

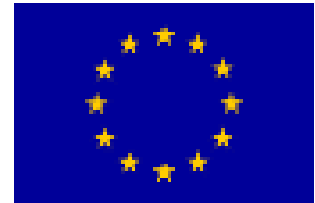
Open call for tenders

GSA/OP/07/13

**"Provision of technical assistance in the GNSS market
technology monitoring, stakeholders' marketing and
economic modelling and forecasting"**

TENDER SPECIFICATIONS

Contract notice number: 2013/S 137-237118



1. OVERVIEW

The present tender specifications constitute a baseline of the call for tenders and are intended to provide to the tenderers the technical specifications and further information on the procurement process to allow them preparing their tender.

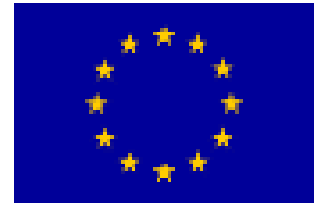
2. BACKGROUND

The tender is launched in relation to the European satellite navigation policy. The aim of the European satellite navigation policy is to provide the Union with two satellite navigation systems which arise respectively from the Galileo and EGNOS programmes. Each infrastructure consists of satellites and a network of ground stations. The aim of the Galileo programme is to establish and operate the first global satellite navigation and positioning infrastructure specifically designed for civilian purposes which can be used by a variety of public and private actors in Europe and worldwide. The aim of the EGNOS programme is to improve the quality of open signals from existing global navigation satellite systems (hereinafter 'GNSS') as well as those of the open service offered by the system established under the Galileo programme, when they become available. The services provided by the EGNOS programme should cover, as a priority, the area of the Member States' territories geographically located in Europe, including for this purpose the Azores, the Canary Islands and Madeira.

A growing number of economic sectors, in particular transport, telecommunications, agriculture and energy, increasingly utilise satellite navigation systems. Public authorities can also benefit from these systems in various areas such as emergency services, police, crisis management or border management. Developing the use of satellite navigation brings enormous benefits to the economy, society and environment. These socio-economic benefits are broken down into three main categories:

- direct benefits resulting from the growth of the space market,
- direct benefits resulting from the growth of the downstream market for GNSS-based applications and services, and
- indirect benefits resulting from the emergence of new applications in or technology transfer to other sectors, both leading to new market opportunities in others sectors, productivity gains across industry and public benefits generated by reduction in pollution or improved levels of safety and security.

Therefore it is important to support adequate development of applications and services based on the systems. This will allow the citizens of the Union to reap the benefits derived from the systems, and ensure that public confidence in the programmes is maintained.



Both programmes are expected to contribute to the development of numerous applications in areas that are associated, directly or indirectly, with Union policies, such as:

- transport (positioning and measurement of the speed of moving bodies);
- insurance;
- motorway tolls;
- law enforcement (surveillance of suspects, measures to combat crime);
- customs and excise operations (investigations on the ground, etc.);
- agriculture (grain or pesticide dose adjustments depending on the terrain, etc.);
- fisheries (monitoring of boat movements);
- etc.

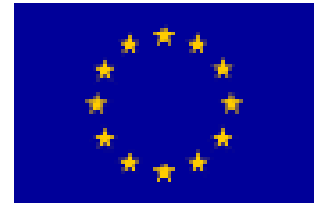
The European GNSS Agency (hereinafter 'GSA', 'the Agency' or 'the Contracting Authority') was established by Regulation (EU) No 912/2010 of the European Parliament and of the Council of 22 September 2010 setting up the European GNSS Agency, repealing Council Regulation (EC) No 1321/2004 on the establishment of structures for the management of the European satellite radio navigation programmes and amending Regulation (EC) No 683/2008 of the European Parliament and of the Council in order to achieve the objectives of the Galileo and EGNOS programmes and implement certain tasks associated with the progress of the GNSS programmes.

The GSA, according to the existing regulations shall in accordance with guidelines issued by the Commission contribute to the preparation of the commercialisation of the systems, including the necessary market analysis, as well as ensure that the components of the systems are certified by the appropriate, duly authorised, certification bodies.

It should also contribute to the promotion and marketing of the systems, including by establishing contacts with current users and potential users of the services provided under the programmes and collect information on their requirements and developments on the satellite navigation market. Furthermore, it should also perform tasks which the Commission confer on it by means of one or more delegation agreements covering other various specific tasks associated with the programmes, in particular tasks associated with the exploitation phases of the systems, including the operational management of the programmes, promotion of the applications and services on the satellite navigation market and the promotion of the development of fundamental elements relating to the programmes.

3. NATURE OF THE CONTRACT

The aim of this procurement procedure is to provide GSA with a multiple framework contract with reopening of competition (hereinafter referred to as the "framework contract", "Contract" or "FWC"). The draft framework contract is provided in Annex I.



A multiple framework contract means that identical contracts will be concluded separately between the GSA and a number of contractors. A **maximum of eight** tenderers will be asked to sign a framework contract following the award process set out in section 9 hereafter.

When GSA wishes to procure services under the framework contract, it will act by **reopening competition between the contractors** in accordance with the provisions set out in Article I.4.1 of the draft framework contract. Before any specific contract is signed, GSA will proceed with the VAT certificate procedure under applicable law.

Tenderers' attention is drawn to the fact that the framework contract does not constitute placement of an order but is merely designed to set the legal, financial, technical and administrative terms governing relations between the contracting parties during the contract term. Request for services may be placed solely on the basis of specific contracts in accordance with the provisions of Annex II.

Signature of the framework contract does not commit GSA to placing orders and does not give the tenderer any exclusive rights regarding the services covered by the framework contract. In any case, the GSA reserves the right, at any time during the framework contract, to cease placing orders, without the contractor having the right to any compensation.

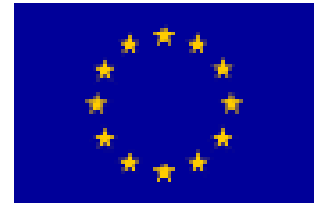
4. SUBJECT OF THE CONTRACT

The contractor will be requested to provide technical assistance and support the GSA in the implementation of the market analysis, market entry strategy of the systems, including establishing contacts with current users and potential users of the services provided under the programmes and collect information on their requirements and developments on the satellite navigation market.

Technical assistance and support may take different forms such as production of dedicated surveys, studies and reports, development of specific analytical tools, ad-hoc presentations of studies and reports at the specific forums or meetings, as well as other preparatory, organisational, monitoring and evaluation activities, which might include travels and on-site technical assistance to the GSA.

