EUROPEAN COMMISSION
DIRECTORATE-GENERAL
TAXATION AND CUSTOMS UNION
Customs Policy, Legislation, Tariff
Combined Nomenclature, tariff classification and integration of trade measures

Open invitation to tender n° TAXUD/2015/AO-02

For the provision of scientific and technical assistance in the field of scientific customs

Tendering Specifications

PART 1 – TENDER DESCRIPTION

1. BACKGROUND AND OBJECTIVES OF THIS CALL FOR TENDERS

Customs is the interface between the European Union (EU) and the rest of the world. It has a central place in the implementation of EU and national laws concerning the movement of goods, in the protection of the EU economy, environment, health and society, as well as in the collection of the appropriate taxes and duties.

Nevertheless, these tasks are rendered difficult by a number of factors:
– abundance and complexity of laws,

– limited available resources of administrations and economic operators,

– high complexity of customs classification,

– especially for chemicals, taken in a broad sense, huge number and complexity of these products, many possibilities to name them, translation into all EU languages, scattered information, often dangerous products,

– especially for food products, taken in a broad sense, complexity of their composition, higher rates of customs duties and other taxes.

These difficulties have led to the creation of scientific customs facilities over the years, and in particular to:
– numerous customs laboratories in the Member States, co-ordinated by the Customs Laboratories European Network (CLEN), and

– the European Customs Inventory of Chemical Substances (ECICS), a database which is currently maintained by the European Commission Directorate-General for Taxation and Customs Union (DG TAXUD).

As customs laboratories are usually “customs and excise” or “finance” laboratories, this call for tender covers also some activities partially or totally related to excise and other taxes and duties.

2. INTRODUCTION

This call for tenders covers scientific, technical and secretarial assistance for a maximum period of 4 years, in the field of scientific customs, as well as related work in the framework of the Customs Code Committee – tariff and statistical nomenclature section, relative to two separate lots:

LOT 1. Update and enrichment of ECICS database

LOT 2. Expertise in pharmaceutical science and botany

The cornerstone of the customs declaration, and consequently of the correct implementation of EU customs legislations, trade agreements and other legislation on e.g. health, environment and security which must be applied by customs, is the Harmonised Commodity Description and Coding System (HS) nomenclature and its explanatory notes. The HS is managed by the World Customs Organization (WCO). Almost all trade in the world is based on this nomenclature. Other EU legislations on e.g. excise, energy taxation and antidumping are also based on the same nomenclature.

The EU uses the HS in a more detailed nomenclature, the Combined Nomenclature (CN), which is updated every year. It has last been amended by the Commission Regulation (EU) No 1101/2014 of 16 October 2014 amending Annex I to Council Regulation (EEC) No 2658/87 on the tariff and statistical nomenclature and on the Common Customs Tariff, published in the Official Journal of the European Union, L 312 of 31 October 2014. The CN has also its own explanatory notes.

Council Regulation (EEC) No 2658/87 of 23 July 1987 on the tariff and statistical nomenclature and on the Common Customs Tariff (Official Journal, L 256 of 7 September 1987) states in Article 12(3): "In order to ensure the uniform application of the Common Customs Tariff and the TARIC, the Commission shall promote coordination and harmonisation of practices in Member States' customs laboratories, using, wherever possible, computerised means."

Since 1998, under the auspices of the Customs 2002, 2007, 2013 and currently 2020 Programmes, a collaborative programme has involved the Commission and the Member States customs administrations in various actions and projects aimed at a better coordination of the tasks and the work of the European customs laboratories. Currently 87 laboratories are operating, representing some 2 100 people.

The "Customs Laboratories European Network (CLEN)" was created in 1999 to co-ordinate the activities. Its main achievements are a more widespread knowledge of the customs laboratories and their mutual recognition, a continuous evaluation of their performances, the exchange of scientific expertise among them, databases on analytical methods and tariff classification of chemicals, common and uniform work methods for the sampling and the analysis. The CLEN contributes to the overall functioning of the European Customs Laboratories as a network.

The activities carried out cover six main action areas:

Action 1: ILIADe database (Inter Laboratory Inventory of Analytical Determination),
Action 2: Inter-comparisons and method validations,
Action 3: Networking on quality,
Action 4: Communication and strategy,
Action 5: Scientific expertise,
Action 6: European Customs Inventory of Chemical Substances (ECICS).

