Call for Tenders - Grant Agreement CEN/2014-02

Volume 1 - Instructions to tenderers

Request for tenders for Technical Reviewer to support delivery of Mandate M/515 phase 1 tasks for the development of the 2nd generation of EN Eurocodes

Launch: 31 January 2017, Deadline for tenders: 6 March 2017

NEN
Vlinderweg 6
2623 AX Delft
NL, P.O. Box 5059, 2600 GB Delft
+31 (0)15 2690 144
M515Eurocodes@nen.nl
www.nen.nl/eurocodes2020
OVERVIEW OF ALL DOCUMENTS FOR THE CALL FOR TENDERS - GRANT AGREEMENT CEN/2014-02

This document provides Instructions for Tenderers, but does not form a part of the Contract. Tenderers should note however that failure to return information in the correct format at the correct time will invalidate a Tender. They are, therefore, advised to take care and note which documents need to be returned at the indicated time.

The complete list of documents available to Tenderers contains the following elements:

- **Volume 1 (this document): Instructions to Tenderers** – This volume provides full instructions on how the Tender Process shall be organized and how and when Tenderers should submit their responses to the questions contained within and to the award criteria;

- **Volume 2 (available separately): Contract terms and Conditions** - This Volume contains the documentation for Contracts and general terms and conditions; 

- **Volume 3 (available separately): The Specification** – This volume contains the scope/brief, outlining the requirements.

- **Volume 1 Annex 2 (available separately): Template for quality submission** – This word document provides the template for the quality submission

- **Volume 1 Annex 3 (available separately): Template for financial submission** – This excel document provides the template for the financial submission

All the volumes can be found on [www.nen.nl/eurocodes2020](http://www.nen.nl/eurocodes2020).
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1 Introduction

1.1 Background

The Eurocodes (EN 1990 – EN 1999) enable the design of building and civil engineering works, and comprise 10 Standards in 58 parts. When they were published, prior to 2007, the first generation of EN Eurocodes were the most comprehensive and technically advanced suite of standards for structural and geotechnical design in the world.

Their development was a tremendous achievement and represented the culmination of over 30 years collaborative effort. Their impact has been considerable. It has been estimated that they affect the work of around 500 000 professional engineers across Europe.

In May 2010, the European Commission (EC), Enterprise and Industry Directorate-General, sent Programming Mandate M/466 EN to CEN concerning the Structural Eurocodes. The purpose of this mandate was to initiate the process of further evolution of the Eurocode system, incorporating both new and revised Eurocodes, and leading to the publication of the second generation of EN Eurocodes. CEN replied to this mandate in June 2011.

In December 2012, the European Commission, Enterprise and Industry Directorate-General, sent a further Mandate M/515 EN (hereafter referred to as M/515), inviting CEN to develop a detailed standardisation work programme using the reply to mandate M/466 as a basis, leading to the development of the second generation of EN Eurocodes.

In response to this request, as a first step, CEN/TC 250 prepared a technical response detailing TC 250’s proposed work programme together with additional supporting information. The preparation of this technical response was supported by extensive consultation with stakeholders.

At the Copenhagen meeting of CEN/TC 250 in May 2013, this technical reply was unanimously approved for submission to CEN for transmission to the European Commission. The technical response was reviewed by the European Commission and distributed to members of the Eurocode ‘ENC’ group. Positive feedback was received from all the members of the ENC that responded to the invitation to comment.

Subsequently, the full response to Mandate M/515 EN, combining detailed financial and technical proposals, was formally submitted to the European Commission in March 2014.

This quotation was accepted in December 2014. The European Commission and the European Free Trade Association (EFTA) awarded a grant agreement for Phase 1 of the proposed work programme to the European Committee for Standardization (CEN). The Dutch Foundation for Standardization (NEN) is responsible for the financial and operational management, administration and accounting of the execution of Mandate M/515 relating to the funding provided by the EC and EFTA.
The secretariat of the CEN Technical Committee, CEN/TC 250 Structural Eurocodes, is held by British Standards Institution (BSI). BSI retains responsibility for the co-ordination and management of the CEN/TC 250 work programme.