4.1 The following activities are envisaged:

The contract will cover three fields of activities namely GNSS market technology monitoring, economic modelling and forecasting and stakeholders' marketing. The overview of tasks to be implemented is provided below.



a) GNSS MARKET AND TECHNOLOGY MONITORING

The contractor is expected to support the GSA in analysing the satellite navigation market, in particular of Galileo and EGNOS, modelling the different segments, preparing the annual market report and identifying key actions in targeted market segments and regions. The work will include prioritization of market opportunities, feasibility studies, definition of measurable objectives and performance indicators, as well as preparation of an effective implementation plan for the market development.

Tasks carried out by the Contractor will mainly include:

- ✓ Analysis of GNSS market size, trends, prospects, segments;
- ✓ Research on the satellite navigation value chain, including chipsets and devices manufacturers, products and applications developers, service providers;
- ✓ Analysis of industry structure competitive positioning, products and services offering, including substitute and complementary technologies to GNSS;
- ✓ Definition of value proposition and positioning for Galileo/EGNOS services and applications in each target market segment;
- ✓ User validation of concepts for new GNSS applications;
- ✓ Understanding market evolution and identify different scenarios and opportunities to foster GNSS adoption, with setting measurable and achievable objectives, preparation of plans of action by market segment;
- ✓ Feasibility check and implementation of GNSS segments adoption roadmaps.

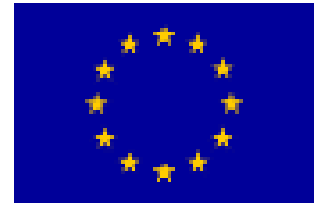
b) ECONOMIC MODELLING AND FORECASTING

The contractor will be required to implement some tasks related to the economic modelling based on the Market Monitoring and Forecasting Process (MMFP)¹ developed by GSA.

Tasks carried out by the Contractor will mainly include:

- ✓ Further development and maintenance of the GSA MMFP;
- ✓ Refinement and extension of the MMFP to cover new market segments and/or applications;
- ✓ Support for the operation of the MMFP, including validation of the inputs, scenario evaluation and production of reports and forecasts, including regular GNSS Market Report;
- ✓ Development of other economic models and appropriate training manuals;
- ✓ Sensitivity analysis of certain parameters in the model;
- ✓ Forecasting the trends in GNSS market based on economic modelling.

¹ <http://www.gsa.europa.eu/news/gnss-market-monitor>



c) STAKEHOLDERS' MARKETING

Main services to be provided under this activity are related to the management of main stakeholders communities involved in the adoption of EGNOS and Galileo services. All the tasks will mainly be technical assessment and implementation analysis per specific segment (such as Maritime, Rail, ITS, etc.) and technical standards.

Tasks carried out by the Contractor will mainly include:

- ✓ Set up and support user and industry working groups and implementation platforms;
- ✓ Elaborate detailed technical value propositions and product definition, based on European GNSS specific features;
- ✓ Review of standardization needs;
- ✓ Initiate and support standardization actions;
- ✓ Define user requirements and processes for certification;
- ✓ Prepare technical documents and position papers;
- ✓ Elaborate inputs to policy makers at European, national and regional level;
- ✓ Elaborate inputs for European GNSS evolution.

In order to perform all the above tasks, the contractor will consider the best mix of research techniques such as:

- Desk studies including consolidation of data from existing reports;
- Development of economic models and appropriate training manuals;
- Design and conduction of surveys within a given community (e.g. users, stakeholders);
- Organisation of dedicated focus groups (e.g. experts, users, stakeholders).

4.2 Specifications common to all types of tasks to be conducted under specific contracts.

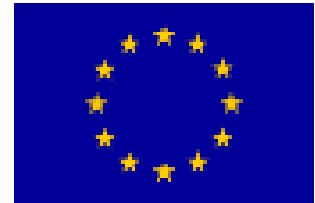
4.2.2 Subject of the specific contract

The subject and details of the specific contract will be described in the statement of work for each particular request for services.

4.2.3 Reference material

In addition to the references provided in point 4.3 below GSA will make available all the documents the contractor needs to carry out the activities: legal bases, relevant documents and data, previous reports, etc.

4.2.4 Evidence and documents



The contractor must record important questions in the working papers per activity segment (such as Maritime, Rail, ITS, etc.) and collect evidence on which to base his opinion / findings and which provide evidence that the market analysis/monitoring was carried out in accordance with the technical specifications.

Where required, the contractor must adopt appropriate procedures guaranteeing the confidentiality and security of the documents, and their storage, for a sufficient period of time, in line with Article II.18 of the framework contract. The GSA can consult the working papers relating to a specific contract on request.

4.2.5 Performance reports (interim and final)

When required under specific contract for the purpose of interim and final payments and in accordance with article I.4 of the FWC the contractor shall submit a performance report. The performance report should describe the purpose, the methodology and tools used and the factual findings in sufficient detail to enable GSA to understand the nature and extent of the activities performed by the contractor and the factual findings.

4.2.6 Sound financial management approach to carrying out activities under a specific contract

Where possible, the contractor must use work already completed and made available by GSA in order to minimise the extent of the work to be carried out.

4.2.7 Quality control

The contractor must introduce internal procedures to ensure the quality of the deliverables (substance and form).

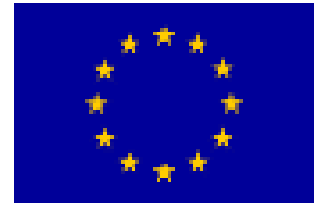
4.2.8 Continuity of service

The contractor must take the necessary measures to prevent discontinuity in the provision of the service. Continuity of service covers various aspects including the transfer of knowledge and documents when there is a change of expert, the availability and competence of the experts, the use of a back-up for key functions arising from the performance of the framework contract and specific contracts, storage and access to working documents regardless of the support, plus planning and monitoring of work.

4.2.9 Training of contractor staff and free-lance experts

The contractor must ensure that the experts used for each specific contract have received sufficient and adequate training.

The contracting authority thus requires that all the experts are familiar with all the documents which are provided in support of the specific contract and which are needed to carry out the work.



4.2.10 Deliverables

The deliverables of the specific contract will be described in the specific statement of work for each specific request for services.

4.2.11 Intellectual property rights

All intellectual property rights of Contractor's developments will be GSA owned in accordance with article I.8. and II.10.2 of the FWC. Where intellectual property rights of third parties will be needed in combination thereof, the Contractor shall ensure that the ones it has used for this can be assigned (free of charge) to the GSA under the same terms and conditions as those enjoyed by the Contractor.

4.2.12 Language of the specific contract

Unless specified otherwise by the GSA, English shall be the working language of the specific contracts including all correspondence with the GSA.

