

Tender Specifications

Attached to the Invitation to tender

Invitation to tender No. EMSA/NEG/25/2022 for Assistance in the definition of the business requirements, functional and technical specifications for the development of an EU Seafarers' Certification Platform

1. Introduction

The European Maritime Safety Agency (EMSA) was established under Regulation (EC) No 1406/2002 of the European Parliament and of the Council¹ for the purpose of ensuring a high, uniform and effective level of maritime safety. Among its tasks, the Agency shall work with the EU Member States to develop technical solutions, including the provision of relevant operational services, and provide technical assistance, to the building up of the necessary national capacity for the implementation of relevant legal acts of the Union.

Within this remit, the Agency intends to set up and host an EU Seafarers' Certification Platform to not only facilitate the issue of eCertificates to seafarers but also to ease the implementation of the International Convention on Standards of Training, Certification and Watchkeeping for Seafarers (the STCW Convention) certification processes at Member States' level, as provided in EMSA's Single Programming Document 2022-2024.

EMSA is applying the environmental management systems ISO 14001:2015 and EMAS (Environmental Management and Audit Scheme of the EU), aiming to continuously improve its environmental performance. EMSA complies with all applicable legal requirements relating to the environment and endeavours to ensure that suppliers comply with its environmental policy within the remit of the activities carried out for the contract. EMSA invites tenderers to consult the document and consider it when preparing bids.

2. Objective, scope and description of the contract

In accordance with the national and international legislation, it is the responsibility of every EU Member State that has flag state competences, to ensure that seafarers serving on board seagoing ships flying their flag are duly certified. In addition, all national authorities of the Member State issuing certificates to seafarers are required to maintain a register of such documents. The national administrative process for this certification could be supported by a national system or systems, as defined by each national organisation.

Depending on a decision taken by each EU Member State, it is EMSA's intention to offer the possibility to host the national seafarers' certification systems or act as a hub while connecting all the EU systems through a single EU Seafarers' Certification Platform (hereinafter, Platform).

The objective of the present tender is therefore to contract consultancy services, in a study format, that will collect information on the existing business processes and design a technical solution for the future Platform.

¹ Regulation (EC) No 1406/2002 of the European Parliament and of the Council of 27 June 2002 establishing a European Maritime Safety Agency (OJ L 208, 5.8.2002, p. 1.).

In view of the above, the output of this study will help to define the requirements of the future Platform to be implemented by EMSA.

The Platform's main objective is to provide Member States with a user-friendly system allowing for different actors to interface with it in the most simple and intuitive way possible while diminishing as much as possible the maritime administration's administrative workload when processing and issuing the certificates to seafarers.

The company which will be awarded the contract under this call may not, in principle, participate in the future call for tenders for the Platform development. This can only be possible if the company is able to demonstrate in an objective manner that although it was previously involved in the preparation of the procurement documents to be used in the future procedure, for explicit reasons put forward, such involvement does not entail a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise.

Finally, this contract will also include the development and implementation of a Prototype to be used as a proof of concept.

2.1 Scope

Within the contract the following tasks shall be completed by the contractor, as further detailed in point 2.2 Work Description:

- Task 1: Identify, list, categorize/systematize and specify in detail the processes and functionalities of the seafarer's certification information systems existing in the EU Member States within the scope of Appendix 1 to the tender specifications, but not limited to it, if any relevant details arise.
- Task 2: Elaborate the business requirements, functional and technical specifications of the Platform and the technical architecture of the solution based on the outputs of Task 1 and the modular design of the Platform as well as a cloud native architecture. The modular design intends to enable individual use of one or more functional modules of the Platform by each Member State.
- Task 3: Estimate the costs of development of the Platform and of the integration required from internal and external systems, per component of the system to be developed, and propose a calendar for the implementation.
- Task 4: Develop a prototype system (cloud native) able to process seafarers' information, which includes the feature of electronically signing and/or sealing a seafarers' STCW certificate.