The CLEN pursues the effort towards a network of customs laboratories, common work methods and harmonised procedures for a uniform application of customs and other duties and taxes; promotes a better use of the human and technical resources with exchange of expertise; and accompanies the evolution of customs laboratories in domains such as safeguard of citizens, health and environmental protection, fight against counterfeiting and fraud and fight against terrorism.

The European Customs Inventory of Chemical Substances (ECICS) is a customs tool for the identification, the customs classification and the designation of chemicals and the translation of their names into the EU languages. It is of the utmost importance for the easy and correct customs declaration and customs control of these products. It was created by DG TAXUD in the 1970s. The ECICS database is completed by a series of modules necessary for its management such as import, export, mass update, developed chemical structures and translation modules. The ECICS user guide can be found in annex 10.

ECICS contains currently more than 40 000 chemical substances, representing the main products from a trade point of view as well as from a control point of view: International Non-proprietary Name (INN) pharmaceuticals, International Organization for Standardization (ISO) pesticides, drugs and their precursors, chemical weapons and their precursors, dangerous chemicals... Most of them are organic but a certain number of them are inorganic, polymers, biochemicals, natural products. New products are added continuously.

It contains customs classifications according to the Harmonised Commodity Description and Coding System (HS) of the World Customs Organization (WCO) and the Combined Nomenclature (CN), Chemical Abstracts Service (CAS) Registry Numbers as well as the Customs Union and Statistics (CUS) number which is an easy internal identifier assigned by DG TAXUD to search the ECICS database and to communicate with Customs.

Names are those decided by international organisations like the World Health Organisation (WHO) and the International Organization for Standardization (ISO) or are constructed following the rules of the International Union of Pure and Applied Chemistry (IUPAC). Alongside these "principal names", to be used preferably in the customs clearance and in the preparation of legislation, ECICS keeps also some out-of-date names (common or trade names) as synonyms, used only for identification. They are currently being translated into all the EU languages with the help of the ECICS translation module.

Finally, still in the framework of the CLEN activities, the domain of pharmaceuticals and botany call for a particular attention.

The experts of the customs laboratories deals regularly with the tariff classification of pharmaceuticals, food supplements, tonic beverages, traditional remedies and other “botanicals” for which the distinction is not necessarily obvious. Moreover, the increased

interest for these products increases also the health risks for EU citizens. These products must therefore be clearly identified.

3. SPECIFICATIONS

This call for tenders is divided into 2 **lots**. For each lot a framework contract is awarded to a single contractor by the European Commission. Tenderers can bid for one or more lots. The bids for each lot should be completed separately.

LOT 1. Update and enrichment of ECICS database

As customs nomenclatures change partially every year, HS and CN codes must be updated accordingly in ECICS.

Similarly, classification decisions, explanatory notes and other interpretation decisions are taken regularly by the World Customs Organization, the Customs Code Committee, the European Court of Justice, etc. These have to be taken into account. Mistakes found during the update or found by customs administrations and economic operators have also to be corrected.

Thousands of new chemicals appear on the market every year. Many of them enter into legislation, trade agreements and international conventions (on drugs and their precursors, chemical weapons and their precursors, ozone depleting substances, dual use goods, REACH, etc). DG TAXUD participates in the preparation of these decisions. Afterwards, customs administrations and economic operators must implement them. EU legislation, international conventions, trade agreements, catalogues and databases of chemicals (INN, ISO, CI…) have to be analysed regularly and products missing in ECICS need to be added to it. Missing chemicals proposed by economic operators have also to be added.

Translation of current names in ECICS into new EU languages, as well as translation of new products into all languages, has to be performed with the ECICS translation software and the help of IUPAC experts and DG Translation. Existing translations have to be updated.

The ECICS database and all its modules have to be tested regularly, particularly during new developments and upgrades. Improvements of the database have to be proposed when necessary.

To take into account the evolution of users' needs, new data has to be found or generated and subsequently added or linked. Examples of data are references to legislation, risk indicators, safety data, physical properties, analytical spectra, specific identifiers, chemical structures, InChI codes, InChIKey, UN numbers, etc. Recommendations aiming to improve the content of the database have to be prepared.

Small scientific studies related to chemical products have to be completed to help the Customs Code Committee, tariff and statistical nomenclature section, the Scientific Sub-

Committee of the World Customs Organization (WCO) and the Pharma-GATT Group of the World Trade Organization (WTO), and consequently have to be integrated into ECICS.

Reports and supporting documents on these activities have to be produced.

