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CALL FOR TENDERS

N°AGRI-2013-EVAL-03

Study on mandatory origin labelling for milk, milk used as an ingredient in dairy products and unprocessed meat other than beef, pig, poultry sheep and goat meat

TENDER SPECIFICATIONS

Study on mandatory origin labelling for milk, milk used as an ingredient in dairy products and unprocessed meat other than beef, pig, poultry sheep and goat meat

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1. INFORMATION ON TENDERING

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 Procurement¹ concluded within the WTO applies, the participation to the call for tender is also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down.

1.2. Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and 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 joint tender, all economic operators in a joint tender assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole. Nevertheless, tenderers must designate a single point of contact for the Contracting Authority.

Where a joint tender is made, the tender must clearly define its structure:

- a consortium already in existence:

The tender originates from a group of economic operators having already created a consortium as a separate legal entity, able to submit its statutes, mode of operation, technical and financial capacity, and identifying the contributions of the economic operators. It is the consortium that will bear the technical and financial responsibility for the contract and will present any requested financial guarantee(s).

- an intention to create a consortium having a separate legal entity:

The tender originates from a group of economic operators not yet having created a consortium as a separate and legal entity but planning to constitute one as defined above, if their joint tender is accepted. In such a situation, they will have to provide documentation for the legal form and the envisaged draft statutes. A clear description of the mode of

¹ See http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm

operation of the consortium, the various technical and financial contributions, as well as the guarantees envisaged, of each economic operator will be required.

After the award, the Contracting Authority will sign the contract with the person(s) duly authorised on behalf of the consortium.

1.4. Subcontracting

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

Where a consortium does not form a separate legal entity after the award of the contract, the Contracting Authority will sign the contract with one single member of the consortium. This member will be the contractor, hereinafter referred to as "lead contractor". The other members of the consortium will be subcontractors.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract. Tenderers are also required to identify all envisaged subcontractors.

After the award, the Contracting Authority will sign the contract with the person(s) duly authorised on behalf of the lead contractor.

During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the Contracting Authority.

For the purpose of this procurement procedure and future contract, the following terms are used as regards subcontracting:

The term "**subcontracting company**" refers to the legal persons (private company or public entity) only;

The term "**free-lancer**" refers to natural persons only;

The term "**subcontractor**" refers to both, "subcontracting company" and "free-lancer"

1.5. Content of the tender

The tenders must be presented as follows:

Part A: Administrative dossier, consisting of:

- A.1. Identification of the tenderer (see section 1.6)
- A.2. Evidence for exclusion criteria (see section 2.2)
- A.3. Evidence for selection criteria (see section 2.3)

Part B: Technical offer (see section 2.5)

Part C: Financial offer (see section 2.6)

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1.6. Identification of the tenderer: legal capacity and status

a) Cover letter

The tender shall include a cover letter presenting the name of the tenderer (including all entities in case of a joint tender) and identified subcontractors if applicable, and the name of the single contact person in relation to this tender. This letter should also mention the name of the person(s) that is(are) authorised to sign the contract in case of the award.

If applicable, the cover letter shall indicate the proportion of the contract to be subcontracted.

In case of joint tender, the cover letter shall be signed by a duly authorised representative for each member of the consortium, or by a single representative duly authorised by the members of the consortium (with power of attorney).

Alternatively, Annex 4 duly completed and signed may be provided.

b) Letter of intent

Subcontractors shall provide a letter of intent stating their willingness to provide the service foreseen in the offer and in line with the present tender specifications.

c) Legal Entity and Financial Identification Form

In order to prove their legal capacity and their status, all economic operators shall 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

In order to identify the bank account to which the Contracting Authority shall direct the payment(s), all tenderers must provide a Financial Identification Form, duly signed by both the bank and the account holder, with its supporting documents. Only one form per offer should be submitted (no form is needed for subcontractors and/or, in case of a joint tender for the other members of the consortium). The form is available on:

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

Economic operators that are already registered in the Contracting Authority's accounting system (i.e. they have already been direct contractors) may refer to that fact in their tender. They are not obliged to provide the above-mentioned form either the supporting evidence.

d) Other

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

- For the economic operator that will retain full liability towards the Contracting Authority for performance of the contract, 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.

2. EVALUATION AND AWARD

2.1. Evaluation steps

The evaluation is based on the information provided in the submitted tender.

The evaluation will be carried out 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 (technical and financial evaluation)

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

2.2. Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex 2), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in the Annex 2.

The declaration on honour is also required for all identified subcontractors.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex 2 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 identified subcontractors whose intended share of the contract exceeds the share of the lead contractor. The Contracting Authority may waive the obligation of a tenderer to submit these documents if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that the documents are still valid. In such a case, the tenderer will be required to declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in this situation have occurred.