2.2 Work description

Task 1 - Considering the objective and description of the Platform (see Appendix 1 to the tender specifications), the information to be gathered and assessed by the contractor shall address, as a minimum, the following topics:

- Collect information on the existing seafarers' certification information systems in the EU Member States including the systems' general architecture (logic and technical), business requirements and workflows, sizing, number of concurrent users, dataset, personal data protection measures in place, interfaces, connections, the systems' presentation layer requirements (GUI or other methods of information/data input/output) and the number of transactions.
- Identify list, categorize/systematize and specify in detail the processes and functionalities of the seafarer's certification information systems existing in the EU Member States

- In case the certificates for seafarers are issued and registered by other entities besides the maritime administration (i.e. national radiotelecommunication agencies for GMDSS certificates, MET institutions for Certificates of Proficiency or medical practitioners' offices for medical certificates), the same information for each issuing entity and system shall also be fully identified and delivered.
- Identify if and how the information above, regarding the certificates issued to seafarers by other entities other than the maritime administration, is uploaded to the national registry systems.
- Identify how national systems were structured to display the information to third parties regarding the authenticity and validity of the certificates issued to seafarers and assess how a common search and verification functionality could be attained.
- Identify what functionalities intended to be used by the EU Member State are considered as a 'must have' and propose others considered as 'nice to have' functionalities so that priorities can be established.
- List the standards already used by the EU Member States in their systems and suggest which of them should be used within the Platform so that the data elements can be standardised
- Identify the technologies in place in the national systems to evaluate how the transfer of the information on issued certificates to the Platform can be done from all the entities in the most transparent way possible.
- Verify if and how the EU building blocks² are used, or if an equivalent COTS/SaaS is implemented at national level.

The results collected under Task 1 shall be presented in a report detailing, at least, the elements requested above.

The list of EU Member States (a maximum of 10) in which this detailed analysis shall be undertaken, will be provided by EMSA upon the kick-off-meeting with the contractor. Despite this, all EU Member States should be consulted to provide general information (regarding business and technical scope) regarding their national seafarers' certification systems.

Task 2 - The contractor shall prepare a functional and technical specification, using a formal framework/ methodology, describing all aspects based on the requirements, starting from the outputs of Task 1.

The functional specification shall address, as a minimum, the following topics:

- Scope: Summary of the system and its functions.
- Assumptions, Risks, and Dependencies
- Actors and stakeholders
- Solution overview (e.g sitemaps)
- Business rules
- Use cases and breakdown into the different user scenarios
- Business processes and flows
- Human interface mock-ups
- Logical data model and dataset
- Mapping between Use cases and Requirements

Moreover, it shall prepare a technical specification for the development of the Platform. Technical specification, that shall include as a minimum, the following topics:

² Please refer to [CEF Digital Home \(europa.eu\)](https://ec.europa.eu/digital-home/)

- Overall description of the system
- Assumptions, Risks (including security risks), mitigation measures, and Dependencies
- High level context diagram describing the system boundaries, external and internal systems that will integrate with the Platform and internal major blocks
- A detailed and exhaustive description and breakdown of the major blocks. For each of the major blocks identified, the break down should address as detailed as possible the:
 - Software modules and technical components
 - Business logic, interactions and flows between the Modules
 - Inputs, processes, outputs
 - Interfaces (internal and external - identify and assess the impact on the internal and external systems that will have to integrate with the Platform, identify all the possible issues and present recommendations)
- Platform requirements and Software architecture
 - Software to be used in the different modules and tiers (presentation tier, business tier, data tier, integration tier)
 - Data model and data blocks
 - Forms of digital signatures (XAdES, CAdES, PAdES, etc.)
 - Formats of the signed documents
 - Infrastructure and sizing
 - Networking
 - Detailed deployment diagrams
 - Database preliminary design and sizing
 - Monitoring and Auditing
- Non-functional requirements
 - Availability
 - Resilience
 - Fault tolerance
 - Performance
 - Scalability
 - Quality
 - Security
- Personal data protection solution
- Mapping between Modules/technical components and the Functional specification.

The Platform Architecture and design shall follow the EMSA Design Guidelines for Architecture of IT solutions. Detailed documentation on the Cloud Native Architecture and Landscape shall be provided in the kick-off meeting.

Task 3 - Considering the objective and description of the Platform (see Appendix 1 to the tender specifications), the information collected under Task 1 as well as the deliverables of Task 2, the contractor shall address, as a minimum, the following topics:

- Identify the necessary technical profiles to develop the Platform
- Estimate the effort and costs of development of the Platform per component of the system (effort and costs shall be detailed per component/activity and per profile).
- Estimate in a rough order of magnitude, the effort in which the external systems (EU Member State Level) to EMSA will incur while integrating with the Platform.
- Present a calendar and road map regarding the implementation of the Platform.
- Considering the full Platform, estimate the yearly maintenance and operational costs of running it on a cloud environment.