1.2 Overview of the CEN/TC 250 Work Programme

It is widely recognised that long-term confidence in the codes requires the Eurocodes to evolve in an appropriate manner. The CEN/TC 250 work programme developed in response to Mandate M/515 focuses on ensuring the standards remain fully up to date through embracing new methods, new materials, and new regulatory and market requirements. Furthermore, it focuses on further harmonisation and a major effort to improve the ease of use of the suite of standards for practical users.

Beneficial impacts of the work programme range from improved efficiency and targeted extension of scope, to increased user confidence and enhanced sustainability in construction. With the European market for design services in the construction sector having been estimated as approximately 75€Billion, it is clear that even very modest efficiency savings will yield very substantial monetary benefits for public and private sector clients.

The full TC 250 work programme is structured to comprise 79 discrete tasks in four overlapping phases, as illustrated in Figure 1. This has been done to enable the interdependencies between activities to be effectively managed and ensure that the work is undertaken as efficiently as possible. Each task in the work programme will be undertaken under the direction of one of TC 250’s existing Subcommittees (SC), Working Groups (WG) or Horizontal Groups (HG).

Phase 1 includes those parts of the work programme upon which other activities are primarily dependent for reasons of overall coordination, technical scope or because they are essential for achieving the target dates for delivery of the next generation of Eurocodes. Phase 1 of the TC 250 work programme includes 29 tasks, of which 25 are funded by EC and EFTA.

This Call for Tenders relates to Phase 1 – Technical Reviewer.

The scope of this Call for Tenders is solely for the role of Technical Reviewer for Phase 1 tasks.

Figure 1: Indicative phasing of work
The detailed specification for each of the tasks in Phase 1 of the work programme is included in Volume 3. A list of the Phase 1 tasks and a summary of final deliverables is given in Table 1.

All tasks concerned with existing Eurocode parts include some common requirements in their scope. Requirements relating to reducing NDPs and enhancing ease of use are included. The provision of background documents is a common requirement for all tasks.

Typically tasks are associated with particular Eurocode parts. However, in some cases, it has been determined that an alternative approach will be more effective. Therefore, in some cases several tasks contribute to the evolution of particular parts and in others, several related Eurocode parts are included within the scope of a single task.

### Table 1: Summary of final deliverables for Phase 1 tasks

<table>
<thead>
<tr>
<th>Task Ref.</th>
<th>Task Name</th>
<th>Deliverable a</th>
</tr>
</thead>
<tbody>
<tr>
<td>SC3</td>
<td>Design of Sections and Members according to EN 1993-1-1</td>
<td>Revised EN 1993-1-1. Background documents.</td>
</tr>
<tr>
<td>SC4</td>
<td>Respond to demands from industry,</td>
<td>Report on revisions to EN 1994-1-1, EN 1994-1-2 and EN</td>
</tr>
</tbody>
</table>
| Task Ref. | Task Name                                                                 | Deliverable | *
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>SC9.T2</td>
<td>New types of Connection.</td>
<td>Report on further revision to EN 1999-1-1 with new</td>
</tr>
<tr>
<td>Task Ref.</td>
<td>Task Name</td>
<td>Deliverable a</td>
</tr>
<tr>
<td>-----------</td>
<td>----------------------------------------------------------</td>
<td>------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>HG-B</td>
<td></td>
<td>clauses.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Background documents.</td>
</tr>
<tr>
<td>HG-B.T1</td>
<td>Bridges - consultation activities and ease of use review</td>
<td>Report containing specific recommendations to other SCs.</td>
</tr>
<tr>
<td>HG-F.T1</td>
<td>Harmonization of fire parts of Structural Eurocodes.</td>
<td></td>
</tr>
<tr>
<td>WG2</td>
<td></td>
<td>Conversion of the Report into CEN TS for general rules and actions.</td>
</tr>
<tr>
<td>WG2.T1b</td>
<td>Assessment and Retrofitting of Existing Structures – General Rules / Actions.</td>
<td></td>
</tr>
<tr>
<td>WG3</td>
<td></td>
<td>Conversion of the Report into CEN TS on Structural Glass (parts 1, 2 and 3).</td>
</tr>
<tr>
<td>WG3.T2</td>
<td>Structural Glass – Preparation of CEN TS</td>
<td></td>
</tr>
<tr>
<td>WG6.T1</td>
<td>Robustness Framework.</td>
<td></td>
</tr>
</tbody>
</table>

Note a Where reference is made to “revised EN 199x” or other deliverable, this is a ‘post-enquiry’ draft, meaning the related CEN/TC 250 Subcommittee, Working Group or Horizontal Group will have provided (technical) comments on the deliverable and these comments will have been responded to by the Project Team.