4.2.13 Technical and financial offer

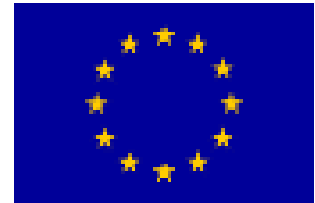
Each tender must cover **all the work packages** and corresponding tasks referred to in the statement of work related to the specific request for services.

Bidding for only some of the tasks is not allowed and will lead to the exclusion of the tender.

The Contractor shall provide in his offer:

- the methodology and overall approach he is intend to use;
- the tools to be used;
- the proposed outputs in accordance with the list of deliverables;
- the expected minimum quality and quantity of outputs that he commits to provide to the GSA;
- the expected maximum quantity and quality of resources/cost sized into the maximum available budget allocated to the specific contract (including team composition and justification);
- any additional assumption.

Tenderers must use the unit prices for each expert profile in accordance with the unit prices provided in their initial tender. Although these unit prices are the maximum unit prices, the contractors may proposed prices at cut-rate per expert profile for each particular specific order.



When the implementation of the specific contract requires travel or any other additional expenses the related costs must be indicated in the financial offer as a lump-sum if not otherwise specified in the specific request for services. The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

The contractor may be requested to provide cumulative table of all meetings requiring a travel, indicating for each of them the number of persons involved and the duration. The table should include, as far as possible, all the meetings foreseen for the whole specific contract duration.

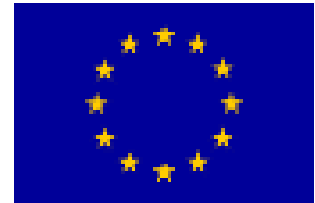
In addition, the contractor may be invited to analyse the dependencies for all tasks within the specific contract and should propose justified revisions to task timings, deliverables contents and scheduling as well as additional dependencies when the contractor believes that these changes are beneficial to the completion of the tasks.

4.3 Reference documents

4.3.1 Applicable legal acts:

Participation to the tender is subject to applicable legal restrictions and obligations. The reference documents include:

- REGULATION (EC) No 683/2008 of the EUROPEAN PARLIAMENT and of the COUNCIL of 9 July 2008 on the further implementation of the European satellite navigation programmes (EGNOS and Galileo);
- REGULATION (EU) No 912/2010 of the EUROPEAN PARLIAMENT and of the COUNCIL of 22 September 2010 setting up the European GNSS Agency, repealing Council Regulation (EC) No 1321/2004 on the establishment of structures for the management of the European satellite radio navigation programmes and amending Regulation (EC) No 683/2008 of the European Parliament and of the Council;
- Decision No 1104/2011/EU of the EUROPEAN PARLIAMENT and of the COUNCIL of 25 October 2011 on the rules for access to the Public Regulated Service provided by the Global Navigation Satellite System established under the Galileo programme;
- COUNCIL JOINT ACTION 2004/552/CFSP on aspects of the operation of the European satellite radio-navigation system affecting the security of the European Union;
- All future GNSS related regulations that will come into force during the implementation of the FWC



4.3.2 Background references

More information concerning market development activities and the GSA can be found:

- ✓ European GNSS Agency: <http://gsa.europa.eu/>
- ✓ GNSS Market Report: <http://gsa.europa.eu/market/market-report>
- ✓ EGNOS portal: <http://www.egnos-portal.eu/>

5. DURATION AND PLACE OF PERFORMANCE

5.1 Duration

The duration of the Framework Service Contract is forty eight (48) months, unless Party terminates it in the form of written notice sent three (3) months in advance.

5.2 Place of performance

The tasks will be performed at the contractor's premises. Nevertheless, regular and frequent interaction with the GSA is expected (e.g. through video conference, conference calls). Moreover, on-site support may also be requested at the GSA premises in Prague.

Meetings between the contractor and GSA shall be held at GSA's premises in Prague (unless requested otherwise by the GSA). All cost foreseen in the performance of the activities, including travel costs shall be borne by the Contractor and included in the specific contract.

The location for performance of each Task and/or execution of each specific contract will be specified in the specific statement of works of each specific service request.

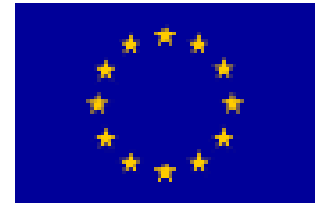
6. PROVISIONS RELATING TO TENDERS

Each tender must cover all the tasks listed in the simulation exercises described under section 9.3.2.

Tenders must include all the information, documents and certificates required by this specification for:

- analysis of the capacity of tenderers based on the selection criteria;
- evaluation of technical tenders on the basis of the quality award criteria;
- financial valuation including all information on prices.

In addition, the successful tenderer will be required to submit evidence that it is not in exclusion situation shortly after the notification letter is dispatched and before the contract is signed.



Variants are not permitted.

Expenses incurred in respect of the preparation and presentations of tenders are non-refundable. All the documents submitted by tenderers become the property of the GSA and will remain confidential.

7. PRICES AND ESTIMATED VOLUME OF THE FRAMEWORK CONTRACT

7.1 Estimated volume of the framework contract:

The indicative budget for the total four years duration of the Contract is estimated at EUR 8,000,000 (eight million Euro). This budget estimate is only indicative and will constitute the maximum ceiling of expenses under the framework contract during its maximum duration.

The total maximum budget ceiling of the FWC does not constitute an obligation to the Agency to purchase.

On the ground of experience in the management of previous framework contracts, the annual breakdown of specific contracts could be the following:

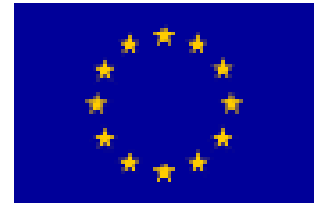
Activity	Number of specific contracts per year	Corresponding range of total budget
GNSS market and technology monitoring	2 -3	300.000 – 600.000
Economic modelling and forecasting	1-2	200.000 – 600.000
Stakeholders' marketing	4-6	400.000 – 800.000
TOTAL		900.000 – 2.000.000

However, the number and the value of specific contracts will depend on the scope of activities covered by the delegation agreements from the European Commission to the GSA in accordance with the GSA and GNSS regulations and subject to the availability of budgetary appropriations.

GSA reserves the right to use the negotiated procedure for similar services with a view to increasing the ceiling of expense if necessary.

7.2 Prices

Prices must be quoted in EUR.



Prices shall be fixed and not subject to revision.

