



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL FOR MARITIME AFFAIRS AND FISHERIES  
BALTIC SEA, NORTH SEA AND LANDLOCKED MEMBER STATES  
**MARITIME POLICY BALTIC AND NORTH SEA**

# **ANNEX 1**

## **OPEN CALL FOR TENDERS**

### **N° MARE/2014/45**

**Study on the establishment of a framework for  
processing and analysing maritime economic  
data in Europe**

## **TENDERING SPECIFICATIONS**

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## **1. INFORMATION ON TENDERING**

The European Commission referred to as "the Commission", in particular the Directorate-General for Maritime Affairs and Fisheries (DG MARE) is launching an invitation to tender with a view to concluding a service contract valid for a period of 18 months from the starting date of the contract.

The services that will be covered by this contract form part of a Programme whose implementation has been delegated to the European Agency for Small and Medium-sized Enterprises (EASME). The evaluation will be conducted by EASME and the contract will be signed by EASME. All references to the Commission in the Tendering Specifications refer jointly to the European Commission and the EASME.

By submitting a tender, the tenderer accepts the terms and conditions of the annexed draft contract.

### **1.1. 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<sup>1</sup> 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, under the conditions laid down in it.

### **1.2. Contractual conditions**

The tenderer should bear in mind the provisions of the draft contract that specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, checks and audits.

### **1.3. 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.

In case of a joint tender, all economic operators assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Tenderers must designate a single point of contact for the Contracting Authority.

A joint tender has to be signed either by all members of the group or by one of the members which has been duly authorised by the others. In all cases, joint tenderers must designate a single point of contact for the Commission. After the award, the Commission will sign the contract with one member, duly authorised by the other members via a power of attorney.

### **1.4. Subcontracting**

Subcontracting is the situation where a contract is to be established between the Commission and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other legal entities for performing part of the service.

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<sup>1</sup> [http://www.wto.org/english/tratop\\_E/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

However, the Commission has no direct legal commitment with the subcontractor(s).

Tasks provided for in the contract may be entrusted to subcontractors, but the contractor retains full liability towards the Commission for performance of the contract as a whole.

Accordingly:

- the Commission will treat all contractual matters (e.g. payments) exclusively with the contractor, whether or not the tasks are performed by a subcontractor;
- under no circumstances can the contractor avoid liability towards the Commission on the grounds that the subcontractor is at fault.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Commission. Any intention to subcontract part of the contract must be clearly stated in the tender.

Tenderers must provide:

- a document stating clearly the identity, roles, activities and responsibilities of subcontractor(s) and specifying the volume/proportion for each subcontractor;
- a letter of intent by each subcontractor stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract.

In order to prove their legal capacity and their status, all tenderers and identified subcontractors must provide a signed Legal Entity Form with its supporting evidence.

The declaration on honour is also required for identified subcontractors whose intended share of the contract is above 10%. If the total amount subcontracted is above 20% of the total contract value, ALL the identified subcontractors must submit a declaration on honour.

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The evidence requested must be provided by each member of the group in case of joint tender and by any identified subcontractor whose intended share of the contract is above 10%. If the total amount subcontracted is above 20% of the total contract value, ALL the identified subcontractors must submit the requested documents. A consolidated assessment will be made to verify compliance with the minimum capacity levels.

### **1.5. Content of the tender**

The tenders must be presented as follows:

- Part A: Identification of the tenderer (see below)
- Part B: Evidence for exclusion criteria (see section 3.2)
- Part C: Evidence for selection criteria (see section 3.3)
- Part D: Technical offer (see section 3.5)
- Part E: Financial offer (see section 3.6)

### **1.6. Identification of the tenderer: legal capacity and status**

Tenderers must complete the questionnaire in Annex 6. In the case of a joint tender, the questionnaire and forms must be completed by one of the members, which has been duly authorised by the other members.

The tender must include a cover letter presenting the name of the tenderer (including all

entities in case of a joint offer) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender. If applicable, the cover letter must indicate the proportion of the contract to be subcontracted.

In case of a joint tender, the cover letter must be signed by a single tenderer duly authorised by other tenderers (with power of attorney). Subcontractors must provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specifications.

In order to prove their legal capacity and their status, all tenderers must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

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

The tenderer (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and other joint tenderers). The form is available on:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/index\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm)

Tenderers must provide the following information if it has not been included with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

## **2. TECHNICAL SPECIFICATIONS**

### **2.1. Background**

A key objective of the EU's Integrated Maritime Policy (IMP) is to promote sustainable, smart and inclusive growth through policy initiatives that will drive the blue economy. The implementation of this policy, and in particular the implementation of sea-basin strategies, integrated maritime governance or sustainable economic growth in maritime economy, requires the deployment of very specific expertise. This includes among others expertise for analysis of the marine, maritime and coastal economy. Economic estimates are an important tool for measurement of the importance of industry and assist governments and businesses to adopt strategic and operational decisions. They are especially relevant for decision-makers, in the context of global ocean governance, to fairly assess the trade-offs affecting regional employment, revenue, and GDP that may result from promoting one sector over another.