2.3. Selection criteria

Tenderers must prove their economic, financial, technical and professional capacity to carry out the work subject to this call for tender. In order that their position in relation to the selection criteria can be verified, tenderers should enclose evidence with their offer enabling an assessment to be made.

The evidence requested should be provided by each member of the group in case of joint tender and each identified subcontractor whose intended share of the contract exceeds the share of the lead contractor. When the intended combined share of all subcontracting companies is above 50% this requirement also applies to all identified subcontracting companies. A consolidated assessment will be made to verify compliance with the selection criteria.

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Special attention has to be drawn on the proof of the technical capacity, in particular regarding the CVs for the persons assigned to provide the service.

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.

2.3.1. Economic and financial capacity criteria and evidence

In order to prove their economic and financial capacity, the tenderer must comply with the following criteria:

- Turnover of the last two financial years must be higher than the maximum amount of this contract;
- Sufficient financial capacity to guarantee continuous and satisfactory performance throughout the duration of the contract.

The following evidence should be provided:

- Copy of the profit & loss account and balance sheet for the last two years for which accounts have been closed,
- Failing that, appropriate statements from banks,
- If applicable, evidence of professional risk indemnity insurance;

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 Contracting Authority reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

2.3.2. Technical and professional capacity criteria and evidence

a. Criteria relating to tenderers

Tenderers must comply with the following criteria:

- The tenderer shall prove its experience in the field of analysing the EU Common Agricultural Policy, in particular as regards the field of agricultural milk and meat sectors' market and policies with at least 1 project delivered in this field in the last three (3) years.

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- The tenderer shall prove its experience and/or its knowledge of techniques, tools and analytical methodologies for economic analyses in conformity with the state of the art with: 1) a relevant degree *or* 2) with at least 1 article published in the specialised press in this field, *or* 3) with at least 1 project delivered in this field in the last three (3) years.

b. Criteria relating to the team delivering the service:

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

Project Manager: At least 5 years of experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in project of a similar size, with experience in managing a team of people.

Expert in the EU agricultural sector: Relevant higher education degree and/or 5 years' professional experience in the field of analysis of markets and policies of the EU milk and meat sectors.

Project team: collectively the team should have knowledge of English and French as proficient user. In the light of envisaged fieldwork, the project team should have knowledge of the relevant EU languages as an independent user.

c. Evidence:

The following evidence should be provided to fulfil 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.

2.4. Award criteria

The tender will be awarded according to the best-value-for-money procedure. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

- **QC 1: General approach and the work to be performed** (20 points – minimum threshold 50%)

Tenderers will describe their approach of the services to be provided and the work necessary to be performed in view of achieving the objectives of the study. The tenderers will

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describe the envisaged arrangements for ensuring the coverage of the scope of the study (in particular as regards the geographical scope).

- **QC 2: Quality of the proposed methodology and tools** (60 points - – minimum threshold 50%)

QC 2.1: (Themes 1, 2 and 3: 30 points):

QC 2.2: (Themes 4 and 5: 30 points)

Tenderers should provide a synthetic and exhaustive description of the approaches they intend to use for this study, the methodologies they intend to follow and a list of the tools they envisage to use.

This description should be detailed, if not to the level of the tasks, at least to the level of the different themes. The work packages envisaged should be precisely quantified (i.e. collection of data, research work, number of person days, geographical coverage ...).

For this purpose, the tenderer could also provide a list of the tools used in the past by them or members of the consortium, and present the concepts or theories followed.

- **QC 3: Approach towards the project management** (20 points – minimum threshold 50%)

Tenderers should provide a synthetic and exhaustive description of the approaches they intend to use towards the project management. The description should provide details on how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It should also describe the global allocation of time and resources to the project and to each task and the rationale behind the choice of this allocation.

Tenders must score above 50% for each criterion, and above 60% in total. Tenders that do not reach the minimum quality thresholds will be rejected and will not be ranked.

After evaluation of the quality of the tender, the tenders are ranked using the formula below to determine the tender offering best value for money. A weight of 40/60 is given to price and quality.

The formula to award the contract is:

$$\text{Score for tender X} = \frac{\text{Cheapest price}}{\text{Price of tender X}} * 40 + \frac{\text{Quality of tender X}}{100} * 60$$

Where:

- the **price** is expressed in Euro, excluding VAT. The total amount of the Financial Offer will be used;
- the **quality** is expressed in number of points. The total number of points for each tender is calculated as an average sum of points of each member of the evaluation committee for all criteria.

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

2.6. Financial offer

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

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

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

Please see model financial offer in annex 3.