ECICS has to be promoted in general.

Several secretarial tasks have to be performed.

The services will cover the following tasks:

- Analysis of the chemical chapters of the CN nomenclature each year and of the HS nomenclature and explanatory notes regularly, update of HS and CN codes in ECICS accordingly.

- Scientific and technical analysis of the files submitted to DG TAXUD operational unit, to the Customs Code Committee, tariff and statistical nomenclature section, to the Scientific Sub-Committee of the WCO and to the Pharma-Gatt Group of the WTO: scientific study of chemical substances (e.g. identification, uses, manufacture), tariff classification study (e.g. current and proposed classification, motivations, classification background, comparison of similar problems), correct description of the products using IUPAC and international denominations (INN, ISO, CI, INCI…), translation of the chemical names with the ECICS translation module, search of missing data or of reference data, retrieval or drawing of the chemical developed structure when necessary, retrieval or generation of data such as InChI codes and InChIKey, implementation of the results in ECICS (update of CN codes, description or translation, introduction of new products or new data). These files will serve as a working basis and will represent the position of the Commission within the various committees of experts in which it takes part. The number of files is estimated at about 20 per year, with a number of products ranging from several tens up to several hundred per file.

- Analysis of the EU legislation on chemical substances in the broad sense (REACH, pesticides, pharmaceuticals, cosmetics, dangerous products, etc.) and any other source relating to chemicals (international conventions, international organisations, commercial catalogues, databases of chemicals, reference books, etc.): identification of newly regulated chemicals and of modifications brought to regulated chemicals already available in ECICS, identification of new interesting chemicals from a trade or a control point of view to be included in ECICS, identification of new or modified data (e.g. identifiers, synonyms, regulation data, etc.); same activities as above. The number of new products to be added in ECICS is estimated at about 3 000 per year.

- Correction of mistakes found in ECICS during studies or the update or found by customs administrations and economic operators: this implies also the retrieval and correction of other similar mistakes in ECICS, preparation of working documents for discussion in the Customs Code Committee.

- Replies to e-mail messages sent to the ECICS-DDS mailbox: search in ECICS and other databases, proposal of a tariff classification if a product is missing, addition of missing products in a list of proposals for inclusion in ECICS, preparation of working

documents for the Customs Code Committee if necessary. The number of messages is estimated at about 100 per year.

- Regular revision of English names following new releases of IUPAC nomenclatures or other designation nomenclatures (INN, ISO, CI, etc), with the help of IUPAC experts and chemical naming software: search and retrieval in ECICS, comparison of old and new names, improvement of names, creation of synonyms, preparation of working documents for discussion in the Customs Code Committee, update of the database afterwards.

- Translation of all ECICS names into all EU languages, translation of new products or new names into all languages, translation of all names when a new language is added or corrected, with the ECICS translation module and the help of IUPAC experts and DG Translation. Update and correction of existing translations: search and retrieval in ECICS, comparison of old and new translations, automatic translation with the ECICS translation module or manual correction, preparation of working documents for discussion in the Customs Code Committee, update of the database afterwards.

- Enrichment and improvement of ECICS: addition of formatting styles in chemical names (italics, small caps, superscript, subscript, Greek letters, symbols, etc.), addition of IUPAC names and synonyms, addition of reference data on legislation and other references, addition or linkage to other interesting data for ECICS and their users (risk indicators, safety data, physical properties, analytical spectra, etc.), retrieval or drawing of chemical developed structures with chemical drawing software, retrieval or generation of data such as InChI codes and InChIKey, search and addition of missing CAS RN, search and deletion of duplicates. Recommendations for the improvement of the content of ECICS.

- Drafting of working documents, participation in meetings of the Customs Code Committee, the Scientific Sub-Committee of the WCO, the Pharma-Gatt Group of the WTO and other meetings with Member States, CLEN, IUPAC, industries and other interested stakeholders, writing of meeting reports, implementation of the results in ECICS afterwards.

- Preparation of ECICS data for export or circulation: verification of data for upload in the TAXUD Data Dissemination System several times per year, pharmaceutical annexes of CN each year, electronic files several times per year for circulation or exchange, possibly correction, export, cleaning, formatting. Preparation of electronic files for import into ECICS: analysis and comparison of files, cleaning, formatting, import, verification of the import.

- Test of the ECICS database and all its modules regularly, particularly during new developments and upgrades, feedback to developers. Recommendations for improvements of the database and its modules, contact with developers in case of failures, recommendation for the enrichment of the ECICS translation module.