Since its Green Paper<sup>2</sup> and Blue Book<sup>3</sup> on maritime policy, the European Commission has continuously emphasized the need to collect accurate data on ocean and sea activities, data being the basis for strategic decision-making on maritime policy. In its more recent Commission Communications (“Communication on Blue Growth opportunities for marine and maritime sustainable growth”<sup>4</sup> and “Communication on innovation in the Blue Economy: realising the potential of our seas and oceans for jobs and growth”<sup>5</sup>), the Commission underlined the need for high-quality data to boost economic productivity. It is essential for EU, national and regional maritime policies to have detailed information on the economic importance of the different maritime activities; this permits to have a benchmarking approach and to set policy priorities. It is also essential for industries to have a clear picture of the market.

However a review of the literature that exists both internationally and within the EU shows that recent studies which have been carried out to quantify the maritime economy (EC studies such as the study "Scenarios and drivers for Sustainable Growth from the Oceans, Seas and Coasts" ("Blue Growth" study MARE/2010/01) are using a variety of methodologies and definitions and delimitations of the maritime sectors.

With the exception of fisheries and aquaculture and seafood processing which are covered by the EU Data Collection Framework (Council Regulation (EC) No 199/2008), there is no established methodology for maritime economic data collection in the EU.. Due to differences in timescales, in data collection and data availability, and in methodologies, it is difficult to compare figures across member states. In addition, new maritime industries are emerging and expanding the scope of the maritime economy. The classification and collection of economic data for these industries is difficult due to lack of data or difficulties to extract data from national economic accounts. Most recent studies use estimated figures for these sectors.

This lack of coherence limits the ability of regional and national stakeholders and industries to develop rational, long-term plans and investments. Today, there is an increasing need to launch work toward a coherent approach regarding the collection and analysis of data on the maritime economy in Europe.

## **2.2. Objectives and scope of the study**

The main objective of the study is to support and place on a firm footing the process for the collection and processing of data on the maritime economy across the European Union in order to make available a consistent set of data on the Maritime economy in Europe, its size, growth rates, employment levels and related trends. This in turn should help setting maritime priorities in Europe, define and inform policy and track performance across industries<sup>6</sup>.

Hence, as a pre-requisite, the contractor should be knowledgeable about the literature existing on maritime economic data in the EU and international context. The contractor will use the 2007 study<sup>7</sup> for Eurostat as a starting point and the references referred to in section 2.4 below. The contractor will also use the relevant research articles, the experience of existing projects and international data sets providing data for multi-regional input and output analyses (e.g. IDE/JETRO, EORA, EXIOPOL, GTAP, WIOD,

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<sup>2</sup> COM (2006) 275

<sup>3</sup> COM(2007) 574 final

<sup>4</sup> COM(2012)494 final

<sup>5</sup> COM(2014) 254 final/2

<sup>6</sup> Foley, N.S. and Corles, R (2014)

<sup>7</sup> Eurostat, STUDY IN THE FIELD OF MARITIME POLICY “Approach towards an Integrated Maritime Policy Database”, Contract Reference 2007/S 179-218229 – Lot 1

DCF). The contractor should also understand the processes for maritime data economic collection outside the EU. The contractor should also compare approaches with the USA's National Ocean Economic Program.

In view of developing the process, the contractor should have knowledge of the different definitions, parameters and indicators for the maritime economic sectors. The contractor should then evaluate the existing sources of data. On that basis, the study should provide a methodology for collecting and processing data that will deepen understanding of the blue economy.

### **2.3. Tasks of the contract**

In line with the objectives set in section 2.2 above, and using the Commission's existing work in the field as a pre-requisite, the contractor will undertake the following tasks:

#### **TASK 1: Propose a common delineation of the maritime activities**

The contractor will deliver a list of all the maritime activities. The contractor should use the standard statistical classification of economic activities (NACE) and take into account work by the Eurostat Action group on improving socio-economic data for maritime sectors and maritime regions which proposed a definition of the maritime sector in 2011.

For each Member State of the EU and the EU as a whole, the contractor should:

- estimate the marine proportion of the sectors which are not exclusively maritime (giving at least turnover and employment figures)
- classify them according to whether the end-use of the product or service is directly maritime or indirect where the product or service is an input to direct maritime activities;
- classify them according to market (consumers, public authorities etc)
- indicate whether the activity is coastal or distributed throughout the country;
- indicate whether the product or service is provided by the public or private sector;
- identify emerging activities – those that are not precisely identifiable within existing classifications but that are expected to grow significantly in the long term
- identify green activities - ocean monitoring and research, environmental management including the implementation of legislative protection measures, waste management including port reception facilities, facilities for cold ironing, manufacturing of special equipment (such as scrubbers), fuel desulphurisation, ship recycling.

#### **TASK 2: Indicators for maritime activities**

The contractor will calculate a set of indicators for each of the maritime activities identified in task 1 above.

The main set of indicators should at least include the growth rate, GVA, employment and investment information by economic sector.