The price quoted in the Financial Offer should be within the price range defined in Section II.2.1 of the relevant contract notice. Tenders that do not respect the upper limit will be excluded. Tenders that do not respect the lower limit must be accompanied with a duly substantiated explanation.

The contracting authority may reject abnormally low tenders.

3. TECHNICAL SPECIFICATIONS

3.1. Purpose of the contract

3.1.1. Context of the study

Regulation (EU) No 1169/2011 of the European Parliament and of the Council on the provisions of food information to consumers (the "FIC Regulation")² introduces a set of provisions on origin labelling of foods. In particular, the FIC Regulation frames the voluntary origin indications, provides for the mandatory labelling indication of country of origin or place of provenance of unprocessed meat of pigs, poultry, sheep and goats and Article 26 § (5)

² Regulation (EU) No 1169/2011 of the European Parliament and of the Council on the provisions of food information to consumers, amending Regulations (EC) No 1924/2006 and (EC) No 1925/2006 of the European Parliament and of the Council, and repealing Commission Directive 87/250/EEC, Council Directive 90/496/EEC, Commission Directive 1999/10/EC, Directive 2000/13/EC of the European Parliament and of the Council, Commission Directives 2002/67/EC and 2008/5/EC and Commission Regulation (EC) No 608/2004 OJ L 304, 22.11.2011, p;8.

points (a), (b) and (c) requires the Commission, by 13 December 2014, to submit reports to the European Parliament and the Council regarding the mandatory indication of the country of origin or place of provenance for the types of meats other than beef and those referred in its point (b) of § (2), milk and milk used as an ingredient in dairy products.

Currently, mandatory rules on origin labelling exist for several agricultural products, such as beef, honey, eggs, imported poultrymeat, fruit and vegetables, bananas, olive oil, wine and hops.

In particular for beef³, the EU legislation requires the indication of the country of birth, fattening and slaughter or an indication of one origin where all three above-mentioned stages of the life of an animal took place in one country.

The beef origin labelling created consumer expectations and, according to the impact assessment⁴ carried out in the context of the Regulation of Food Information to Consumers, origin of meat appears to be a major consumer concern. It was, in fact, decided by the European Parliament and the Council to impose a mandatory indication of the country of origin or place of provenance for the other types of widely consumed meat: pig, poultry, sheep and goat meat. For meat of pigs, poultry, sheep and goats, the impact assessment of labelling of origin is in the process of being presented by the Commission to the European Parliament and to the Council.

Paragraph 5 of Article 26 of the FIC Regulation provides, among others, for the Commission to submit reports to the European Parliament and the Council on the possibility to establish mandatory indication of the country of origin or place of provenance for:

- milk;
- milk used as an ingredient in dairy products;
- unprocessed meat other than beef, pig, poultry, sheep and goat meat (hereinafter "other types of meat").

In order to substantiate the above mentioned reports, a study is hereby launched to assess the need for the consumer of being informed. As a second step, the feasibility of providing the mandatory indication of the country of origin or place of provenance must be examined, and the costs and benefits of the introduction of such measures must be analysed, in respect of the internal market and the international trade.

The study therefore aims at providing information material in view of the above mentioned Commission reports. The study will be divided in two main parts: the major one will be dedicated to the milk sector; the other one, relatively minor, will cover the meat sector.

3.1.2. Objectives of the study

The main objective of this study is to collect the data that would allow the Commission to assess the need for consumers to be informed regarding the origin of the following pre-packed

³ Regulation (EC) No 1760/2000 of the European Parliament and of the Council on identification and registration of bovine animals and on labelling of beef and beef products; and Commission Regulation (EC) No 1825/2000 laying down detailed rules as regards beef labelling.

⁴ [http://www.europarl.europa.eu/registre/docs_autres_institutions/commission_europeenne/sec/2008/0092/C_OM_SEC\(2008\)0092_EN.pdf](http://www.europarl.europa.eu/registre/docs_autres_institutions/commission_europeenne/sec/2008/0092/C_OM_SEC(2008)0092_EN.pdf)

foods:

- milk⁵ and milk used as an ingredient in dairy products⁶
- 'other types of meat'⁷ means fresh and frozen meat including minced meat and cuts of domestic ungulates, other than meat of bovine animals (including the species *Bubalus bubalus* and *Bison bison*), poultry, swine, sheep and goats, and covers also domestic solipeds, lagomorphs (rabbits, hares and rodents), small wild games birds and lagomorphs living freely in the wild or farmed and large wild games land mammals living freely in the wild or farmed.

As a second step, the feasibility of providing the mandatory indication of the country of origin must be examined, and the costs and benefits of the introduction of such measures must be analysed in respect of the internal market and the international trade.