Prices must be net of taxes and duties, as the European Union is exempt from customs duties, indirect taxes and other dues under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union.

Unit prices must include **all costs** (project management, training of the contractor's staff, support resources, etc.) and **all expenditure** (management of the company, secretarial services, social security, salaries, etc.) incurred directly and indirectly by the contractor in performance of the tasks which may be entrusted to him.

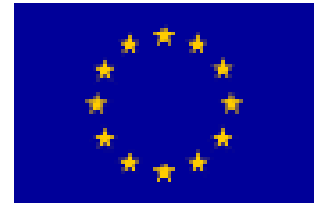
The tenderer shall submit daily fee quotations for **all the staff profiles** for which he must specify each:

- ✓ **daily maximum fee** applicable for work performed at the tenderers office(s);
- ✓ **daily maximum fee** applicable for work performed at the Agency premises;
- ✓ **daily maximum fee** for missions outside of the tenderers and GSA office(s) (without travel time);

Tenderers must use the following format to indicate the maximum fees per expert profile:

Expert profile	daily maximum fee applicable for work performed on-site at the tenderers office(s)	daily maximum fee applicable for work performed on-site at the Agency premises in Prague	daily maximum fee for missions outside of the tenderers and GSA office(s) (without travel time)
Project manager			
Expert, Senior consultant			
Analyst, Engineer			

NOTE: For the provision of the on-site support there will be neither claim for further allowance nor reimbursement of travel costs paid under the Framework Service Contract or any specific contract awarded there under. Travel expenses for provision of services in any other location than on-site shall be indicated as a lump sum for each particular specific order in accordance with the specific contract statement of work. Mere travel time without working for the Agency as referred to in the brackets above shall not be reimbursed and shall not be taken into account in the calculation of fees.



8 JOINT TENDERS AND SUBCONTRACTING

8.1 Subcontracting

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

Tenderers must give an indication of the proportion of the contract that they intend to subcontract.

Tenderers are required to identify all subcontractors whose share of the contract is above 20% as well as clearly identify which parts of the work will be sub-contracted to whom. During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority in accordance with article II.7 of the FWC.

New, additional subcontractors may be proposed in the offers in response to the specific service requests.

8.2 Joint tenders

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

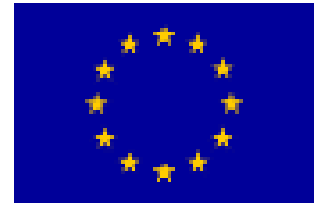
Consortia may submit a tender on the condition that it complies with the rules of competition. A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure.

All economic operators in a consortium assume joint and several liability towards the Agency for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Agency and specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender on behalf of the consortium.

Each member of the consortium must provide the required declaration (and evidence if awarded the contract) for the exclusion criteria.

Concerning the selection criteria "economic and financial capacity" as well as "technical and professional capacity", the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria. Consolidated documentation and information is to be provided (i.e. not each member of the consortium must present evidence of all the requirements).

After the award, the Agency will sign the contract either with all members of the group, or with the member duly authorised by the other members via a power of attorney.



9. PROCEDURE FOR EVALUATING TENDERERS AND TENDERS

Tenderers and their tenders will be evaluated in stages as follows:

NB: Tenders must meet the requirements of each stage in order to be admitted to the next stage of the evaluation procedure.

9.1 Verification of grounds for exclusion

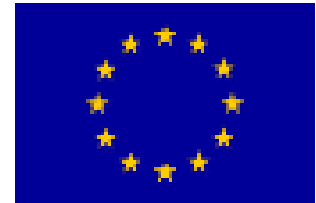
a) Exclusion criteria

Tenderers are excluded from participation in this contract if:

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;
- they are subject to an administrative penalty referred to in Article 109(1) of the Financial Regulation.

In addition, whenever requested by the contracting authority, the candidate or tenderer shall:

- where the candidate or tenderer is a legal person, provide information on the ownership or on the management, control and power of representation of the legal



person and certify that they are not in one of the situations referred to in paragraph 1;

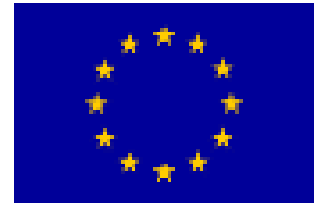
- where subcontracting is envisaged, certify that the subcontractor is not in one of the exclusion situations mentioned

NB: Tenderers must enclose a Declaration of Honour to the effect that none of the above situations apply (see model declaration on honour in annex VI);

b) Supporting documents to the Exclusion Criteria Form

Supporting documents are to be provided at award stage only, not in the tender. The Tenderers to whom the contract is to be awarded will be required to provide, within the 15 days following the receipt of the letter informing them of the proposed award of the contract and preceding the signature of the contract, the following evidence confirming the Declaration of Honour. (In the case of a consortium, the requested documents has to be provided individually by each member of the consortium; in case of subcontractor(s) envisaged to perform more than 20% of the total contract value the declaration has to be provided individually by each respective subcontractor.)

- GSA shall accept, as satisfactory evidence that the Tenderer/Subcontractor is not in one of the situations described in point (a), (b) or (e) of the Exclusion Criteria Form, the production of a **recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority** in the country of origin or provenance showing that those requirements are satisfied.
- GSA accepts, as satisfactory evidence that the Tenderer/Subcontractor is not in the situation described in point (d) of the Exclusion Criteria Form, a **recent certificate issued by the competent authority of the State concerned**.
- Where the document or certificate referred to in Ref. 1 & 2 is not issued in the country concerned and for the other cases of exclusion referred to in the Exclusion Criteria Form, **it may be replaced** by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.
- Depending on the national legislation of the country in which the tenderer/subcontractor is established, the documents referred to in Ref. 1, 2, 3 shall relate to legal persons and/or natural persons including, where necessary, company directors or any person with power of representation, decision-making or control in relation to the tenderer/subcontractor. This would be the case when the national legislation concerned gives juridical responsibility of the acts committed by a legal entity (moral persons) to their legal representatives. The tenderer/subcontractor shall provide information on the ownership or on the management, control and power of representation of the legal entity whenever



necessary for the proper understanding of the evidence submitted or whenever the GSA requests it.

- Where there are doubts as to whether tenderer/subcontractor is in one of the situations of exclusion, the GSA may itself apply to the competent authorities referred to in Ref. 3 to obtain any information they consider necessary about that situation.
- The GSA may waive the obligation of a tenderer/subcontractor to submit the documentary evidence referred to in Ref. 1 and 2 if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed **one year** and that they are **still valid**. In such a case, the tenderer/subcontractor shall declare on his honour that the documentary evidence has already been provided to the GSA in a previous procurement procedure and confirm that no changes in his situation have occurred. He shall indicate in its tender all the references necessary to allow the GSA to check this evidence.