- Preparation of best practices and guidelines for the use of the ECICS database and its modules: update, enrichment, translation, developed chemical structures, import and export… Preparation of training material.

- Promotion of ECICS to all interested stakeholders, liaison with possible contributors.

- Scientific monitoring of subjects of interest for the customs laboratories, study of scientific literature, visit of congresses and exhibitions.

- Secretarial support in organising meetings and workshops, including contact with stakeholders, drafting and circulating working documents and minutes.

As an important part of the work is done directly in the database itself, the obtaining of a secured remote access to the database is an absolute necessity. This requires in particular, in the tenderer's premises, a secured office, computer and network links. The update and enrichment of ECICS is still largely manual as also the preparation of working documents is largely made outside the database. The work requires therefore a good experience in the manipulation of various electronic files and data.

LOT 2. Expertise in pharmaceutical science and botany

Customs nomenclatures (Harmonised Commodity Description and Coding System (HS) and Combined Nomenclature (CN)) are highly complex in the chemical and food chapters (chapters 1 to 40), even for chemists, and are not necessarily consistent. Moreover, in some sectors, they no longer reflect the reality of the market.

The objective is to help the Customs Code Committee and the customs laboratories in the domain of pharmaceuticals, traditional medicine, food supplements and botany. A particular attention has to be given to the notion "for therapeutic or prophylactic uses" which is the distinctive criteria for a classification in the Chapter 30 Pharmaceutical products[1].

The legal notes in the customs nomenclatures provide in particular:

"1. This chapter does not cover:
(a) foods or beverages (such as dietetic, diabetic or fortified foods, food supplements, tonic beverages and mineral waters), other than nutritional preparations for intravenous administration (Section IV);
...
(d) aqueous distillates or aqueous solutions of essential oils, suitable for medicinal uses (heading 3301);
…
1. Heading 3004 includes herbal medicinal preparations and preparations based on the following active substances: vitamins, minerals, essential amino-acids or fatty acids, in packings for retail sale. These preparations are classified in heading 3004 if they bear on the label, packaging or on the accompanying user directions the following statements of:
(a) the specific diseases, ailments or their symptoms for which the product is to be used;
(b) the concentration of active substance or substances contained therein;
(c) dosage; and
(d) mode of application.

[1] Commission Implementing Regulation (EU) No 1101/2014 of 16 October 2014 amending Annex I to Council Regulation (EEC) No 2658/87 on the tariff and statistical nomenclature and on the Common Customs Tariff

This heading includes homeopathic medicinal preparations when they meet the conditions of (a), (c) and (d) mentioned above.
In the case of preparations based on vitamins, minerals, essential amino-acids or fatty acids, the level of one of these substances per recommended daily dose indicated on the label must be significantly higher than the recommended daily allowance to maintain general health or well-being."

Similarly the classification of some groups of chemical substances (e.g. antibiotics, pesticides…) depends on the possible therapeutic or prophylactic effect, which cannot be deducted from the chemical structure.

Consequently, in order to classify such products, it is highly important to determine their therapeutic or prophylactic effect or the absence of effect, the active ingredients, the minimum dosage for a positive effect and other similar data.

The correct use of botanical names represents also a challenge in the implementation of the customs tariff. The name of some plants, vegetables, fruits, can be wrong, outdated or doubtful when different sources give different names.

Finally the increased interest for these products in the public increases also more and more the risk for the health of the EU citizens and the smuggling of products obtained from endangered species. The customs laboratories participate in the implementation of EU health policy and in the fight against illicit traffics.

Scientific literature, databases, regulations, on plants, parts or extracts of plants, other natural compounds, vitamins, minerals, traditional medicine, pharmaceuticals, etc. have to be analysed to support the work of DG TAXUD and the Customs Code Committee.

The task is to be carried out on the basis of existing lists, regulations, explanatory notes, as background work, but several specific cases each year may need an opinion within a short deadline (typically one month).

Difficulties, inconsistencies and anomalies in the classification or the naming of these products have to be pointed out.

Specific analytical methods, trainings and reference databases have to be proposed or developed to facilitate the clear identification of these products.

A limited number of analyses of such products could also be requested.

Related reports and supporting documents have to be produced on these activities.

Several secretarial tasks have to be performed.

