently being proposed in the energy transition, such as biomass, biogas and electrification using exclusively battery technology. The question of whether hydrogen is really needed to help the Union achieve its decarbonisation goals, or whether this can in practice be done with other solutions, has not been properly addressed to date.

The Fuel Cells and Hydrogen Joint Undertaking (FCH JU) is a unique public private partnership between the European Commission, European industry and European research organisations aiming at supporting research, technological development and demonstration (RTD) activities in FCH technologies in Europe. Established by a Council Regulation on 30 May 2008 as a catalyst for innovation and commercialization, the FCH JU was succeeded by the current second phase (FCH 2 JU) with a renewed mandate in 2014 under the framework of the Horizon 2020 research and innovation programme.

2.2. Objectives of the study

The main objectives of the proposed study are twofold:

(i) to build a convincing scenario for the level of introduction of hydrogen at large scale in the European Union until 2050 and quantify its impact; and

(ii) to compare hydrogen with other alternative solutions to decarbonise specific applications and establish to what extent hydrogen is needed to achieve EU goals.

Each of these two separate and related objectives is treated next.

1. Roadmap and impact

Regarding the roadmap, three scenarios are to be considered:

- Do-nothing, whereby direct support for hydrogen is withdrawn and the regulatory framework fails to provide incentives for the commercialisation of hydrogen and fuel cell products
- Business as usual (BAU), whereby policies and other soft measures in place continue evolving in the current form
- Ambitious scenario, to be largely based on the Hydrogen Council report, given the high level of buy-in from EU based industry

It is expected that this study will be instrumental in providing key input to policy makers as they evaluate the potential impact that a growing hydrogen demand can have in the EU society and economy, as illustrated by the impact from the ambitious scenario. As such, a key objective is to present a set of realistic figures for the impact of the growth of hydrogen in the EU in the 2030 and 2050 time horizon. At the same time, these impacts need to be put in contrast to the figures emerging from the other two scenarios (do-nothing and BAU).

The proposed study shall address at least the following specific objectives:

- Build a realistic scenario for 2030 and 2050 for the EU in line with EU CO2 emission reduction targets
- Quantify the level of demand for hydrogen and fuel cells for the various major sectors in the economy responsible for GHG emissions, and the ramp-up rates in each.
- Provide key data figures from this roadmap on the following aspects:
    - Societal: job creation
    - Macro-economic: economic growth rates, trade balance particularly on energy-related imports, forecast annual sales of hydrogen and fuel cell-based products and related required investments
    - Environmental: reduction of GHG and pollutant emissions

All figures and specific quantification of impact must be related to 2030 and 2050 as target dates. They must be addressed for each of the three scenarios.

In this regard, it is considered of importance to evaluate the differences between what can be regarded as the two extreme scenarios (and the BAU as well), in order to inform decision makers of the pros/cons for each. The contrast between the potential benefits of supporting actions/policies that trigger market opportunities of a certain size and the downsides of inaction (or limited action in the BAU scenario) must be properly illustrated for the hydrogen sector.

In addition, such an assessment must take into account the fact that the fuel cell and hydrogen sector interacts closely with a number of other sectors. Therefore, in assessing the impact of the scenarios in these sectors, the contractor should not only look at the direct impact in the FCH segment of the economy but also the overall/net impact. The applicants must explain in its tender how it proposes to make this assessment.

2. Benchmark comparison

The ambitious scenario built to fulfil the first objective will gain credibility to the degree to which hydrogen is shown to be a requirement *sine qua non* the EU cannot achieve its goals. This may well be the case for a number of applications, but certainly to varying degrees depending on their specific requirements and the limitations of other potential clean solutions.

In practice, this should be achieved in two major ways for all applications in which hydrogen is identified as playing a major role:

- Producing a simple, easy to follow set of slides that provide intuitive arguments targeting non-technical people, mainly decision makers
- Providing the underlying data that back up those arguments

Therefore, a benchmark comparison between competing alternative technologies for the applications covered in the Hydrogen Council report referred to herein above must be conducted. More details on the types of issues and questions to be covered herein are dealt with under section 2.4 Tasks.