Task 4 - Considering the objective and description of the Platform (see Appendix 1 to the tender specifications), the prototype (with limited data to be agreed upon during the project) to be developed in the present contract shall include the delivery of the following:

- A complete set of functionalities enabling to test the capabilities of the process of signing and/or sealing the Certificate and timestamping, with the usage of the EU building blocks, if feasible, and using X.509 certificates.
- The ability to be used in demonstrations to the EU Member States.
- The ability to handle and manage 30 users in total with 1/3 of them being concurrent users.
- Functional, technical and user documentation.
- Scripts for load and stress tests.
- Open-source software usage, preferably.

The acceptance of the prototype by EMSA will be based on a test plan, approved by the Agency, that covers all the use cases for the signing and/or sealing of the eCertificate implemented in the Prototype.

2.3 Deliverables

The contractor shall provide, as a minimum, the following deliverables:

- a. A draft and a final report on all of the information required to be gathered as per Task 1, including a description of the methodologies and tools used to gather the information.
- b. Business requirements, functional and technical specifications for the future Platform, as per Task 2 and Appendix 2 to the tender specifications.
- c. Technical architecture and specifications for a cloud native implementation of the Platform.
- d. A report of the costs estimate for the development of the Platform, as per Task 3.
- e. Calendar for the implementation for the future Platform.
- f. Prototype functional and technical documentation (architecture implementation, interfaces, etc).
- g. Administration and user manual for the prototype.
- h. Prototype Source code and building procedures (in line with EMSA building tools).
- i. Training on the prototype (admin and user).
- j. Final event presentation about the project.

The contractor shall describe all the methodologies and tools used to build-up the deliverables and include additional documentation when considered relevant.

During contract implementation, all deliverables provided by the contractor shall be subject to formal acceptance by EMSA.

The working language, working documents and all deliverables must be in English.

3. Contract management responsible body

EMSA Unit 3.1 in charge of Maritime Digital Services - will be responsible for managing the contract.

4. Project Planning

The tenderer shall provide a draft project plan describing how and when the tasks defined in the plan will be achieved. The project plan shall consider the milestones and indicative time plan detailed in the table below and shall include, as a minimum, the foreseen meetings with an indication on if they are expected to be held presential or remotely, a breakdown of tasks and the corresponding resource allocation.

The major milestones along with an indicative timing for execution are shown in the table below:

	Milestone	Indicative time	Relevant Deliverable from the contractor	Payment scheme
0	Signature of the contract			
1	KOM (Kick-off Meeting)	0 + 1 week	Meeting minutes	
2	1 st Project management meeting	0 + 2 weeks	Updated project plan detailing the activities foreseen, the foreseen items of information to collect from the Member States, a scrip of the interviews/meetings to conduct with the Member States, meeting minutes	10%
3	Monthly meetings or more frequent, if needed		Meeting minutes	
4	Submission of the draft report foreseen under Task 1 of the work description	1 + 2 months	Draft report	
5	Submission of the final report foreseen under Task 1 of the work description	1 + 4 months	Final report	30%
6	Submission of the detailed business requirements, functional and technical specifications foreseen under Task 2 of the work description	1 + 6 months	Business requirements, functional and technical specifications	30%
7	Submission of the deliverables under Task 3 and delivery of the prototype under Task 4	1 + 8 months	Task 3 deliverables & Prototype and corresponding documentation	
8	Final acceptance of the deliverables under the contract	0 + 12 months		30%

EMSA may call for additional meetings if this is considered necessary for the better execution of the contract.

Should meetings be held in EMSA's premises in Lisbon, Portugal, the Agency will not reimburse any travel and subsistence expenses to the contractor.

5. Timetable

The estimated date for signature of the contract is the 4th quarter of 2022.

The total duration of the project shall not exceed 12 months.

The table in Point 4 provides an indicative timing for the execution of the tasks and the deliverables required from the contractor.

6. Estimated Value of the Contract

The maximum budget available for this contract is EUR 139,000.00 excluding VAT.

7. Terms of payment

Payments will be made in accordance with the provisions of the draft **Service Contract** available in the Procurement Section under the call to tender **EMSA/NEG/25/2022** on EMSA's website (www.emsa.europa.eu). The successful tenderer(s) shall take the appropriate measures to be compliant with the e-invoicing conditions as set out in the draft contract.