Tenderers/subcontractors may refer to the e-Certis web-site listing the certificates available in EU Member States: <http://ec.europa.eu/markt/ecertis/login.do>

9.2 Selection of tenderers

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender. The evidence requested should be provided on consolidate basis by each member of the group in case of joint tender (i.e. all selection criteria have to be covered by the consortium as a whole). A consolidated assessment will be made to verify compliance with the minimum capacity levels.

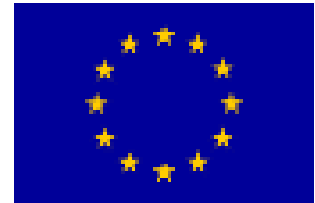
The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the GSA that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the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

i. **Economic and financial capacity criteria and evidence**

In order to prove their economic and financial capacity, the tenderer (i.e. in case of joint tender, the combined capacity of all members of the consortium and identified subcontractors) must to prove that for at least two years he had:

- A turnover above EUR 2 million (two million euro) per year;
- A turnover related to the relevant services to this tender above EUR 1 million (one million euro) per year.

The following supporting documents shall be provided:



- provision of full financial statements for the last two years, including a consolidated balance sheet and the profit and loss account;
- a statement of turnover relating to the relevant services for this tender for the last 2 financial years.

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

ii. **Technical and professional capacity criteria and evidence**

a. **Criteria relating to tenderers**

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

They shall provide relevant evidence to fulfil the criteria such as the list and description of relevant services provided in the past, with sums, dates and recipients, public or private. The most important services should be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.

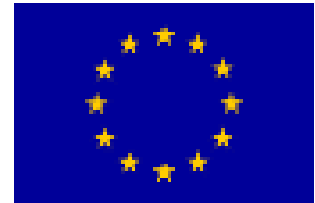
1. GNSS technology and engineering:

- The tenderer must prove that he possess technical knowledge about satellite navigation, GNSS technology and engineering of both systems and their applications, with specific experience and participation in consultancy projects for large customers.
- The tenderer must prove experience and capabilities to carry out research and analysis of the downstream GNSS market, including a deep dive in specific market segments (e.g. road, aviation, high precision, LBS, maritime, rail) and different geographic regions.

The tenderer should present three examples of successful projects demonstrating the above requirements and description of results.

2. Management of large and complex projects

- The tenderer must prove experience in the field of management consultancy in highly complex, innovative, high technology and high visibility projects.



- The tenderer must demonstrate his capacity to implement defined action plans, characterized by a high degree of complexity and tight deadlines to be met.

The tenderer should present three examples of successful projects with a minimum value of EUR 200.000 per project demonstrating the above requirements and description of results.

3. Surveys, economic analysis, modeling and forecasting

The GSA currently has an operational Market Monitoring and Forecasting Process (MMFP), projecting economic and social/public benefits for satellite navigation applications within a number of market sectors. The contractor may be asked in some of the specific contracts to support update and further development of MMFP.

- The tenderer must prove experience in survey techniques, data collection, statistical analyses and drafting reports and recommendations.
- The tenderer shall demonstrate expertise and capacity to provide independent expertise in statistics, econometrics, economic modelling and forecasting.
- The tenderer must prove experience in preparing feasibility studies, prioritization of market opportunities, definition of measurable objectives risks and preparation and execution of an effective implementation plan.

Three examples of projects with substantial quantitative analysis and description of results has to be provided.

4. Studies, reports drafting and public presentation

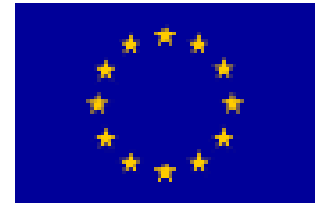
- The tenderer must prove capacity to draft reports at "native-level" in English;
- The tenderer must demonstrate capacity in high quality documents production, describing complex technical problems and delivering position papers and policy analysis in clear language.

Two samples of relevant market strategy reports / studies has to be provided.

5. Standardisation and stakeholders management

- The tenderer must demonstrate knowledge of existing industry standards and the process of standardisation and experience in launching new standardisation activities.
- The tenderer must demonstrate his capacities in managing working groups involving participants with different technological background and from different European countries.

The tenderer shall provide at least two recent examples of his previous relevant activities.



b. Requirements relating to the team delivering the service:

The minimum experience requirements for the categories of staff are the following:

Categories of staff	Years of relevant professional experience
Project manager	At least 10 years
Expert, Senior consultant	At least 6 years
Analyst, Engineer	At least 2 years

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

Project Manager: At least 10 years' professional experience in consultancy of which at least 5 years of proven experience in project management for projects of similar size, complexity and international character related to technology development, launch of new products and services. The experience shall include overseeing project delivery, quality control of delivered service, client orientation and conflict resolution, management of team of at least 10 people.

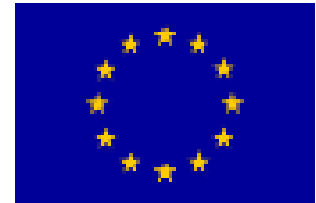
Senior consultant: Relevant higher education degree e.g. in engineering (telecommunications, aerospace, electronics are preferred) or economics. At least 6 years' professional experience in the field of consulting in one of the GNSS downstream markets: aviation, road, maritime, LBS, agriculture, other. Excellent communication and organizational skills.

Expert in GNSS technology: Relevant higher education degree e.g. in engineering (telecommunications, aerospace, electronics are preferred) or equivalent scientific degree. At least 6 years of professional experience in technology sectors of which at least 3 years of specific experience in GNSS applications or products.

Expert in economic analysis: relevant higher education degree in economics, econometrics, statistics or related and at least 6 years' relevant experience.

Analyst/engineer: relevant higher education, at least 2 years' experience in desk research, data collection techniques, analysis, presentation of data.

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



- ✓ The educational and professional qualifications of the persons who will provide the service for this tender (CVs) including the management staff. Each CV provided should indicate the intended function in the delivery of the service;
- ✓ **At least 2 CVs have to be provided for each profile.**

The provided CVs should represent the team that will conduct the tasks if the tenderer is awarded the contract. Any changes in the team during FWC implementation should be consulted with GSA and agreed by the Agency.

iii. Independence statement

In addition, tenderers are requested to demonstrate their independence from other companies/actors involved in the GNSS applications / the commercialization of GNSS products and demonstrate how potential conflict of interests which may arise during contract implementation with such companies/actors would be handled.