### 1.3 The purpose of this procurement

The purpose of this procurement is to appoint a Technical Reviewer for Phase 1 of the TC 250 work programme.

Appointments will be made on an individual basis. Tender responses must therefore be for individual experts. **Tender responses for teams will not be considered.**

### 1.4 Collaborative working

NEN, BSI and CEN wish to create an environment characterised by collaboration, mutual trust, respect, openness and whole team focus on delivering Mandate M/515 and CEN/TC 250’s objectives. Collaborative working must be a top priority for all parties because of the high level of interdependency...
between the Eurocode parts and because satisfactory delivery of the mandated work depends on satisfactory completion of all activities.

The Chairman and Secretary of the responsible SC / WG or HG will serve as ex-officio members of each Project Team, fulfilling a key role in ensuring effective technical coordination and that the work of the Project Team is aligned with the requirements of the EC and CEN/TC 250.

It is envisaged that Project Teams will use modern means of communication and collaborate using email, telephone and video-conferencing. Software for video-conferencing (GoToMeeting) can be used free of charge on request to CEN with prior notice.

1.5 Contracting

The objective of this Call for Tenders is to enable NEN to establish individual contracts for experts to work in each of the funded Project Teams for tasks in Phase 1 of the TC 250 work programme and who collectively form the most capable team for the task.

The appointment of experts to funded Project Teams will be undertaken in line with the Framework Partnership Agreement\(^1\) (FPA 2014) rules for award of contracts.

The contracts for the Project Team Leader and each of the Project Team Members will be based on the scope of work for one particular task included in this Call for Tenders.

Project Teams’ responsibilities will end when they have provided a draft that EC/EFTA\(^2\) accepts as being a correct and adequate response to the Contract.

The Contract is time based with a ceiling, with payments made at specific milestones. A maximum budget is available for the task, see Annex 1. Travel expenses (flight, hotel, dinner, etc.) can also be invoiced up to a pre-determined maximum at specific milestones. Milestones are given in Volume 2.

Payments to selected experts are dependent on NEN having received the corresponding payments. Tenderers should be forewarned that the delay between the receipt of the deliverables from the experts and NEN being in a position to issue the payment may be in the order of several months. This will be partly overcome by the fact that CEN and the EC have agreed on a pre-finance (Milestone 0) as given in Volume 2.

1.6 The Tender Process

The main steps and indicative timings for Tenderers in the Tender Process are listed in Table 2.

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\(^1\) EUROPEAN COMMISSION ENTERPRISE AND INDUSTRY DIRECTORATE-GENERAL - Sustainable Growth and EU 2020 Standards for boosting competitiveness - FRAMEWORK PARTNERSHIP AGREEMENT - FRAMEWORK AGREEMENT CEN 2014

\(^2\) In practice the technical approval will come from the relevant CEN/TC 250 Sub Committee, Working Group or Horizontal Group.
Table 2: Provisional Tender Process Timings (may be subject to change)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>31 January 2017</td>
<td>Launch call for experts</td>
</tr>
<tr>
<td>24 February 2017</td>
<td>Final date for submission of tender queries</td>
</tr>
<tr>
<td>6 March 2016, 5.00pm Central European Time (GMT+1).</td>
<td>Deadline for tender submissions</td>
</tr>
<tr>
<td>10 March 2016</td>
<td>Assessment completed by evaluation panels</td>
</tr>
<tr>
<td>15 May 2017</td>
<td>Confirmation of recommendation by EC/EFTA</td>
</tr>
<tr>
<td>By half June 2017</td>
<td>Target date to have contract in place with Technical Reviewer</td>
</tr>
</tbody>
</table>

1.7  **Publication of the Call for Tenders**

The Call for Tenders is published on the following websites:

- **NEN**  [www.nen.nl/eurocodes2020](http://www.nen.nl/eurocodes2020)

1.8  **List of documents to be returned with the tender**

The Tenderer shall submit the application using the web form (see 1.9.1):

1. Tenderer's organization, contact details, VAT identification number and bank details;
   - Contact details (organization name, approximate number of employees, department name, VAT identification number)
   - Invoice address (street name and number, P.O. Box number, postal code, city, country)
   - Bank details (bank name and address, International Bank Account Number (IBAN), BIC/SWIFT Code)
2. A completed quality submission, using the template provided (see 2.2);
3. A short CV supporting the candidates qualifications (see 2.2.2);
4. A financial offer, using the template provided (see 2.3)

A letter of endorsement from a National Standardisation Body is not required. However, such a letter may be included in a Tenderer’s submission.

