

Tender process

Application conditions

Conditions for participation in and implementation of the tendering procedure:

"Subcontract as part of the joint project "ECORE - Electrified Corridor Europe"

Preparation of a study on the section "Austrian border - Budapest"

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1 Overview of tender documents

1.1 Documents for download

- Contract documents (Performance description and terms of contract)
- Application conditions (this document)
- Work step overview (sample template for continuation)
- Self-declaration of non-existence of grounds for exclusion

1.2 Documents to be submitted

- **Offer** (Performance description incl. cost calculation, time planning, personnel planning, list of references)
- **Overview of work steps** (continued for all work packages and completed)
This document is submitted in addition to the offer and provides a summarized overview of the

contents and methods. Further organizational questions concerning this document can be asked by email.

- **Self-declaration of non-existence of grounds for exclusion** (signed)

2 Course of procedure

The award procedure is carried out in accordance with the "Rules of procedure for the award of public supply and service contracts below the EU thresholds (Sub-Threshold Procurement Regulations - UVgO)". The procedure is a one-stage process.

3 Application conditions (general)

3.1 Notification of ambiguities in the tender documents

If, in the opinion of the applicant, the tender documents contain ambiguities, incompleteness or errors, the applicant must inform the awarding authority (IKEM) immediately in text form before submitting the tender.

3.2 Unlawful restrictions of competition

Tenders from bidders who participate in an unlawful restriction of competition in connection with this award procedure will be excluded.

In order to combat restrictions of competition, the bidder must provide information on request as to whether and in what way the bidder is economically and legally affiliated with companies.

3.3 Offer and communication during the process

In your offer, please provide a schedule of the necessary work steps and their interrelationships (Performance description) as well as a time and personnel allocation (in project days per project manager/scientific staff/other processors) corresponding to the work steps, showing the distribution of tasks, any substitution arrangements and internal and external coordination. A price calculation must also be attached.

The offer must be written in English or German.

The template provided by the awarding authority (IKEM) for the work step overview must also be used.

The tender must be submitted by the deadline specified by the awarding authority. Any tender not submitted in due form and time will be excluded.

Documents can only be submitted by fax or post. Submission by e-mail is not possible. Bidder questions during the call for tenders can also only be sent to IKEM by post or fax.

Further communication can take place verbally or by e-mail if it does not concern the tender documents or the tenders. **Questions on how to use the sample template: "Overview of work steps" can be sent by e-mail.**

Documents requested by the awarding authority after submission of the tender must be submitted at the time specified by the awarding authority.

All prices must be quoted in euros with a maximum of two decimal places.

The prices (unit prices, lump-sum prices, billing rates, etc.) must be stated without VAT. The VAT amount must be added at the end of the offer, taking the applicable tax rate as a basis.

3.4 Bidding consortia

Bidding consortia must submit a declaration of all members in text form with their bid,

- in which the formation of a joint venture is declared in the event of an order,
- in which all members are listed and the representative authorized to execute the contract is named,
- that the authorized representative represents the members in a legally binding manner vis-à-vis the client,
- that all members are jointly and severally liable.

At the request of the awarding authority, a declaration signed by all members in written or text form or with an advanced or qualified signature must be submitted.

3.5 Subcontractor

If the tenderer intends to have parts of the service performed by subcontractors or to make use of subcontractors in the performance of a contract with regard to the required economic, financial, technical and professional capacity (suitability lending), it must specify the partial services/capacities intended for this purpose in its tender. At the separate request of the awarding authority, the tenderer must provide evidence at a time specified by the awarding authority that, in the case of suitability lending, the necessary resources of the named subcontractors are available to it and that these companies are suitable. It must state the name, legal representative and contact details of these companies and submit corresponding declarations of commitment from these companies.

If the bidder makes use of the capacities of other companies with regard to the criteria for economic and financial capacity within the scope of a suitability loan, these companies must be liable in accordance with the scope of the suitability loan; the declaration of liability must be submitted with the "Declaration of economic suitability loan commitment".

The bidder must replace subcontractors for which there are grounds for exclusion or which do not meet the relevant suitability criterion within a period set by the awarding authority.

4 Suitability criteria

The list of references is provided in a separate document.

Reference presentation

Provide suitable references of comparable project experience from the last 3 years for each work package (WP 2-5).

- Meaningful description of the activities in the project, from which the bidder's range and depth of experience with regard to the services covered by the invitation to tender are recognizable.

- Period of projects/engagements
- Which experts were involved?

5 Award criteria

No.	Criterion	Explanations of the information required in the offer	Quantifier	Assessment points
1	<p>Implementation of work steps</p> <p>There are a total of 23 possible work steps</p>	<p>How many work steps are carried out; are options offered or parts of options offered?</p> <p>Are concrete methodological approaches proposed, concrete contacts to stakeholders named, interview formats suggested? What usability and quality can be expected from the results? Does the service description in the offer indicate an understanding of the problem and task?</p>	60	<p>Complete work step (minimum requirements and options or minimum requirements suggest particularly high-quality results) = 3 points</p> <p>Partial (only minimum requirements and no or some options) = 1-2 points</p> <p>Not = 0 points</p>
2	<p>References for WP 2-5</p> <p>WP 2: Corridor and user identification</p> <p>AP 3: Political and economic framework conditions</p> <p>AP 4: Harmonization of operation and billing</p>	<p>First, a purely formal check is carried out to determine whether the references submitted formally meet the requirements. Then a substantive check is carried out to determine whether the references submitted indicate that the contract will be executed correctly.</p>	15	<p>Reference with comparability to expected performance per work package = 1</p> <p>Current reference (last two years) with comparability to expected performance per work package = 2</p> <p>Current reference with high comparability to expected performance per work package = 3</p> <p>If applicable: References related to electrical road systems = 1-2 points → Not counted per work package, but once only</p>

	AP 5: Infrastructure planning and its procedures			
3	Staff deployment Work planning, clarity of the offer	Organization and clarity of the offer structure, plausibility of personnel and time planning, Milestone plan (adjustments possible at a later date)	25	With regard to the plausibility and practicability of the schedule and the deployment of personnel, taking into account the framework conditions set out in the performance description and with regard to the clarity of the offer, the work planning presented suggests that the project will be completed with 40 points = very high 30 points = high 20 points = satisfactory 10 point = sufficient 0 points = not sufficient quality.

Explanations:

- A fixed price is determined.
- It is a pure performance competition.
- The tender that is most closely aligned with the work packages of the E-CORE project and most in line with the requirements will be selected.

Maximum assessment points calculation.

1 Criterion: 23 work steps x 3 points (content and methodological approach) = 69 points maximum

2 Criterion: 4 work packages (WP 2-5) with X references each: (maximum) score depends on how many references presented are considered relevant. Therefore, the maximum number of points cannot be universally determined at this point.

3 Criterion: Overall impression of the offer (structure and plausibility) = 40 points maximum

The product of the quantifier points and the respective assessment points (see assessment scale) results in the credit points per criterion. The credit points calculated for the individual criteria are added together.

Maximum number of credit points

69 assessment points x 60 quantifier points = 4140 credit points

XX assessment points x 15 quantifier points = XXX credit points

40 assessment points x 25 quantifier points = 1000 credit points