In addition, the tenderers are required to provide duly signed declaration of absence of conflict of interest and confidentiality (see annex VII).

9.3 Evaluation of tenders on the basis of the award criteria

9.3.1. Award process

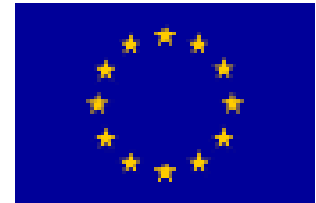
The evaluation will be based on two simulation exercises.

The tenderer has to submit a technical and financial offer for **two simulation exercises** described under section 9.3.2 below. The description of the simulation exercise is to be read as a fictional statement of work for a specific contract.

a) Qualitative evaluation

Technical tenders will be evaluated on the basis of the following award criteria. The maximum quality score is 100 points. Tenders who do not obtain at least 60% of the maximum score for each award criterion and at least 70% of the overall score for all the criteria will not be admitted to the next stage of the evaluation procedure.

N°	Award Criteria	Points: Maximum: 100 Minimum: 70
1	Quality of analysis <ul style="list-style-type: none"> ✓ Satisfactory analysis of specific environment of GNSS technology, market enablers and drivers and correct application of this knowledge to the implementation of the tasks (max. 10) ✓ Identification of key challenges and preliminary 	Max.40



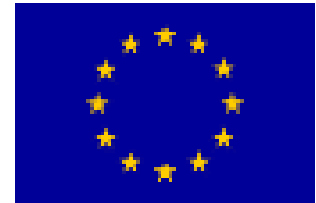
N°	Award Criteria	Points: Maximum: 100 Minimum: 70
	solutions (max. 15) ✓ Critical review of the possible options and summary of the rationales behind the selection of the proposed approach (max. 15)	Min. 24
2	Relevance of the methodology for the tasks implementation ✓ Methods and tools to be used to carry out the tasks (max. 10) ✓ Completeness of the overall answer: are all of the required tasks adequately covered (max. 10) ✓ Quality and logical structure of the proposal including quality of the summary and relevance of conclusions (max 10)	Max. 30 Min. 18
3	Quality of the project management, team composition and organisation ✓ General approach proposed for management and organization of the work within the imposed time frame (max. 10) ✓ Quality and adequacy of the preliminary planning for the completion of the tasks (allocation of resources, distribution of the workload, flexibility of the team) (max. 15) ✓ Mechanisms for ensuring continuity of service (availability of additional resources when needed) (max. 5)	Max. 30 Min. 18

b) Financial evaluation

The tenderer has to submit a financial offer for the two simulation exercises that have been established in order to cover typical kind of the activities.

For each simulation exercise the financial offer must include an estimation of total effort in man days per profile and the corresponding cost as well as the total cost for each simulation exercise.

The price used to determine the tender which offers the best value for money will be the total price of both simulation exercises. Tenderers' attention is drawn to the fact that the



sole objective of the simulation exercises is to provide a fair, non-discriminatory basis for comparing the financial bids.

Consequently, these simulation exercises cannot under any circumstances be considered to constitute a commitment on the part of the GSA to conclude specific contracts for the related services and quantities, and cannot give rise to any right or legitimate expectation on the part of the contractor.

9.3.2 Simulation exercise A and B

For both simulation exercises the tenderer is required to prepare:

- complete technical offer in Word format;
- executive summary of maximum 1 page;
- executive presentation of the offer of maximum 5 Power Point slides;
- financial offer covering all categories of staff.

No travel or any other, additional cost shall be included for the pricing of the simulation exercise.

In the event of any discrepancy between the sum based on the unit prices and the total prices, the unit prices will take precedence.

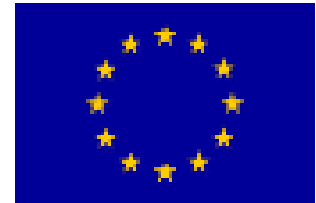
Description of simulation exercise A

The use of GNSS in Rail, e.g. for train traffic management and asset management, is a growing trend in some regions of the world, such as United States and Russia. The European Train Management System (ERTMS) is under deployment in Europe and the current baseline doesn't include GNSS. Recent studies demonstrated that there is ground to introduce European GNSS (EGNOS and Galileo) in future applications both in Europe and in other regions and specific interest has been expressed by industry stakeholders.

In this simulation exercise, the tenderer is asked to provide an offer with stakeholders management plan aiming at adoption of European GNSS in the Rail sector.

The following tasks should be included in the management plan:

- ✓ Plan for setting up of a stakeholders working group (specify the role, the objective, which actors to involve and priority ones, etc.);
- ✓ Preliminary analysis of standardization actions to implement and how to do it;
- ✓ Drafting of technical position paper to present to stakeholders, explaining the value added of European GNSS;



- ✓ Suggested inputs for E-GNSS evolution² in form of technical specifications that fully capture Rail performance requirements.

The tenders shall assume that the tasks will be implemented within 6 month time frame. The tenderers shall consider that 10% of the implementation of the tasks will be performed on-site, at the GSA premises in Prague.

In his simulation offer the tenderer shall describe:

- the methodology and overall approach he is intend to use;
- the tools to be used;
- the proposed deliverables in accordance with the above mentioned tasks;
- the expected minimum quality and quantity of outputs that he would commit to provide to the GSA;
- the expected maximum quantity and quality of human resources (team composition and justification).

Description of simulation exercise B

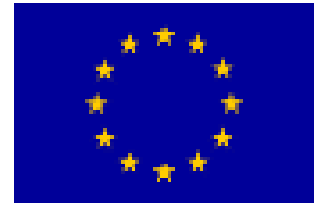
Assume that the relevant regulatory body (e.g. the Civil Aviation Authority-CAA) is assessing the implementation of instrument approach procedures in heliports and aerodromes with limited grade lighting and air traffic control in Spain. The GSA has been invited to assist the CAA to analyse the regulatory framework in order to consider these cases.

The tenderer is requested to support the GSA in performing this analysis, including key elements such as:

- ✓ A critical analysis of the regulation for the different operations at international and European level, key decision makers and experience of pioneer countries in this domain.
- ✓ A methodology to assess instrumental approaches to aerodromes with limited lighting and approach control.
- ✓ A process to develop a national framework on instrument approach procedures for rotorcraft operations, including PinS, with estimating the time frame for the process.
- ✓ A critical analysis of the target aerodromes and helipads and operator's demand for these operations.
- ✓ The value proposition for EGNOS in such cases.
- ✓ A recommended set of actions that the GSA should implement in Spain and how to extend them to other countries, setting measurable and achievable objectives.
- ✓ Any other key element the tenderer may suggest obtaining a successful strategy.