Other indicators can be specific to certain sectors - profits/profitability, non-financial indicators specific to each sector: for example, total shipping tonnage, shipping capacity utilisation, port capacity and turnover, all the well-recorded fishing information including

investment in new capacity, total installations in the offshore oil and gas sectors, energy production levels, mining output (sand and gravel), number of patents, number of nights spent by cruise passengers, number of marina berths, number of marinas. The contractor should choose only indicators for which he can identify the source of data and for which he can present those data in the database to be delivered (as specified in task 4).

For certain activities, such as marine biotechnology, it may not be feasible to collect aggregated information. In this case examples should be found.

Example indicators are:

| <b>NACE Code</b> | <b>activity</b>                           | <b>Indicators</b>   |
|------------------|---|---|
| C3011            | Building of ships and floating structures | turnover, order book value and market (home market, export within EU and export outside EU) for <ul style="list-style-type: none"> <li>– naval ships</li> <li>– cruise ships, excursion boats and similar vessels for the transport of persons;</li> <li>– ferry-boats of all kinds</li> <li>– tankers for the transport of crude oil, oil products, chemicals, liquefied gas</li> <li>– refrigerated vessels, except tankers</li> <li>– dry cargo ships</li> <li>– fishing vessels; factory ships and other vessels for processing or preserving fishery products</li> <li>– tugs and pusher craft</li> <li>– dredgers; light-vessels, floating cranes; other vessels</li> <li>– offshore vessels and infrastructure</li> <li>– other floating structures (including rafts, tanks, cofferdams, landing stages, buoys and beacons)</li> <li>– conversion, reconstruction and fitting out services of ships, floating platforms and structures;</li> <li>– sub-contracted operations as part of manufacturing of ships and floating structures</li> <li>– conversion and reconstruction of ships, floating platforms and structures</li> </ul> |
|                  | marine equipment                          | <ul style="list-style-type: none"> <li>– amount, nature and destination of equipment imported from countries outside EU.</li> <li>– amount, nature and origin of equipment exported to countries outside EU.</li> </ul>   |
| C3012            | Building of pleasure and sporting boats   | turnover, order-book value, and market (home market, export within EU and export outside EU) for <ul style="list-style-type: none"> <li>– sailboats (except inflatable) for pleasure or sports, with or without auxiliary motor</li> <li>– inflatable vessels for pleasure or sports</li> <li>– other vessels for pleasure or sports; rowing boats and canoes</li> </ul>  |
| C3315            | Repair and maintenance of ships and boats | Similar classification to those for building vessels  |
| B061             | Extraction of crude petroleum             | Split between offshore and onshore for <ul style="list-style-type: none"> <li>– production</li> <li>– turnover</li> <li>– number of persons employed</li> <li>– purchases of goods and services</li> <li>– wages and salaries</li> </ul>  |

|                  |                           |  |
|------------------|---------------------------|--|
| B062             | Extraction of natural gas | Same as above  |
| Emerging sectors | aggregate extraction      | turnover, number of persons employed, mass extracted   |
|                  | cable laying              | turnover, number of persons employed, length of cable laid, purpose of cable (oil and gas support, renewable energy, communication), sea where laid  |
|                  | biotechnology             | a list of products developed from marine organisms together with a timeline (organism found, substance identified etc), who markets product, turnover generated. For each stage in the value chain, identify in which country the work was done. |

### **TASK 3: Identification of sustainable data sources**

Whilst most of the data-collection within this project will be a one-off exercise, the contractor will identify, list and cost sources of data, other than those available from Eurostat, that could provide a regular input to understanding of the nature, size and growth rate of the blue economy. This should include both publicly available data and data that is available at a cost. Any licence restrictions on the data, for instance on distribution, should be listed.

### **TASK 4: Collecting and processing the data**

The contractor will develop and test an operational methodology for collecting data processing them, and creating a database. This database should deliver regular, comprehensive, reliable and comparable data.

The contractor should use as a starting point the work done internally in DG MARE which is encapsulated in an application of the SAS software suite. For the moment, the data sources used are Eurostat database except for fisheries and aquaculture (where data are obtained from the Data Collection Framework) and offshore wind energy (where data are obtained from the European Wind Energy Association).

The solution proposed should take into account the existing structures (NSI, Eurostat, JRC, other national or regional sources of data) assessing their limits and the main problem of accessibility and availability of data (confidentiality issues, NACE code for marine component, Local Administrative Units data). The solution proposed should allow for accounting consistency and replicability.

The solution proposed should deliver:

- a Microsoft Access database including all the tables used in compiling the report. Standard Eurostat nomenclature for indicators, activities, regions and countries must be used where they exist. Where they do not, other internationally accepted standards should be employed. All data must be cross-referenced with a table of data sources.
- A detailed documentation of the methodology, including any software applications, for collecting and processing the data, as well as the applications themselves.

The contractor must address lack of availability by proposing long-term solutions : higher-resolution, development of the codes and scales, integration - after peer review approval - of secondary data sources. Thus the methodology can deliver revised results

quickly as new updates of data become available or as new sources of information allow a refinement of the underlying assumptions.