8. Terms of contract

When drawing up a bid, the tenderer shall bear in mind the terms of the draft Service Contract.

EMSA may, before the contract is signed, cancel the award procedure without the tenderers being entitled to claim any compensation.

9. Financial guarantees

Not applicable

10. Subcontracting

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners it shall indicate in its offer which part will be subcontracted, as well as the name and qualifications of the subcontractor or partner. It should be noted that the overall responsibility for the work remains with the tenderer.

The tenderer must provide required evidence for the exclusion and selection criteria on its own behalf and, when applicable, on behalf of its subcontractors. The evidence for the selection criteria on behalf of subcontractors must be provided where the tenderer relies on the capacities of subcontractors to fulfil selection criteria³. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided will be checked to ensure that the tenderer and its subcontractors as a whole fulfil the criteria. However, the selection criteria may apply individually where it is relevant in view of their nature.

³ To rely on the capacities of a subcontractor means that the subcontractor will perform the works or services for which these capacities are required.

11. Requirements as to the tender

Bids can be submitted in any of the official languages of the EU. However, as the main working language of the Agency is English, bids should preferably be submitted in English and shall in particular include an English version of the documents requested under points 14.5 and 16 of the present Tender Specifications. The tenderer must comply with the minimum requirements provided for in these Tender Specifications. This includes compliance with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU of the European Parliament and of the Council.⁴

The tenderer shall complete the Tenderer's checklist.

If the tenderer intends to either subcontract part of the work or realise the work in co-operation with other partners (Join Offers) it shall indicate it in its offer by completing the form "Statement of Subcontracting / Joint Offer". This document is available on the Procurement Section / Calls for Tenders (Documents for tenderer) of EMSA's website (www.emsa.europa.eu).

The tender must be presented as follows and must include:

- a) A signed **cover letter** indicating the name and position of the person authorised to sign the *contract*, the bank account on which payments are to be made and the email address to be used for contacts during the procurement procedure.
- b) **The Financial Identification Form completed**, signed and stamped. This document is available on the Procurement Section (Financial Identification Form) of EMSA's website (www.emsa.europa.eu).
- c) **The Legal Entity Form** completed, signed by the person authorised to sign the contract and stamped along with the requested accompanying documentation, including recent proof of that authorisation (not more than one year old). This document is available on the Procurement Section (Legal Entity Form) of EMSA's website (www.emsa.europa.eu)

Tenderers are exempt from submitting the Legal Entity Form and Financial Identification Form requested if such a form has already previously been completed and sent either to EMSA or any EU Institution. In this case the tenderer shall simply indicate on the cover letter the bank account number to be used for any payment in case of award.

Part A: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the points 10, 13.13 and 14.2 of these specifications (exclusion criteria).

Part B: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the Economic and Financial Capacity (part of the selection criteria) set out under point 14.4 of these specifications.

Part C: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the Technical and Professional capacity (part of the selection Criteria) set out under point 14.5 of these specifications.

Part D: All the information and documents required by the contracting authority for the appraisal of tenders on the basis of the **Award Criteria** set out under point 16 of these specifications.

⁴ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

Part E: Setting out prices in accordance with point 12 of these specifications.

12. Price

- a) Price must be quoted for Assistance in the definition of the business requirements, functional and technical specifications for the development of an EU Seafarers' Certification Platform and shall include all costs related to the fulfilment of the subject matter of this call, including any travel costs related to meetings required for the execution of the contract. No additional costs will be reimbursed by EMSA.
- b) Prices must be fixed amounts and non-revisable.
- c) Prices must be quoted in euro.
- d) Under Article 3 and 4 of the Protocol on the privileges and immunities of the European Union, the latter is exempt from all duties, taxes and other charges, including VAT. This applies to EMSA pursuant to the Regulation 1406/2002/EC. Therefore, price and the amount of VAT must be shown separately.

13. Joint Offer

Groupings, irrespective of their legal form, may submit bids. Tenderers may, after forming a grouping, submit a joint bid on condition that it complies with the rules of competition. Such groupings must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a bid.