The tenders shall assume that the tasks will be implemented within 6 month time frame and that a comprehensive desk study covering all elements listed above is the expected

² For example for EGNOS v3.



deliverable. The tenderer shall consider that 10% of the activities will require to be performed in Spain and allocate the necessary corresponding effort in fees for missions outside of the tenderers and GSA office(s).

In his simulation offer the tenderer shall describe:

- the methodology and overall approach he is intend to use;
- the tools to be used;
- the proposed outputs;
- the expected minimum quality and quantity of outputs that he would commit to provide to the GSA;
- the expected maximum quantity and quality of human resources allocated to the desk study (team composition and justification);
- the first iteration of the strategic analysis;

Elements taken into consideration for the award:

"QUALITY" = (quality for simulation A + quality for simulation B) / 2

"PRICE" = (price for simulation A + price for simulation B) / 2

9.4 Award of the framework contract

The tenderers will be ranked with the following formula so as to determine the most economically advantageous bids.

Weighting for quality = 70

Weighting for price = 30

Award formula:

Score for tender X =

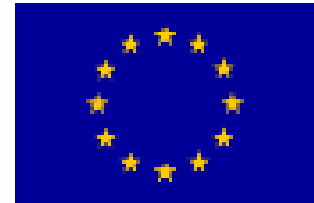
(cheapest price / price of tender X)*30 + (total quality score tender X / 100)*70

9.5 Award of specific contracts

The specific contract will be awarded based on the reopening of competition in accordance with the provisions of art I.4.1 of the Framework contract. The received tenders will be evaluated in stages as follows:

Evaluation of tenders will be done on the basis of the following quality criteria:

9.5.1.1 Qualitative evaluation



Qualitative evaluation will be based on the same quality criteria than the criteria used for the award of the Framework Contract (see section 9.3.1 a) above).

9.5.1.2 Financial evaluation

The price used to determine the tender which offers the best value for money will be the total price proposed by the tenderer.

All costs shall be presented in the following table:

Work package	Staff input / travel expenses / other cost	Applied unit price	Number of days	Travel expenses	Other expenses	Total
WP 1:						
WP 2:						
WP X:						
Total price						

In the event of any discrepancy between the sum based on the unit prices and the total prices, the unit prices will take precedence.

9.5.1.3 Award of the specific contract

The contract will be awarded to the most economically advantageous bid. The tenderers will be ranked with the following formula:

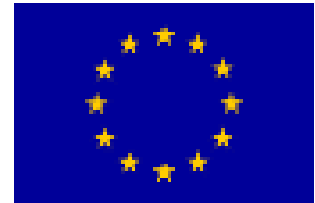
Ranking formula:

Score for tender X = (cheapest price / price of tender X) * total quality score tender X

10. NON-DISCLOSURE AGREEMENT

The performance of tasks under the FWC implies the handling of proprietary information. Signature of the non-disclosure agreement (NDA - Annex VIII to the tender specifications) by the Contractor, including any of the members of his group/consortium and subcontractors of this Contract may be requested at any time and for placing of any specific contract hereunder.

The Contractor shall ensure and be responsible towards the GSA that the provisions of the NDA are followed by any legal entity as well as natural person involved in or performing tasks under this Contract, regardless of fault. The Contractor may not exonerate him-/herself from any failure of this duty in view of the non-performance of the NDA's provisions by any third-party.



11. TENDER FORMAT

11.1 Technical offer

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

11.2 Financial offer

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

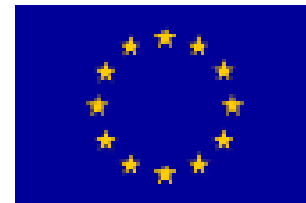
Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

11.3. Submission format

Tenders must be submitted in accordance with the requirements and time limits set in the invitation to tender and under the double envelope system.

The outer envelope or parcel should be sealed with adhesive tape, signed across the seal and carry the following information:

- the ref. number of the invitation to tender **GSA/OP/07/13**
- the project title: **"Provision of technical assistance in the GNSS market technology monitoring, stakeholders' marketing and economic modelling and forecasting"**
- the name of the Tenderer
- the indication **"Tender - Not to be opened by the internal mail service"**
- the address for submission of tenders (*as indicated in the invitation to tender*)
- the date of posting (*if applicable*) should be legible on the outer envelope



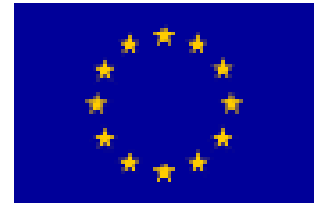
The outer envelope must contain **three (3) inner envelopes**, namely, **Envelope 1, 2 and 3** the content of each of them must be as follows:

ENVELOPE 1 – ADMINISTRATIVE DOCUMENTS and DOCUMENTS RELATING TO EXCLUSION and FINANCIAL AND ECONOMIC SELECTION CRITERIA

- The duly filled in, signed and dated **Identification sheet of the Tenderer** using the template in **Annex III**.
- A **cover letter**, dated and signed by the tenderer or by any other duly appointed representative, declaring acceptance of the conditions in this invitation to tender; the tenderer's undertaking to provide the services proposed in the bid and listing all the documentation included/enclosed in the bid.
- A statement containing the name and position of the tenderer's **authorised representative/signatory** and **official** documentary evidence proving the representative's legal authority to validly sign on behalf of the organisation.
- In case of consortia, a duly signed and dated **Statement/Declaration** by each of the consortium members specifying the company or person heading the project and authorised to submit an tender on behalf of the consortium
- In case of sub-contractors, a signed and dated **Declaration of Intent**
- The duly filled in, signed and dated **Legal and Financial Identification Form**³ using the template referred to in **Annex IV and V**.
- The duly filled in, signed and dated **Declaration(s) of Honour**⁴ relating to **Exclusion Criteria** using the standard template in **Annex VI**.
- **Financial and economic capacity documents** as requested in section 9.2 of these Tender Specifications, including duly filled in financial statements template in **Annex VII**.

³ In case of consortia, only **one** Financial Identification Form for the whole consortium shall be submitted, nominating the bank account into which payments are to be made under the contract in the event that the respective tender is successful.