After delivery of the proposed solution/methodology, the Commission should be in a position to collect, process and produce reliable, comparable and detailed datasets as described above.

#### **TASK 5: Provide a baseline and recent trends at EU level, NUTS 2 and 3**

The contractor will produce

- the database developed in task 4
- a powerpoint presentation
- an infographic

#### **TASK 6: Peer review process**

The contractor will set up a “peer review” group which must include representatives from the different economic activities of the blue economy. The contractor will propose a selection of 8 to 10 experts and explain the criteria used for the selection, which the Commission will have to approve.

The contractor will consult this group on a regular basis as defined in section 2.5 to ensure its endorsement of each of the tasks' results above-mentioned.

#### **2.4. References and sources to be used by the contractor**

The contractor shall take into consideration any relevant initiative or source of information, such as the following (not exclusive list):

- EUROSTAT: in general, data is collected by the national statistical offices and transmitted to Eurostat, in line with Regulation 692/2011.
- Eurostat, STUDY IN THE FIELD OF MARITIME POLICY “Approach towards an Integrated Maritime Policy Database”, Contract Reference 2007/S 179-218229 – Lot 1
- National Statistical Institutes of Member States
- Data collected under the remit of the Data Collection Framework Regulation 199/2008
- Centre for the Blue Economy – National Ocean Economics Program (NOEP)
- the 2014 Annual Economic Report on the EU Fishing Fleet (STECF 14-16). Luxembourg: Publications Office of the European Union, 2014
- EU sources:
  - Directive 2008/56/EC of the European parliament and of the council of 17 June 2008 establishing a framework for community action in the field of marine environmental policy (marine strategy framework directive). Brussels, European Commission.
  - Blue growth: Opportunities for marine and maritime sustainable growth. Communication from the Commission to the European Parliament, the Council,

the European Economic and Social Committee and the Committee of the Regions. Brussels, European Commission: 12.

Green paper marine knowledge 2020: From seabed mapping to ocean forecasting. Brussels, European Commission. 473 final: 28.

- Action plan for a maritime strategy in the Atlantic area: Delivering smart, sustainable and inclusive growth. Brussels, European Commission. 279 final: 12.
- Proposal for a directive of the European parliament and of the council: Establishing a framework for maritime spatial planning and integrated coastal management. Brussels, European Commission: 35.
- Regulation (EU) no 1380/2013 of the European parliament and of the council of 11 December 2013 on the common fisheries policy, amending council regulations (EC) no 1954/2003 and (EC) no 1224/2009 and repealing council regulations (EC) no 2371/2002 and (EC) no 639/2004 and council decision 2004/585/EC." Official Journal of the European Union.
- Commission staff working document: Annex accompanying the document commission report to the council and the European parliament the first phase of implementation of the marine strategy framework directive (2008/56/EC) - the European commission's assessment and guidance European Commission: 194.
- COM (2014b). Innovation in the blue economy: Realising the potential of our seas and oceans for jobs and growth. Communication from the Commission to the European Parliament, the Council, the European Economic and Social Committee.
- Previous Commission Studies:
  - "Scenarios and drivers for Sustainable Growth from the Oceans, Seas and Coasts" ("Blue Growth" study MARE/2010/01)
  - Study on Deepening Understanding of Potential Blue Growth in the EU Member States on Europe's Atlantic Arc (FWC MARE/2012/06 – SC C1/2013/02)
  - Study on Blue Growth, Maritime Policy and the EU Strategy for the Baltic Sea Region (MARE/2012/07 - Ref. No 1)
  - Studies to support the development of sea basin cooperation in the Mediterranean, Adriatic and Ionian, and Black Sea (MARE/2012/07 - REF. N° 2) Study on Blue Growth and Maritime Policy within the EU North Sea Region and the English Channel (FWC MARE/2012/06 – SC E1/2012/01)
  - Scoping study on a conceptual approach for addressing green growth potential for the marine economies<sup>8</sup>.
  - Economic valuation work produced under the Plan Bleu for the Mediterranean<sup>9</sup> BalticStern<sup>10</sup>

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<sup>8</sup> Tasks 6 and 7 of the study on Potential for stimulating growth in the water and marine sector, carried out under DG Environment Framework contract ENV.F.1/FRA/2010/0044. Not yet online, will be made available to the contractor