2.3. Methodology

The tenderer shall explain the methodology it proposes in order to achieve the objectives of the study and carry out the tasks to be performed. The tenderer must also ensure that the data used **is suitable for publication** by the FCH 2 JU, and provide appropriate references of the sources use, if applicable.

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

For the purposes of consistency, this study should follow up from the scenarios built in the Hydrogen Council. However, tenderers should build their own data sets, and count on not having access to any data from that study other than what is already publicly available.

Because of the short delivery time envisaged for this study, tenderers should expect frequent communication with the FCH 2 JU Programme Office; a specific proposal on how to implement this aspect must be included in the tender offer. Oversight and follow-up of progress will be made by the Programme Office. Representatives from the founding members of the FCH 2 JU (European Commission, Hydrogen Europe and Hydrogen Europe Research) may also be appraised of the progress and provide input during the study.

2.4. Tasks

The contractor is expected to cover in the study at least the following key tasks:

Task 1 - Roadmap:

- Build a realistic scenario for the large-scale use of hydrogen and fuel cells, using EU goals for 2030 and 2050 as reference points. This should take into account the seven roles of hydrogen as laid out the Hydrogen Council report referred to herein above;
- Derive from that scenario key socio-economic and environmental impact figures, including but not limited to:
    - Volume of hydrogen demand and market share in major sectors in the economy
    - Job creation at EU level;
    - Amount and cost of CO2 abatement derived from the above level of hydrogen demand;
    - Reduction in pollutant emissions;
    - Investments needed;
    - Health benefits;
    - Trade balance, particularly with respect to energy imports (e.g. oil, gas);
- Assess the same set of socio-economic impacts under the other two scenarios, with particular attention to job and wealth creation/loss.

Task 2 - Benchmark comparison

- Conduct a benchmark comparison between hydrogen and other competing technologies, such as batteries, biomass, biogas. This task must cover all major sectors (e.g. heating for buildings, transport, etc…) and their respective individual applications (e.g. cars, buses, trucks, maritime, trains, etc. within the transport sector) covered in the Hydrogen Council report;

- As a corollary to the previous point, proposers must illustrate what a right mix between the different options could look like, since hydrogen is expected to play a role but as part of a portfolio of solutions.
- Produce a set of non-technical, intuitive arguments for the need for hydrogen in each of the major sectors and their respective individual applications;
- Provide the underlying figures that reinforce the arguments made in the previous point.

By way of example, the following issues illustrate the kinds of questions that should be covered in the study. They generally relate to intrinsic limitations of other technology solutions when taken to be implemented at large scale.

1. According to International Energy Agency (IEA) estimates, by 2050 the share of r**enewable energy sources** (RES) will triple, covering 2/3 of electric generation. Can this level of supply be matched with fluctuating demand (intra-day and intra-seasonal) flexibly using storage options that do not include hydrogen (i.e. mainly batteries)?
2. Heating for all uses (residential, industrial and commercial) contributes a higher share than transport in terms of CO2 emissions. In practical terms, will a combination of green electricity, biomass and biogas be sufficient to meet all of this demand in the future? This question should look at the issues that arise when these solutions are considered at scale (i.e. infrastructure); for instance, looking simply at residential heating electrical heat pumps on their own would require a grid with severe overcapacity built in to meet peak demands that would rarely be used. Is it reasonable to expect that such a grid will be put in place?
3. The conversion of road transport (i.e. cars, trucks, buses) to zero emission powertrains poses several challenges. The feasibility of the electrification with batteries comes up against the space constraints depending on the vehicle under consideration, i.e. the heavier the vehicle and the longer autonomy required for the customer, the harder it becomes. Another challenge is the infrastructure: is it reasonable to expect service stations with 100 parking spots offering 200kW (i.e. fast) chargers every 40-50km along the major roadways in the EU? Due to the impact of BEVs on the power grid, what limitations exist and to what degree do they open the door for electric powertrains based on hydrogen fuel cells?

For each sector and applications thereof, there exist open questions of this type that must be addressed to assess the potential need for the use of hydrogen. In addition, these roles of hydrogen must be communicated effectively to stakeholders.