The services will cover the following tasks:

- Study of Scientific literature and databases on plants, parts or extracts of plants, other natural compounds, vitamins, minerals, traditional medicine, pharmaceuticals, etc. in order to determine their effect or their absence of "therapeutic or prophylactic effect" (e.g. their active ingredients, the minimum dosage for an positive effect).

- Study of existing lists, regulations, explanatory notes, as background work.

- Study of several specific cases each year which may need an opinion within a short deadline (typically one month).

- Study of the difficulties, inconsistencies and anomalies in the customs classification, recommendations for the update or improvement of the tariff nomenclature.

- Information on potential development in this field, new classes of products, new trends on the market, decreasing sectors, dangerous products.

- Correct scientific naming of plants, vegetables, fruits and botanicals.

- Proposal or development of specific analytical methods or standard procedures.

- Organisation of trainings on techniques such as HPTLC and microscopy.

- Analyse of a limited number of products.

- Proposal or development of reference databases.

- Drafting of working documents, participation in meetings of the Customs Code Committee, the Scientific Sub-Committee of the WCO, the Pharma-Gatt Group of the WTO and other meetings with Member States, CLEN, industries and other interested stakeholders, writing of meeting reports.

- Scientific monitoring of subjects of interest for the customs laboratories, study of scientific literature, visit of congresses and exhibitions.

- Secretarial support in organising meetings and workshops, including contact with stakeholders, drafting and circulating working documents and minutes.

3.1. Scope and duration of the tasks

The duration of each framework contract (for each lot) shall be of a maximum period of 4 years from its date of signature. Each framework contract shall have an initial duration of 2 years. It may be renewed only with the express written agreement of the parties before the framework contract ends. Only two renewals for a period of 1 year each shall be possible. Each specific contract made under each framework contract shall have its own specific duration.

3.2. Reports and meetings

A number of reports will be prepared, under the different specific contracts, to enable the Commission to monitor progress. These include the following:

- An initial report to be presented within one week from the beginning of each contract period, including a proposed work plan for all activities and an indicative implementation time table for approval and adoption by the Commission.

- A detailed record of each coordination meeting to be submitted to the Commission within one week of the meeting itself.

- A detailed record of each meeting/workshop/seminar to be submitted to the Commission within two weeks of their occurrence for meeting/workshop/seminar with a duration of one day and within three weeks for meetings/workshops/seminars with the duration of two or more days.

- A short monthly activity report presented within one week of the reference period, commenting on the following aspects:

  - the state of play in relation to the work plan,

  - the tasks carried out during the reference period,

  - the activities planned in the short and medium term.

- An annual activity report to be drawn up at the end of each specific contract, presented within one month of the end of the reference period, with the following:

  - the state of play in relation to the work plan,

  - the tasks carried out during the reference period,

  - the future activities planned in the short and medium term,

  - recommendations for improving working methods,

  - technical files and reports from the various actions to be annexed to the report.

- A final report presented as follows:

  - in draft form within two months of the date on which the contract provides for completion of the work,

  - in definitive format taking into account the Commission comments within one month of receipt of those comments.

All documents and summaries will be drafted in English and produced according to the rules laid down by the Commission concerning both the presentation and deadlines for submission.

Strict confidentiality will be observed in the treatment of all documents, reports and information relating to the contract. A confidentiality undertaking will be requested by the Commission.

The Commission will be granted access to all the data which was used.

The working language used in the meetings will be English.

Regular monitoring and coordination meetings will be organised in Commission premises, in the customs laboratories of the Member States or in other places indicated by the Commission.

Estimation of all meetings:

Task	Estimated Number of participants	Frequency	Duration of each meeting
Lot 1 : Update and enrichment of ECICS database			
Management groups	15 to 35	1/year	2 days
Participation in meetings of CCC, WCO and other committees, CLEN, Project Groups	30 to 70	8/year	1-3 days
Workshops	30 to 100	1/year	1-3 days
Trainings	40	1/year	2 days
Coordination meetings with the Commission	4	6/year	1 day
Lot 2 : Expertise in pharmaceutical science and botany			
Participation in meetings of CCC, WCO and other committees, CLEN, Project Groups	30 to 70	4/year	1-3 days
Workshops	30 to 70	1/year	1-3 days
Trainings	20	1/year	2 days
Coordination meetings with the Commission	4	4/year	1 day

3.3. Validation of work

The Commission monitors the actions. The Customs Laboratories European Network and the Customs Code Committee, tariff and statistical nomenclature section, are involved in the definition of the work, are kept informed about the progress of the actions and are invited to give comments until the finalisation.