- Options for Delivering Ecosystem-based Marine Management (ODEMM)<sup>11</sup>, Work Package on costs and benefits of environmental action
- Economic importance of activities ancillary to fishing and aquaculture in the EU (Ongoing).
- "Study on competitive position of marine supplies industry" (DG GROW 2014)
- Other articles:
  - Colgan, C. (2007). A guide to the measurement of the market data for the ocean and coastal economy in the national ocean economics program. National Oceans Economics Program, Edmund S Muskie School of Public Service, University of Southern Maine.
  - Foley, N.S. and Corles, R (2014). Developing a Comparative Marine Socio-Economic Framework for the European Atlantic Area. Journal of Ocean and Coastal Economics
  - Kalaydjian, R. (1997). French marine related economic data. Brest, Ifremer.
  - Kalaydjian, R. (2009). Study in the field of maritime policy - approach towards and integrated maritime policy database Eurostat. 2007/S 179-218229.
  - Kildow, J. T. and A. McIlgorm (2010). "The importance of estimating the contribution of the oceans to national economies." Marine Policy 34(3): 367-374.
  - Long, R. (2011). "The marine strategy framework directive: A new european approach to the regulation of the marine environment, marine natural resources and marine ecological services." Journal of Energy and Natural Resources Law 29(1): 1-44.
  - Morrissey, K. (2014). "Using secondary data to examine economic trends in a subset of sectors in the English marine economy: 2003–2011." Marine Policy 50, Part A(0):135-141.
  - Surís-Regueiro, J. C., M. D. Garza-Gil and M. M. Varela-Lafuente (2013). "Marine economy: A proposal for its definition in the european union." Marine Policy 42(0): 111-124.
  - Zhao, R., S. Hynes and G. Shun He (2014). "Defining and quantifying China's ocean economy." Marine Policy 43(0): 164-173.
- Key projects undertaken in the field:
  - - MARNET "An Economic Data Framework for the EU Atlantic Arc"

## 2.5. Duration of the tasks, deliverables and budget

### Duration and budget

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<sup>9</sup> <http://planbleu.org/>

<sup>10</sup> <http://www.stockholmresilience.org/21/research/research-programmes/balticstern.html>

<sup>11</sup> <http://www.liv.ac.uk/odemmm/>

- The contract will start at the date of signature of the contract by both parties. The total duration of the execution of the tasks (including the submission of the final report) cannot exceed 12 months.
- The maximum amount that may be awarded for this contract is 460,000.00 € and shall cover all the expenditure incurred during the implementation of this study (including travel and subsistence).

#### Deliverables

- An inception report shall be delivered during the first month of the contract, after the kick-off meeting. A first interim report shall be delivered within 4 months from the signature of the contract. Preliminary results shall be delivered within 9 months from the signature of the contract followed by a workshop. A draft final report shall be delivered within 11 months from the signature of the contract.
- Whilst the reports shall include the economic analyses and supporting data, they shall be written so as to ensure that the information and analyses are accessible to a non-expert audience, and that any conclusions or recommendations are relevant for policy purposes.
- All reports shall be submitted in English. The reports shall be written in clear and easily understandable language and shall meet commonly recognised standards for documents intended for publication, i.e. complete lists of references

The following indicative timetable summarises the main deliverables of the contract:

|   | M1 | M 2 | M 4 | M5 | M9 | M10 | M11 | M 12 |
|---|----|-----|-----|----|----|-----|-----|------|
| <b>M1: Kick-off Meeting</b>               | X  |     |     |    |    |     |     |      |
| <b>D1: Inception report</b>               | X  |     |     |    |    |     |     |      |
| <b>M2: Inception meeting</b>              |    | X   |     |    |    |     |     |      |
| <b>P1: Peer review meeting 1</b>          |    | X   |     |    |    |     |     |      |
| <b>D2: Interim report</b>                 |    |     | X   |    |    |     |     |      |
| <b>M3: Progress meeting</b>               |    |     | X   |    |    |     |     |      |
| <b>P2: Peer review meeting 2</b>          |    |     | X   |    |    |     |     |      |
| <b>M4: Progress meeting 2</b>             |    |     |     |    | X  |     |     |      |
| <b>P3: Peer review meeting 3</b>          |    |     |     |    | X  |     |     |      |
| <b>D4 Preliminary results</b>             |    |     |     |    | X  |     |     |      |
| <b>M5: Meeting on preliminary results</b> |    |     |     |    | X  |     |     |      |
| <b>P4: Peer review meeting 4</b>          |    |     |     |    | X  |     |     |      |
| <b>D5: Workshop</b>                       |    |     |     |    |    | X   |     |      |
| <b>D6: draft Final Report</b>             |    |     |     |    |    |     | X   |      |
| <b>M6: draft Final report meeting</b>     |    |     |     |    |    |     | X   |      |
| <b>P5: Peer review meeting 5</b>          |    |     |     |    |    |     |     | X    |
| <b>D7: Final report</b>                   |    |     |     |    |    |     |     | X    |
| <b>M7: Final report meeting</b>           |    |     |     |    |    |     |     | X    |

### **2.5.1. Kick-off meeting**

It shall take place within two weeks after the signature of the contract.

### **2.5.2. Inception report**

Within four weeks from the signature of the contract, the contractors will submit an inception report including a detailed roadmap and methodology for the project.

The report must describe how the methodology proposed by the contractor is going to be implemented in detail, after e.g. having further examined the sources of primary and secondary data that will be used for the study. It should not exceed 30 pages, annexes excluded, and should be presented no later than four weeks after the signature of the contract.