The quality submission, short CV, financial offer and a letter of endorsement from a National Standardisation Body can be uploaded as separate files through the web form.
1.9 Tender Submission Points of Note

1.9.1 Tender Administrator

NEN’s point of contact for tender administration is:

Name: Mark Lurvink, Consultant structural safety, NEN.
E-mail: M515Eurocodes@nen.nl
Telephone: +31 (0)15 2 690 144.
Website: www.nen.nl/eurocodes2020
Submission web form: https://response.questback.com/nen/technicalreviewerphase1

All Tender submissions shall be submitted through the web form.
All questions shall be submitted by email at the above email address.

1.9.2 Completeness of Call for Tender documents

On receipt of the tender documents (via NEN’s website), tenderers shall check the attachments received against the list included at Section 1.9.3 of this Volume. If the attachments received are incomplete, tenderers are requested to contact NEN by email immediately.

1.9.3 List of Documents with this Call for Tenders

The following is a list of all the documents forming this Call for Tenders:

- Volume 1 (this document): Instructions to Tenderers – This volume provides full instructions on how the Tender Process shall be organized and how and when Tenderers should submit their responses to the questions contained within and to the award criteria;

- Volume 2 (available separately): Contract terms and Conditions - This Volume contains the documentation for Contracts and general terms and conditions;

- Volume 3 (available separately): The Specification – This volume contains the scope/brief, outlining the requirements.

- Volume 1 Annex 2 (available separately): Template for quality submission – This word document provides the template for the quality submission

- Volume 1 Annex 3 (available separately): Template for financial submission – This excel document provides the template for the financial submission
1.9.4 Information used in the tender assessment

Tenderers should note when preparing their response that the Evaluation Panel will evaluate the tender submissions using the information supplied by the tenderer within this tender process.

1.9.5 Tender compliance

Tender submissions will be checked initially for compliance with these Instructions To Tenderers and for completeness. Clarification may be sought from tenderers in order to determine if the tender submissions are complete and compliant but NEN reserves the right to reject any tenders that are not, upon receipt, compliant with, and in the format specified in this volume. It is recommended that the Tenderer undertakes its own check for content and compliance.

Each response shall be submitted electronically via email to NEN (see 1.9.1). Each submission document should be clearly labelled and signed where appropriate. We recommend that the following filename format is used:

“M515_ [TR] _ [Company Name] _ [Name of proposed expert]”

Example: M515_TR_ NEN_Lurvink

Each submission shall be emailed as one single zipped file containing all the submission documents in either Microsoft Word, Microsoft Excel, or Adobe PDF file format. The zip file shall not exceed a (compressed) file size of 5 MB. NEN shall have the right to reproduce copies of any tenders for the purposes of tender evaluation.

All information text that is alphanumeric should be formatted in A4 or A3 page layout. All submission documentation shall be in English, shall contain the Mandate Reference M/515 and it shall contain the designation of the Technical Reviewer (e.g. M/515 TR).

For ease of recognition, the tender documentation submitted by the Tenderer shall contain footers sequentially numbered, titled and cross-referenced when appropriate.

1.9.6 Tender validity period

Tenders shall remain open for acceptance by NEN for a period of nine months from the final submission return date.

1.9.7 Tender documents

Tender documents are provided electronically via the dedicated website (see 1.9.1). Although efforts have been made to ensure that all electronic files are virus free, it shall be the Tenderer’s responsibility to protect its own IT systems from any infection of the electronic files.
1.9.8 Tender queries

It is important that the Tenderer fully understands the Instructions To Tenderers provided in this document. Clarification will be provided where required. The objective is to provide clarification to both NEN’s requirements and rules to be applied to the operation of the Contract as well as the Tenderer’s submissions.

No formal or informal queries will be answered verbally by NEN. All responses to tender queries will be published on the dedicated website (see 1.9.1) to ensure a fair and transparent procurement process. The Tenderer should only accept and act upon responses to queries issued by NEN.