Each member of the group must provide the required evidence for the exclusion and selection criteria. The exclusion criteria will be assessed in relation to each economic operator individually. Concerning the selection criteria, the evidence provided by each member of the group will be checked to ensure that the group as a whole fulfils the criteria. However, the selection criteria may apply individually where it is relevant in view of their nature.

If awarded, the contract will be signed by the person authorised by all members of the group. Tenders from groups of service providers, contractors or suppliers must specify the role, qualifications and experience of each member or group.

14. Information concerning the personal situation of the tenderer and information and formalities necessary for the evaluation of the minimum economic, financial, technical and professional capacity required.

14.1 Legal position – means of proof required

When submitting their bid, tenderers are requested to complete and enclose the **Legal Entity Form** available on the Procurement Section of EMSA's website (www.emsa.europa.eu).

14.2 Grounds for exclusion – Exclusion criteria

To be eligible to participate in this contract award procedure, a tenderer must not be in any of the exclusion situations listed in the Declaration of Honour.

For this purpose, the Declaration of Honour available on the Procurement Section of EMSA's website (www.emsa.europa.eu) shall be completed and signed.

14.3 Legal and regulatory capacity – Selection criteria

14.3.1 Standards / Prerequisites

The tenderer must have the legal and regulatory capacity to pursue the professional activity needed for performing the contract.

14.3.2 Evidence

Legal Entity Form

14.4 Economic and financial capacity – Selection criteria

14.4.1 Standards / Prerequisites

- a) The tenderer must be in stable financial position and must have the economic and financial capacity to perform the contract.
- b) The tenderer must not be subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU) substantially affecting the performance of the contract (e.g., asset freezes and/or a prohibition on making funds or economic resources available). The prohibition applies throughout the whole performance of the contract.

14.4.2 Evidence

- A. Financial statements or their extracts for the last three years for which accounts have been closed.

Statement of the overall turnover and, where appropriate, turnover relating to the relevant services for the last three financial years.

- B. Self-declaration that the tenderer is not subject to restrictive measures (e.g., asset freezes and/or a prohibition on making funds or economic resources available) substantially affecting the performance of the contract.

Tenderers are exempt from submitting the documentary evidence if such evidence has already been completed and sent to EMSA for the purpose of another procurement procedure and the provided documents are up-to-date. In this case the tenderer shall simply indicate on the cover letter the procurement procedure where the evidence has been provided.

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

14.5 Technical and professional capacity – Selection criteria

14.5.1 Standards / Prerequisites

- A. The tenderer must have previous experience on three projects related to similar type of services, performed in the last three years.
- B. The tenderer shall propose a team consisting as a minimum of the following members, who shall have the requested experience as indicated below:
 - Project Manager: 5 years of working experience as project manager, and having undertaken at least one project for similar types of services under this role
 - Business Analyst: 5 years of working experience as business analyst, that includes experience in the implementation of the STCW Convention certification processes
 - System Architect: 5 years of working experience as system architect, and having undertaken at least one project for similar types of services under this role

The tenderer shall propose different resources for the above profiles.

14.5.2 Evidence

- A. For substantiating the experience as requested in point A above, the tenderer shall submit as evidence a list of projects in similar services in which it has participated and worked in the last three years. The list shall include a description of the services covered by the contract with indication of the objectives, contracting parties, duration and, if possible, budget.
- B. The tenderer shall also provide, within their bid, detailed curriculum vitae with the educational and professional qualifications of each member of the team responsible for carrying out the work.
- C. The Selection criteria matrix (Appendix 5 to the tender specifications) needs to be mandatorily filled in for each of the requested profiles. For each profile, details should be provided regarding, at least:
 - the projects in which the team member was involved, the project's short description and his/her role within it;
 - a short description of his/her tasks and responsibilities within each project to demonstrate how experience in the field was gained.

15. Declaration of Honour (DoH)

Please note that the tenderer shall provide information with regards its situation and on the natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control and beneficial owners.

Upon request and within the time limit set by EMSA, the tenderer shall provide the following evidence concerning itself, the natural or legal persons as listed under the first paragraph, and concerning the natural or legal persons which assume unlimited liability for the debt of the tenderer:

For the exclusion situations described in points (a), (c), (d), (f), (g) and (h) of the Declaration of Honour, production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the tenderer showing that those requirements are satisfied.

For the exclusion situations described in (a) and (b) of the Declaration of Honour, production of recent certificates issued by the competent authorities of the country of establishment is required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn

statement made before an administrative authority or a qualified professional body in its country of establishment.