Therefore, it must contain at least:

- a detailed roadmap of the work containing a detailed work plan, division of tasks, first working assumptions, project risks and relevant mitigating measures.
- a detailed method for addressing the collection of available sources of data
- a detailed method for addressing delimitation and definition of the maritime sectors.
- - the structure of the final report.

The report aims to refine, improve and finalise the methodology and work plan outlined in the proposal made by the contractor in its offer. The contractor and the Commission will decide on the precise table of contents of the inception report at the kick-off meeting.

An inception meeting will take place to finalise the inception report within two weeks after the reception of the amended version of the report following the Commission comments and requested modifications.

Only after approval of this inception report by the Commission should the analytical work progress.

### **2.5.3. First interim report**

An interim report shall be submitted no later than 4 months after the signature of the contract. The report shall present an overview of the tasks performed during the first interim period. It shall describe the state of progress; identify any obstacles encountered and to which extent they have hindered progress. It shall describe the measures taken to overcome those obstacles, or whether the obstacles persist. The report will be presented to the IMP Member States Expert Group and other relevant expert groups, requested by the Commission.

The interim report must be produced after desk and field research has been completed or nearly completed and should contain:

- an overview of the available data;
- identification of the information/data sources that have been used;
- an assessment of the data, whether it meets expectations and will provide a sound basis for the development of the methodology.

- a description of problems encountered and solutions found;
- a summary of initial findings, including preliminary results of the gathering of data.
- the next steps foreseen

The interim report should not exceed 45 pages, annexes excluded. The interim report will have to be approved by the Commission services within three weeks.

Within two weeks from the submission of the draft interim report, a progress meeting will be held with the Commission services in Brussels where the contractor will report and present the interim report (the current state of play, data collected, information sources, data gaps, progress made, problems encountered, next steps etc.).

A second progress meeting will be held with the Commission services in Brussels three months later where the contractor will report and present the progress since the interim report (the current state of play, data collected, information sources, data gaps, progress made, problems encountered, next steps etc.).

#### **2.5.4 Preliminary results**

Preliminary results shall be submitted no later than 9 months after the signature of the contract.

The preliminary results should report on progress on all tasks under section 2.3. It shall describe the state of play on the collection of data for the maritime economy; identify the main barriers and data gaps, the measures or proposals taken to overcome those obstacles. It should present the list of identified maritime sectors and the suggested common definitions. The results should include the set of indicators used, the methods for assessing the maritime sectors including collection, the operational process.

The contractor will provide a first baseline data for the various activities in the maritime economy.

The preliminary results should not exceed 100 pages, annexes excluded. They will have to be approved by the Commission services within 60 days.

Within three weeks from the submission of the preliminary results, a progress meeting will be held with the Commission services in Brussels where the contractor will report and present the document (the current state of play, data collected, information sources, data gaps, progress made, problems encountered, proposed methodology etc.).

The preliminary results should also be delivered in the form of a deck of slides in PowerPoint format, including the main findings and graphic material. This will be used for the workshop scheduled for month 12.

#### **2.5.5 Peer review meetings**

The peer review meetings will be held with the Commission services in Brussels where the contractor will report and present the different reports and preliminary results to the group.

#### **2.5.6. Draft final report**

Within 11 months from the signature of the contract, the contractors shall ensure that a draft final report of the study is submitted to the Commission.

The report must deliver the results of all the tasks covered by the Technical Specifications and

must be clear enough for the general public to understand. It will include a comprehensive list of information sources and related technical and administrative documentation.

The structure of the report must follow a broad classification into the following parts.

Main report: it should be limited to 70-100 pages, annexes excluded, and present, in full, the results of the research, the definitions of the maritime sectors and the description of the methodology for maritime economic data collection.

Draft Executive Summary: This must summarise the study's main conclusions, the main evidence supporting them and the recommendations arising from them up to 10 pages. The summary must be written in particular in a clear, unambiguous and comprehensible style, and must not use highly specialised terminology. It must be possible to use the summary independently of the main report, as well as together with it.

Annexes: These must provide full empirical and bibliographical data, any additional tables or graphics, and references and sources.

### **2.5.7. Final report**

A final report shall be submitted no later than 18 months after the signature of the contract.

The document must take into account the feedback from the Commission services and the Peer-review group on the draft Final Report, insofar as it does not interfere with the autonomy of the contractor in respect of the conclusions it has reached and the recommendations made.

The final report follows the same format as the draft Final Report (main report, executive summary and annexes). The final report will be written in English.

It will be provided electronically (in Word and PDF formats) together with three hard copies. Statistical and background information will be given in an annex to the report.

The final report shall include:

- an abstract of no more than 200 words, both in English and French;
- an executive summary of maximum 6 pages, both in English and French; which will provide the main conclusions and policy recommendations. The summary must be written in a clear, unambiguous and comprehensible style, and must not use highly specialised terminology. It must be possible to use the summary independently of the main report.
- 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.”*

In addition, the content of the report shall be delivered in the form of a deck of slides in PowerPoint format, including the main findings and graphic material.