Queries must be received by the final date for submission of clarifications shown in Table 2. No guarantee can be given that any queries received after this date will be answered.

1.9.9 Requests for extensions

Any requests for an extension to the tender period must be received at least four working days before the return date, but no undertaking can be given that any extension will be granted. Any extension granted to one Tenderer will be granted to all Tenderers. Any extensions granted will be published on the dedicated website (see 1.9.1).

1.10 Corrupt gifts and payment of commission

Direct or indirect canvassing of anyone related to organizing or evaluating this Call for Tender, by any Tenderer concerning this Call for Tenders, and any attempt to procure confidential information regarding the tenders from any of the foregoing shall result in the disqualification of the Tenderer from the tender process.

1.11 Pricing errors

Any mistakes in the tender (for example in additions or multiplications carried forward), may be corrected by NEN subject to written clarification with the Tenderer. Any such change may be reason for the Tenderer to withdraw from the tender process.

1.12 Publicity and marketing

Tenderers are not permitted to:

- Use any trademarks, logos or any other Intellectual Property Rights associated with NEN, BSI, CEN, EC, or EFTA;
- Do anything or refrain from doing anything which would have an adverse effect on the NEN, BSI, CEN, EC, or EFTA; and
- If required, Tenderers must seek further guidance from the Tender Administrator (see 1.9.1).
1.13 Tender returns

The tender return and evaluation timetable is given in Table 2. This timetable may be subject to change and, in the event of a change, a revised timetable will be published on the dedicated website (see 1.9.1).

NEN reserves the right not to consider any tenders received after the submission deadline.

Submissions not accepting the General Terms and Conditions as provided in Volume 2 may be declared invalid.

If and when NEN accepts a tender, a notification shall be sent to the Tenderer via email.

2 Tender Responses & Evaluation

2.1 Objective and approach

The objective of the evaluation process is to select an individual expert to undertake the role of Technical Reviewer for the Phase 1 tasks.

The suitability of each Tenderer’s nominated expert will be assessed using the criteria set out below. The assessment will be based on a ratio of marks for quality and price of 85:15. An Evaluation Panel comprising suitably qualified experts without any conflicts of interest has been formed. The Evaluation Panel will undertake an assessment using their experience and judgment to form an opinion on each Tenderer’s submission and, on the basis of this assessment, make recommendations for the appointment of the Technical Reviewer.

2.2 Quality submission

2.2.1 Requirements

The quality submission shall be prepared using the template provided separately as Annex 2 to Volume 1 of this Call for Tenders. It shall be accompanied by a CV (see 2.2.2). The maximum word limits specified in the template in Annex 2 shall not be exceeded. Any additional materials provided by Tenderers will not be taken into account in the tender evaluation.

The response provided shall solely relate to experience and expertise of the nominated expert. The quality submission shall be submitted in PDF format.

2.2.2 CV

In addition to the information requested in the quality submission template (see Annex 2), a CV shall be provided for the nominated expert. This CV shall not be longer than 2 pages (A4 size).
2.2.3 Letters of endorsement

Letters of endorsement are not required.

2.2.4 Evaluation of quality submission

The quality aspects shall account for 85% of the marks awarded to each tender.

The capabilities of nominated experts and their suitability to fulfil a role on the Project Team will be assessed using the criteria and weighting given in Table 3 and will be based on the information provided in the tender response.

It is emphasised that responses should be prepared reflecting and responding to the scope and requirements of the role, see Volume 3 of this Call for Tenders.
<table>
<thead>
<tr>
<th>Expert skills</th>
<th>Maximum Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Quality Criteria:</td>
<td></td>
</tr>
<tr>
<td>1.1 Availability and commitment</td>
<td>15</td>
</tr>
<tr>
<td>1.2. Experience in standards development and implementation</td>
<td>10</td>
</tr>
<tr>
<td>1.3. Proficiency in English</td>
<td>10</td>
</tr>
<tr>
<td>1.4. Experience of successfully working collaboratively</td>
<td>5</td>
</tr>
<tr>
<td>Specific Quality Criteria:</td>
<td></td>
</tr>
<tr>
<td>1.5. Practical design experience of applying Eurocodes</td>
<td>10</td>
</tr>
<tr>
<td>1.6. Specialist expertise and knowledge of technical background to Eurocodes</td>
<td>5</td>
</tr>
<tr>
<td>1.7. Knowledge and understanding of the objectives of the CEN/TC 250 work</td>
<td>15</td>
</tr>
<tr>
<td>programme</td>
<td></td>
</tr>
<tr>
<td>1.8. Expertise and understanding in the development of user-orientated</td>
<td>15</td>
</tr>
<tr>
<td>structural and geotechnical design standards</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>85</strong></td>
</tr>
</tbody>
</table>