2.5. Indicative Calendar

Evaluation	By the end of March 2018
Signature of contract	28/03/2018 – 09/04 /2018
Intermediate report in a publishable format	15 May 2018
Final report in a publishable format	31 July 2018

3. CONTENT

3.1. Deliverables

The contractor must deliver the following deliverables:

1. Intermediate deliverables (by 15th of May):

- An **intermediate report** in publishable format that compiles the conclusions of the task related to the roadmap. The report must be delivered in a neutral document (e.g. MS-Word or a similar format.)

- This intermediate report must be accompanied by a short **MS-Powerpoint slidepack** that summarises the results up to that point, with particular emphasis on the impact figures (job creation, level of demand for hydrogen, etc…)

2. Final deliverables (due in 6 months after signature of the contract):

- A **final publishable report** that gathers the results of all of the tasks mentioned above. The report must be delivered in a neutral document (e.g. MS-Word or a similar format.)

- Together with the final report, a short MS-POWERPOINT **slidepack** for dissemination purposes with a summary of the study and its conclusions must be added to this report. The intended primary audience for this deliverable are policy and decision makers, as well as the general public. If requested, the source of the report (i.e. the selected contractor) will be duly credited in the final publication

- A **publishable executive summary** that summarises the main conclusions of the study.

- A **database** document in MS-EXCEL (or a similar format) workbook or MS-ACCESS (or a similar format) with data point values for charts, etc.

3.1.1. Intermediate report

The intermediate 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 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."

3.1.2. Final report

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 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."

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 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."

3.2. 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).

Pre-financing is not applicable.

An interim payment of 50 % of the total price may be claimed following the submission of the interim deliverables as detailed in section 3.1.

Final payment consisting of the remaining 50% of the total price may be claimed following the completion and acceptance of all final deliverables described in Section 3.1.

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

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
- Verification of compliance with the minimum requirements set out in these tender specifications
- 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.

4.2.1. 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 (see the evidence listed below)

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.

4.2.2. 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.

4.2.3. 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 400.000 EUR; 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 FCH 2 JU reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.2.4. 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:

(1) fuel cells and hydrogen sector, as well as in

(2) survey techniques,

(3) data collection,

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 2 EU official languages including at least English.

Evidence A2: the tenderer must provide references for 2 projects delivered in the last three years showing the necessary language coverage.

- **Criterion A3**: The tenderer must prove experience in working and drafting reports in English

Evidence A3: the tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

B. Criteria relating to the team delivering the service:

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

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 5 years' 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 (at least € 200.000), with experience in management of team of at least 2 people.

Evidence: CV

B2 - Language quality check: at least 2 members of the team should have at least C1 level in the Common European Framework for Reference for Languages[5] in English and French.

Evidence: a language certificate or past relevant experience.

[5] See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

B3 - Team for data collection: collectively the team should have knowledge of English, French, and proven experience of 3 years in data collection techniques.

Evidence: CV and 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 (32 points – minimum score 50%)**

Sub-criterion 1.1 (8 points – minimum score 50%):

- Shows an understanding of the general objective of the contract and of the working practices with the FCH 2 JU.

Sub-criterion 1.2 (8 points – minimum score 50%):

- Shows an understanding of the issues and already defines what success means

Sub-criterion 1.3 (8 points – minimum score 50%):

- Already shows analysis and provides first insights that are useful in the approach

Sub-criterion 1.4 (8 points – minimum score 50%):

- Adds own aspects/views – has added unexpected elements that are meaningful to achieve success

- **Quality of the proposed methodology** (48 points - minimum score 50%)

Sub-criterion 2.1 (10 points – minimum score 50%):

- Provides a detailed description of project organisation and management

Sub-criterion 2.2 (10 points – minimum score 50%)

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

Sub-criterion 2.3 (10 points – minimum score 50%):

- Clearly articulates approach/methodology to achieve objectives

Sub-criterion 2.4 (9 points – minimum score 50%):

- Quality control system applied to the service foreseen in this tender specifications 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 (9 points – minimum score 50%):

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

- **Organisation of the work and resources** (20 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 50% 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:

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

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