The assignment will be considered as completed when all deliverables listed in this section are completed and timely submitted to the Commission in the above-mentioned formats.

The contracting authority will publish the Final Report, the Executive Summary, the annexes.

Up to three months after the approval of the final report, the contractor may be invited to present the results in the form of a PowerPoint slide presentation in English of maximum 30 minutes, at a meeting organised in the premises of the European Commission in Brussels.

## **2.6. Structure and graphic requirements of the study**

All reports shall be submitted in English. The reports shall be written in clear and easily understandable language and shall meet commonly recognised standards for documents intended for publication, i.e. complete lists of references.

All studies produced for the European Commission and Executive Agencies must conform to the corporate visual identity of the European Commission by applying the graphic rules set out in the European Commission's Visual Identity Manual, including its logo<sup>12</sup>.

The Commission is committed to making online information as accessible as possible to the largest possible number of users including those with visual, auditory, cognitive or physical disabilities, and those not having the latest technologies. The Commission supports the [Web Content Accessibility Guidelines 2.0](#) of the W3C.

For full details on Commission policy on accessibility for information providers, see: [http://ec.europa.eu/ipg/standards/accessibility/index\\_en.htm](http://ec.europa.eu/ipg/standards/accessibility/index_en.htm)

PDF versions of studies destined for online publication should respect W3C guidelines for accessible PDF documents. See: <http://www.w3.org/WAI/>

## **3. EVALUATION AND AWARD**

### **3.1. Evaluation steps**

The evaluation is based on the information provided in the submitted tender. It takes place in three steps:

1. Verification of non-exclusion of tenderers on the basis of the exclusion criteria
2. Selection of tenderers on the basis of selection criteria
3. Evaluation of tenders on the basis of the award criteria

Only tenders meeting the requirements of a step will pass on to the next step.

### **3.2. Exclusion criteria**

All tenderers shall provide a declaration on their honour (see Annex 4), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 4.

The declaration on honour is also required for each member of the consortium in case of joint tender and for identified subcontractors whose intended share of the contract is above 10%.

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<sup>12</sup> [http://ec.europa.eu/dgs/communication/services/visual\\_identity/index\\_en.htm](http://ec.europa.eu/dgs/communication/services/visual_identity/index_en.htm)

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 4 before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender and to identified subcontractors whose intended share of the contract is above 10%.

### **3.3. Selection criteria**

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

Each member of the group in the case of a joint tender and of identified subcontractors should provide the evidence requested. However, 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 Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

#### **3.3.1. 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 whose share of the contract is above 10%) must comply with the following criteria:

- Average annual turnover of the last three financial years of at least 500,000.00 €. Consortia must provide separate documents per member, plus a document showing consolidated figures.

The following evidence should be provided:

- Copy of the profit & loss account and balance sheet for the last three years for which accounts have been closed, showing the annual pre-tax profit, certified by an external auditor;
- Failing that, appropriate statements from banks or, where appropriate evidence of professional risk indemnity insurance, and a statement declaring the annual pre-tax profit for the relevant year(s).

The tenderer should also provide the simplified balance sheet for the last 3 years for which accounts have been closed (see template in Annex 5).

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her 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 Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

#### **3.3.2. Technical and professional capacity criteria and evidence**

##### **a. Criteria relating to tenderers**

The successful tenderer must provide the relevant amount of expertise, scientific and technical resources and workforce to carry out the services requested in this tender.

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience in the field of maritime economics with at least 2 EU or international projects delivered in this field in the last three years with a minimum value for each project of € 80 000.
- The tenderer must prove capacity of working in English supported by 2 publications of 30 pages in English language.
- The tenderer must prove experience in formulating policy recommendations in the economic field, supported by 2 studies or reports.

#### **b. Criteria relating to the team delivering the service:**

As to the fact that this assignment encompasses the analysis of maritime economic data and the development of a new methodology for maritime data collection, the contractor must ensure that the work will be undertaken by at least three experts, as defined below, with sufficient knowledge and expertise and who should complement each other.

Moreover, the contractor must ensure that the three experts are adequately supported and equipped. In particular, sufficient administrative, secretarial and translation/ interpreting resources, as well as junior experts, must be available to enable senior experts to concentrate on their core evaluation tasks, as well as at least two experts (with knowledge of EU issues and in particular regulations in relation to economics and maritime policy).

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

The same person can have a combined expertise.

- **Project Manager:** At least 10 years experience in project management, team management, including overseeing project delivery, proven ability to coordinate complex multi-country projects in an international setting, quality control of delivered service, client orientation and conflict resolution experience in projects of similar size and scope.

- **Expert in maritime policy:** 5 years professional experience in the field of maritime affairs. The expert's main task include the development and use of a framework of maritime data collection, conducting, formulating and coordinating the finding of the study; the management and monitoring of research tasks, analysis and summary of results and preparation of reports for policy-makers.