Guidance is provided in Table 4 on the standards to be used in awarding scores in the quality submission evaluation.
Table 4: Basis for Quality Scoring

<table>
<thead>
<tr>
<th>Grade</th>
<th>How well does the proposed expert demonstrate relevant capability and experience relevant to the task and their role within the Project Team</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unacceptable</td>
<td>The Tenderer fails to demonstrate an adequate understanding of the task and fails to provide evidence of commitment, capability and experience relevant to the task.</td>
<td>0 – 19%</td>
</tr>
<tr>
<td>Weak</td>
<td>The Tenderer only demonstrates a weak understanding of the objectives of the task and provides weak evidence of commitment, capability and experience relevant to the task.</td>
<td>20 – 39%</td>
</tr>
<tr>
<td>Moderate</td>
<td>The Tenderer demonstrates a moderate understanding of the objectives of the task and provides moderate evidence of commitment, capability and experience relevant to the task.</td>
<td>40 – 59%</td>
</tr>
<tr>
<td>Good</td>
<td>The Tenderer demonstrates a good understanding of the objectives of the task and provides good evidence of commitment, capability and experience relevant to the task.</td>
<td>60 – 79%</td>
</tr>
<tr>
<td>Excellent</td>
<td>The Tenderer demonstrates an excellent understanding of the objectives of the task and provides excellent evidence of commitment, capability and experience relevant to the task.</td>
<td>80 – 100%</td>
</tr>
</tbody>
</table>

2.3 Financial submission

2.3.1 Requirements

The financial submission shall be prepared using the spreadsheet template provided separately as Annex 3 to Volume 1 of this Call for Tenders. The Tenderer’s financial offer shall comprise the following:

(i) The overall budget for the nominated expert exclusive of VAT and inclusive of all expenses (including travel and lodging costs) incurred in undertaking the project. The overall budget shall be consistent with the available budget given in Annex 1.

(ii) The day rate for the nominated expert exclusive of VAT. This day rate is based upon an 8 hour working day. This day rate shall be inclusive of all expenses (including travel and lodging costs) incurred in undertaking the project.

The Tenderer shall submit the financial offer using the provided template through the web form. The offer shall be signed by the Tenderer’s official representative.
All pricings shall be done in Euro. All pricings will be fixed for the duration of the Contract.

Whilst it is broadly accepted that the rate payable for standardisation work will not be a full commercial rate, it must still be adequate so that experts of the calibre required are not unduly deterred from participating. A reference rate of EUR 550 per day for labour only is considered to be an appropriate compromise for the Technical Reviewer and budgeting has therefore been undertaken on that basis. By way of illustration the reference rate of EUR 550 per day is typically less than 80% of the commercial rate to public sector clients in UK of a suitably qualified expert. For this reason, the maximum financial resources are mentioned in Annex 1 in order to receive offers which fit into available EC/EFTA budgets.

As stated in Section 2.4 of Volume 3 of this Call for Tenders, it is expected that the Technical Reviewer will need to undertake around 90 days work to support delivery of Mandate M/515 phase 1 tasks.

### 2.3.2 Evaluation

The financial aspects shall account for 15% of the marks awarded to each tender.

NEN reserves the right not to give further consideration to any Tenderer whose applications are considered either commercially unviable, where the total number of days (given by the overall budget divided by the day rate) is unrealistically low, or which exceed the available budget.

Evaluation of the Tenderer’s submission will involve checking:

- that entries required in the financial submission has been provided by the Tenderer;
- that there are no obvious anomalies;
- that there are no technical qualifications in the Tenders.

NEN may seek to clarify and understand any anomalies it finds. Anomalies may be reason for rejection of the Tender without further notice.