The successful tenderer must provide the documents mentioned as supporting evidence before signature of the contract and within the deadline given by EMSA. This requirement applies to each member of the group in case of joint tender.

If the tenderer already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

16. Award criteria

The contract will be awarded to the tenderer who submits the most economically advantageous bid (the one with highest score) based on the following quality criteria and their associated weightings:

1. Quality criterion 1 ($W_1 = 15\%$) – Quality of the proposed approach, methods and supporting tools to implement the contract requirements regarding Task 1 of the Work description. The tenderer shall detail, as a minimum, the following topics:
 - Proposed approach overview
 - Methodology and supporting tools to collect and analyse the information
 - Proposed outline of the draft and final Report
2. Quality criterion 2 ($W_2 = 15\%$) – Quality of the proposed team based on the team organisation, the description of their responsibilities within the team and the breakdown of tasks. The tenderer shall provide, as a minimum:
 - A team diagram with a proposed team. For each team member, a description of responsibilities within the team and a breakdown of tasks.
3. Quality criterion 3 ($W_3 = 30\%$) – Quality of the draft project plan indicating how and when the project goals will be achieved within the maximum duration of the project. Please refer to Point 4 (Project Planning) above.
4. Quality criterion 4 ($W_4 = 20\%$) – Quality of the evaluation scenario described below:

The tenderer shall propose and describe a system for the validation of qualified electronic certificates as follows and in accordance with what is described in Appendix 1 to the tender specifications:

- The proposed system shall act as a hub, receiving the requests externally and making the validation against the certificate's issuer system.
- The system shall be fully automatized, machine to machine and based in CEF building blocks⁵.
- The system shall propose a validation against 10 different issuers taken from the following list:
<https://op.europa.eu/en/publication-detail/-/publication/ccf123b5-5994-11ec-91ac-01aa75ed71a1/language-en>
 - The selected issuers' systems shall represent different technologies and level of assurance
- The tenderer shall find the information of the different validation interfaces and/or APIs provided by the selected systems. If not all information is available, the tenderer shall propose different use cases representing different technologies and standards that could be found in real scenarios.

⁵ Please refer to [CEF Digital Home \(europa.eu\)](https://digital-home.europa.eu/)

The tenderer shall provide the following items regarding the above-described system:

- Functional specification
- Technical specification
- Project plan for the implementation of the evaluation scenario

and the price criterion and associated weighting:

5. Price of the bid ($W_{Price} = 20\%$) = price quoted as per Section 12.

For all bids evaluators will give marks between 0-10 (half points are possible) for each quality criterion.

The score is calculated as

$$S = SQ + SP$$

where:

The average quality for quality criterion i is

$$Q_i = \frac{1}{\text{number of evaluators}} * \sum_{\text{evaluator}} \text{mark of the evaluator for quality criterion } i$$

The overall weighted quality is

$$Q = \sum_i Q_i * W_i$$

The score for quality is

$$SQ = \frac{Q}{Q \text{ of the bid with highest } Q} * 100 * \sum_i W_i$$

The score for price is

$$PP = \sum_i \frac{\text{lowest } Price_i \text{ of all bids}}{Price_i} * 100 * W_{Price_i}$$

Only bids that have reached a minimum of 50% for each Q criterion (a minimum of 50% for Q_1 , a minimum of 50% for Q_2 , **etc.**) will be taken into consideration when calculating the score for quality SQ , score for price SP and score S .

Only bids that have reached a minimum of 70% for the score S will be taken into consideration for awarding the contract.

17. Rejection from the procedure

Contracts will not be awarded to tenderers who, during the procurement procedure, are in one of the following situations:

- D. are in an exclusion situation;
- E. have misrepresented the information required as a condition for participating in the procedure or have failed to supply that information;
- F. were previously involved in the preparation of procurement documents used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition that cannot be remedied otherwise.

18. Intellectual Property Right (IPR)

Please consult the contract for IPR related clauses.

If the results are not fully created for the purpose of the contract this shall be clearly pointed out by the tenderer in the tender. Information shall be provided about the scope of pre-existing rights, their source and when and how the rights to these rights have been or will be acquired.

In the tender all quotations or information originating from other sources and to which third parties may claim rights have to be clearly marked (source publication including date and place, creator, number, full title etc.) in a way allowing easy identification.