⁴ One per legal entity (i.e. Tenderer, all consortium members, all sub-contractor(s))



ENVELOPE 2 – TECHNICAL OFFER

Shall include technical offer for the two simulation exercises

- One (1) signed original, three (3) copies (identical in full to the original) and one (1) readable and searchable electronic copy (identical in full to the original) of **Executive Summary** (max 1 page in Word format and 5 slides executive presentation in Power Point) on the Technical Offer for each of the two simulation exercises.
- One (1) signed original, three (3) copies (identical in full to the original) and one (1) readable and searchable electronic copy in Word format (identical in full to the original) of the duly filled in, signed and dated **Technical and Professional Capacity and Conflict of Interest requirements**
- One (1) signed original and three (3) copies (identical in full to the original) and one (1) readable and searchable electronic copy in Word format (identical in full to the original) of the **Technical Proposal** for each simulation exercise as an answer to the Simulation Exercise requirements provided in section 9.3.2.

ENVELOPE 3 – FINANCIAL OFFER

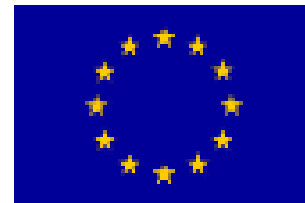
Shall include financial offer for the two simulation exercises presented in two separate sections

- One (1) signed original and three (3) copies (identical in full to the original) of the Financial Proposal for each of the two simulation exercises.

The original must be marked "**ORIGINAL**", and the copies signed in the same way as the original and marked "**COPY**".

Nota bene:

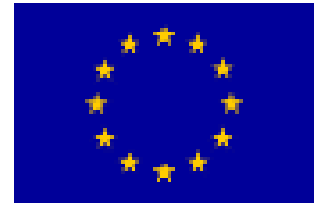
- It is strictly required that tenders be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.
- GSA retains ownership of all applications received under this procedure. Consequently tenderers shall have no right to have their tenders returned to them.



12. OUTLINE OF THE TENDER AND PROCEDURAL PROCESS

Name:	GSA/OP/07/13 - "Provision of technical assistance in the GNSS market technology monitoring, stakeholders' marketing and economic modelling and forecasting"
Procedure:	Open call for tender with publication in the Official Journal of European Union
Type of contract:	Multiple Framework Contract with reopening of competition
Participation:	Participation in this tender procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the Multilateral Agreement on Government Procurement concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

TIMETABLE	Date	Comments
Launch of tender	05/07/2013	Contract notice sent for publication All documents will be available at: http://www.gsa.europa.eu/go/gsa/procurement
Deadline for request of clarifications from GSA	15/08/2013	Requests to be sent in writing only to: tenders@gsa.europa.eu with clear tender reference: GSA/OP/07/13
Last date on which clarifications are issued by GSA	31/08/2013	All clarifications will be published at: http://www.gsa.europa.eu/go/gsa/procurement Tenderers are advised to check this webpage on a regular basis for possible updates and/or clarifications
Deadline for submission of tenders	17/09/2013	According to conditions of submission set in Section 11.3 of these specifications and letter of invitation to tender
Opening session and start of evaluation session	30/09/2013	10h00 in GSA premises in Prague



Completion of evaluation and award	November-December 2013	Estimated
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It is important to note that:

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, IPR provisions, and performance of the contract, confidentiality as well as checks and audits.

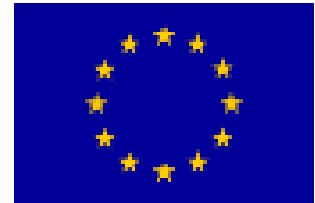
14. List of Annexes

These Tender Specifications have the following annexes:

Annex I	Draft framework contract (separate document)
Annex II	Draft documents for reopening of competition: invitation to tender + model specific contract + model statement of work (separate document)
Annex III	Template Identification Sheet of the Tenderer (separate document)
Annex IV	Template Legal Identification Form (link provided hereinafter)
Annex V	Template Financial Identification Form (link provided hereinafter)
Annex VI	Template Declaration of Honour relating to Exclusion Stage (separate document)
Annex VII	Declaration of absence of conflict of interest and confidentiality (separate document)
Annex VIII	Model of Non-disclosure Agreement (separate document)



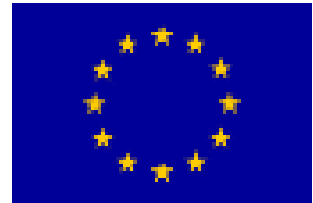
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GSA/OP/07/13

Tender Specifications

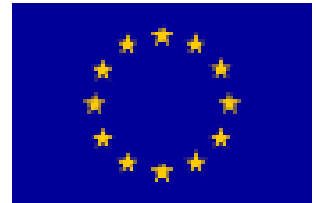
Annex I.- Draft framework contract



**Annex II.- Draft documents for reopening of competition: invitation to tender +
model specific contract + model tender specifications**



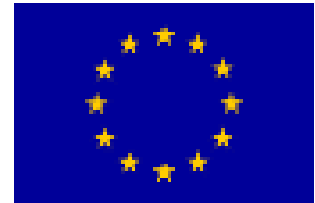
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GSA/OP/07/13

Tender Specifications

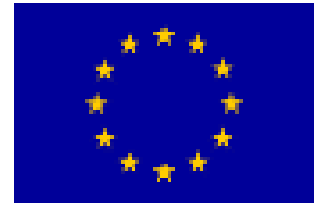
Annex III.- Template Identification Sheet of the Tenderer



Annex IV.- Template Legal Identification Form

To be downloaded, depending on the Tenderer's nationality and legal form, from the following website:

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm



Annex V - Template Financial Identification Form

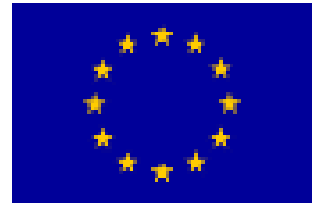
To be downloaded from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

In case of consortia, only one Financial Identification Form for the whole consortium shall be submitted, nominating the bank account into which payments are to be made under the contract (usually the account of the consortium leader) in the event that the respective tender is successful.



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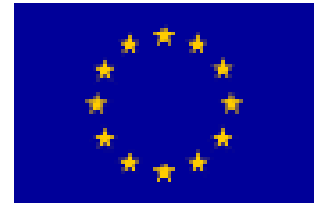
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Tender Specifications

Annex VI. - Declaration of honour relating to exclusion stage



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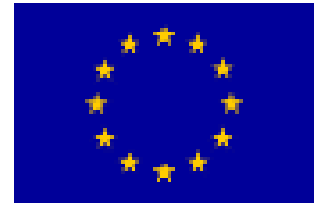
GSA/OP/07/13

Tender Specifications

Annex VII. - Declaration of absence of conflict of interest and of confidentiality



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GSA/OP/07/13

Tender Specifications

Annex VIII. – Model of Non-Disclosure Agreement