The total tender price will be used to calculate the financial score using the following methodology:

- A median price (MP) of the tendered prices will be calculated. The median price of the tenders will be assigned a value of 7.5 points (out of 15).
- 0.075 point is deducted from an initial total of 7.5 points for each percentage point the tendered price is above MP, but the score taken not less than 0;
- 0.075 point is added to the initial total of 7.5 points for each percentage point the tendered price is below MP.

An example is provided in Figure 2.
Prices stated below are used as examples only and are not necessarily indicative of any of the budgets for this project:

<table>
<thead>
<tr>
<th>Tender</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>€ 10K</td>
</tr>
<tr>
<td>B</td>
<td>€ 12K</td>
</tr>
<tr>
<td>C</td>
<td>€ 14K</td>
</tr>
<tr>
<td>D</td>
<td>€ 15K</td>
</tr>
<tr>
<td>E</td>
<td>€ 18K</td>
</tr>
</tbody>
</table>

- Median Price = € 14K equals 7.5 points.

Deducting or adding points depending upon the amounts the assessed tender prices are above or below the mean price:

<table>
<thead>
<tr>
<th>Tender</th>
<th>Price Above/Below MP</th>
<th>Points Calculation</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>€ 4,0K below MP</td>
<td>7.5 + 29 % × 7.5</td>
<td>9.64</td>
</tr>
<tr>
<td>B</td>
<td>€ 1,0K below MP</td>
<td>7.5 + 14 % × 7.5</td>
<td>8.57</td>
</tr>
<tr>
<td>C</td>
<td>Equal to MP</td>
<td>= 7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>D</td>
<td>€ 1,0K above MP</td>
<td>7.5 – 7 % × 7.5</td>
<td>6.96</td>
</tr>
<tr>
<td>E</td>
<td>€ 4,0K above MP</td>
<td>7.5 – 29 % × 7.5</td>
<td>5.36</td>
</tr>
</tbody>
</table>

**Figure 2 – Example of calculation of financial score**

### 2.4 Summation of scores

The marks for Quality and Financial Submission will be weighted in the ratio 85:15 respectively and added to provide the overall Tender score.

### 2.5 European Commission approval to proceed

The recommendations of the Evaluation Panel will be submitted to the European Commission for approval to proceed.

### 3 Contract award

Once EC/EFTA has approved a Contract award decision, notification of the intention to award a Contract will be sent to all Tenderers by NEN. Contract documents will then be sent to the successful Tenderer for execution and start dates confirmed. Tenderers whose submissions were not awarded with a contract will be informed.
4 Terms and definitions

Within this document the following terms and definitions are used (in alphabetical order).

<table>
<thead>
<tr>
<th>Abbreviation</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>BSI</td>
<td>British Standards Institution</td>
</tr>
<tr>
<td>CEN</td>
<td>European Committee for Standardization</td>
</tr>
<tr>
<td>EC</td>
<td>European Commission</td>
</tr>
<tr>
<td>EFTA</td>
<td>European Free Trade Association</td>
</tr>
<tr>
<td>EN</td>
<td>European Standard</td>
</tr>
<tr>
<td>HG</td>
<td>Horizontal Group</td>
</tr>
<tr>
<td>NEN</td>
<td>Dutch Foundation for Standardization</td>
</tr>
<tr>
<td>PT</td>
<td>Project Team</td>
</tr>
<tr>
<td>SC</td>
<td>Subcommittee</td>
</tr>
<tr>
<td>TC</td>
<td>Technical (standardization) Committee</td>
</tr>
<tr>
<td>TG</td>
<td>Task Group</td>
</tr>
<tr>
<td>WG</td>
<td>Working Group</td>
</tr>
</tbody>
</table>
Annex 1 – Budgets

In Table A1.1 budgets for the task are given.

**Table A1.1 - Budgets**

<table>
<thead>
<tr>
<th>Ref</th>
<th>Task name</th>
<th>Maximum budget (exclusive of VAT) [EUR]</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>Technical Reviewer phase 1</td>
<td>Up to € 60 400</td>
</tr>
</tbody>
</table>

a Expenses (travel and lodging costs) to be incurred in the context of this project are included in this budget.
Annex 2 – Template for Quality Submission

Annex 2 is provided separately in Word format on the dedicated website (see 1.9.1).

Annex 3 – Template for Financial Submission

Annex 3 is provided separately in Excel format on the dedicated website (see 1.9.1).