The Commission validates the work carried out by the contractor.

3.4 Publication of the scientific reports

The scientific report shall include:

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

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

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

3.4.1 Publishable executive summary

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

- the following standard disclaimer:

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

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

3.4.2 Graphic requirements

A simple Word template will be provided to the winner of the contract. The cover page must be filled in by the contractor in accordance with the instructions provided in the template.

The use of templates for studies is exclusive to European Commission's contractors. No template for studies is provided to tenderers while preparing their tenders.

4. ASSESSMENT OF THE OFFERS

4.1 ADMINISTRATIVE INFORMATION

For details on conditions and information on documents and administrative information that need to be submitted for each of the companies participating in the offer, please see Annex 1: Questionnaire.

4.2 EXCLUSION CRITERIA

The Commission reserves its right to exclude offers which do not meet the exclusion criteria as described in section 9.1 of Annex 4: Guidebook for Tenderers and established in section 2 of Annex 1: Questionnaire. This Annex 1 also details the information to provide with respect to the exclusion criteria.

4.3 SELECTION CRITERIA

Tenderers will be selected for the quality assessment only if they can prove that they have (1) sufficient economic and financial capacity, and (2) sufficient technical and professional capacity.
The selection process is described further in section 9.2 of Annex 4: Guidebook for Tenderers. Sections 3 and 4 of Annex 1 – Questionnaire establish the criteria to be met and outline what type of information tenderers have to provide.

4.4 AWARD CRITERIA

4.4.1 Technical evaluation

Please refer to Annex 4 – Guidebook for Tenderers, section 9.3.1 and Annex 1 – Questionnaire, section 5.

The technical evaluation will be carried out by establishing an overall technical score for the technical proposal that takes into account the individual scores for the award criteria listed in section 5 of the Questionnaire.

The quality of the offers will be evaluated by the degree to which they fulfil the requirements as specified under sections 3 of these Tendering Specifications.
The importance given to each award criterion is stated in weight (percentage) and points.

The maximum overall score, as laid down in the Questionnaire, is 100 points.

Selected companies will have to score at least 50% for each award criterion.

Offers for which the technical quality assessment score is less than 60 points or offers for which less than half the points are scored on an individual criterion will not be considered for the price assessment and for the award of the contract.

The offer found to be of the best quality will receive a normalised quality indicator of 100 points. The remaining offers will receive lower normalised quality indicators in proportion to their quality.

The technical offer must cover all aspects and tasks required by the Tendering Specifications and provide all the information needed to comply with the award criteria.

Offers deviating from the requirements or not covering all requirements may be excluded on the basis of non-conformity with the tendering specifications and will therefore not be evaluated.

4.4.2 Financial evaluation

Please refer to Annex 4 – Guidebook for Tenderers, sections 9.3.2 and 6.3.6.

The financial evaluation will be performed on the basis of the prices stated in the Annex 3 which constitutes the financial offer.

Your attention is drawn to the fact that these figures do not constitute any formal obligation for the Commission to procure any amount of services.

Prices must be inclusive of all additional costs. The price per man-day is unique per category of experts and includes all types of overheads, including travel and subsistence costs. Please be aware of Article 151 of the Rules of Application of the Financial Regulation on abnormally low price offers.

Any assumption, hypothesis or condition in the formulation of the financial offer shall cause rejection of the whole offer.

The offer found to be the cheapest will receive a normalised price indicator of 100 points. The remaining offers will receive lower normalised price indicators in proportion to their prices.

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 cannot be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

4.4.3 Award

Please refer to Annex 4 – Guidebook for Tenderers, section 9.4.

The offer presenting the best value for money will be identified in the following way: a weighting factor of 70% will be applied to the normalised quality indicator and a weighting factor of 30% will be applied to the normalised price indicator.

The highest result will indicate the offer presenting the best value for money:

(Normalised quality × 70%) + (Normalised Price × 30%) = Normalised result

4. ANNEXES

Annex 1	Questionnaire
Annex 2	*not applicable*
Annex 3	Price table
Annex 4	Guidebook for tenderers
Annex 5	Declaration of honour on exclusion criteria and absence of conflict of interest
Annex 6	Legal entity form
Annex 7	Financial identification form
Annex 8	Power of attorney
Annex 9	Model framework contract
Annex 10	ECICS user guide