Qualifications: the expert must possess a professional background in at least 4 of the following sectors: short sea shipping; marine aquatic products; blue biotechnology, oil and gas, offshore wind, ocean renewable energy, marine minerals mining, seabed mining, coastal and maritime tourism, cruise tourism, coastal protection, maritime security and surveillance, environmental monitoring, maritime transport, aquaculture. The expert should have a good understanding of the relationship between the maritime economy, technology and innovation, environment protection, energy as well as industrial competitiveness.

- **Expert in maritime economics:** at least 5 years' professional experience in maritime economics.

The expert's main tasks include quantitative maritime economic analysis; the development and use of a framework of maritime data collection; conducting, formulating and coordinating the finding of the study; the management and monitoring of research tasks, analysis and summary

of results and preparation of reports for the Commission.

**Qualifications:** The expert must possess an academic and professional background (in maritime economics or in applied economics. Familiarity with environmental economic models and input output analysis is required. The expert should have a good understanding of the relationship between economy, technology, environment and consumption and production patterns as well as industrial competitiveness. A good knowledge of EU environmental, industrial, fisheries and maritime policies is required.

**- Expert in statistics:** at least 5 years' professional experience.

The expert in statistics will contribute in the data collection and the data quality management in order to ensure the accuracy, consistency and comparability, he/she will contribute to the development and use of a framework of maritime data collection, storage and use of maritime database; the management and monitoring of research tasks, analysis and summary of statistical results and identify future trends, to the preparation of reports for the Commission.

**Qualifications:** The expert must possess an academic and professional background (in statistics and/or mathematics and/or economic modelling. Familiarity with environmental economic models and input output analysis is required.

**Language capacity:** A very good level of written and spoken English is essential for all the members of the team, as guaranteed by a certificate (Common European Framework of Reference for Languages – level B2), or English native speaker.

### **c. Evidence:**

The following evidence should be provided to fulfill the above criteria:

- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- 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, following the classification provided under 3.3.2.b.

## **3.4. Award criteria**

The contract will be awarded to the tendering offering best-value-for-money. The tender should include all information requested in these criteria. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points. Tenders must score minimum 50% for each criterion and subcriterion, and minimum 60% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

### **1. Quality of the proposed methodology (60 points – minimum threshold 50%)**

**- Sub-criterion 1.1: Relevance and added value of the tender (20 points – minimum threshold 50%)**

In line with the objectives set in section 2.2, tenders shall explain how the study will support the EU's maritime economy. They shall describe the main challenges inherent to reaching this objective and the possible mitigation measures.

**- Sub-criterion 1.2: Definition of the envisaged process and of each step necessary to deliver the expected results** (30 points – minimum threshold 50%).

To this end, the tenderers shall explain the working methods to carry out the tasks required to achieve the aims of the study. Inter alia, tenderers shall describe the approach in detail for each task specified in section 2.3.

**- Sub-criterion 1.3: Sources of information** (10 points – minimum threshold 50%).

Tenderers shall present how they intend to ensure the reliability and accuracy of information. A preliminary list of sources and contacts should be presented. Tenderers shall especially demonstrate how they will build the links with the appropriate sources.

**2. Organisation of the work** (40 points – minimum threshold 50%)

**- Sub-criterion 2.1 Approach to project management** (20 points – minimum threshold 50%)

The tender should present the structure of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable), (i.e. number of persons, allocation of tasks and responsibilities, organisation chart). Tenderers shall demonstrate how the team assigned to the implementation of the tasks match the needs of the objectives and tasks set out in sections 2.2 and 2.3.

Tenders will explain how coordination will be carried out, will provide a roadmap (including a work and time schedule) and the provisions taken to manage the project and interface with the Commission. Tenders should provide details on the rationale behind the choice of this allocation.

**- Sub-criterion 2.2 Quality control measures** (20 points - minimum threshold 50%)

Tenders shall describe the main challenges and risks for the provision of the services, including the timely delivery of reports of the required quality, continuity of the service in case of absence of a member of the team, and mitigation measures envisaged should unforeseen arise. Specific focus shall be given to the service foreseen concerning the quality of the deliverables, the language quality check and the peer review system. The quality system shall be detailed in the tender and specific to the tasks at hand; a generic quality system will result in a low score.

**3.5. Technical offer**

The technical offer must cover all aspects and tasks required in the technical specification and provide all the information needed to apply the award criteria (see section 3.4.). Offers not covering all requirements may be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

**3.6. Financial offer**

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone must 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 possible losses or the benefits deriving from any exchange rate 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.

The quoted price must be a fixed amount, which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

### **3.7. Financial evaluation**

The financial value of the tenders that pass the quality examination will be determined by calculating the price index as follows:

$(\text{Lowest price tender} / \text{Price of the tender in question}) \times 100$

### **3.8. Award of the contract**

The contract shall be awarded to the tender offering the best quality/price ratio, with a 70/30 weighting between technical quality and financial value.

This will be achieved by multiplying:

- the result of the technical evaluation (number of points) by 0,7
- the result of the financial evaluation (price index) by 0,3

The two results will be added together and the contract will be awarded to the tender obtaining the highest score at the end of this process.