The study will examine and quantify burdens and costs on the supply chains, in particular Small and Medium Enterprises (SME), farmers, processors, traders, retailers at national and European levels, trade, consumers, administration, checks and controls for expressing the origin of the milk and milk used as an ingredient in dairy products and of other types of meat. The study will therefore assess the volume and related costs of administrative burdens on the whole chain⁸.

The impact of possibly implementing such origin labelling should be assessed considering the following areas:

- Consumer behaviour and purchasing power: the study shall screen the latest available information on consumer behaviour as regards different types of origin indication given on the foods in question as well as the level of willingness to pay for more or less extensive additional information related to origin of milk and milk used as an ingredient in dairy products and of other types of meat in the context of evaluating the real consumer purchasing power in the current global economic context.
- Food supply chain: the economic impact on the food supply chain should be assessed in the context of costs and feasibility of applying origin labelling for milk and milk used as an ingredient in dairy products and for other types of meat. Tracing foods mixed from different origins must also be evaluated.
- Competitiveness of enterprises, including costs and price, capacity to innovate and international competition.
- Impact on internal market and trade with third countries: it shall be analysed from the perspective of possible distortion of the intra-EU and global trade flows due to additional labelling requirements. Labelling systems applicable in the main trading

⁵ Milk as defined in point 1 of chapter II of Annex XII to Regulation (EC) No 1234/2007.

⁶ Milk products as defined in point 2. of chapter II of Annex XII to Regulation (EC) No 1234/2007.

⁷ Meat as defined in point 1 of Annex I to Regulation (EC) No 853/2004.

⁸ Impact Assessment Guidelines Annex No 10 (Assessing administrative costs imposed by EU legislation)

http://ec.europa.eu/governance/impact/commission_guidelines/docs/ia_guidelines_annexes_en.pdf

partner countries, as well as in the major milk and meat importing countries worldwide must also be studied.

- Administrative burden: the impact on the administrative burden on producers, collectors, processors, traders, retailers and national authorities, as well as the costs of strengthening the checks and controls shall be studied. This work should be carried out following the methodology established by the European Commission⁹.

The study should evaluate the situation and possible impact of origin labelling of meats, milk and milk used as an ingredient in dairy products in the EU and it should also include a number of case studies in different sectors and Member States.

3.1.3. Contracting Authority

The contracting authority is the European Commission, represented for the purposes of this contract by the Directorate-General for Agriculture and Rural Development.

This study will be used as an input for the reports to be submitted to the European Parliament and the Council regarding the mandatory indication of country of origin or place of provenance of the products mentioned in section 3.1.2 above.

3.2. Tasks to be performed by the contractor

3.2.1. Scope of the study

It is to provide the expertise with the different options and the respective impacts of possibly implementing origin labelling for the objectives of the study as specified in section 3.1.2 above

3.2.1.1. Examination period

The study work will refer to the current situation. The statistical data used in the study will refer to the period 2005-2012.

3.2.1.2. Geographical coverage

The study will refer to the EU (including Croatia).

As the study concerns different sectors, as described in section 3.1.2 'Objective of the study', with very different characteristics in terms of production, processing, marketing systems, controls and consumer behaviour, the impact of applying origin labelling may differ between Member States and sectors.

Therefore, at least eight case studies for the milk and milk as an ingredient in dairy products sectors are envisaged. These eight case studies should be carried out in different Member States. Their selection should ensure a representative overview in terms of products,

⁹ Impact Assessment Guidelines Annex No 10 (Assessing administrative costs imposed by EU legislation)
http://ec.europa.eu/governance/impact/commission_guidelines/docs/ia_guidelines_annexes_en.pdf

production, marketing volumes and geographical coverage of the products concerned.

As regards the meats, a general market overview of every meat at issue on the EU territory (production, consumption, import/export, processing) is preferred to country case studies, in order to have a comprehensive panorama of the market situation of these meats.

3.2.1.3. Sectors and stakeholders concerned

Sectors particularly concerned by the study are the following: meat industry (slaughterhouses, cutting plants), butchers and retail/distribution sector, traders (imports), EU farmers, dairy industry, consumers and national competent authorities.

In order to perform the study, the contractor should consult national and EU regulators (in charge of food labelling, agriculture, consumer protection and other relevant issues) as well as relevant business operators involved in the food chain from the farm to the fork (in particular SME, farmers, processors, traders, retailers at national and European levels. The study needs to involve third countries trading partners too. The study should also involve Non-Governmental Organisations, in particular those dealing with consumer protection and rights. Public research organisations active in agriculture and food chain economics, food labelling and latest consumer behaviour analysis should also be consulted.

3.2.2. Study themes

The study will cover the following themes:

3.2.2.1. Theme 1: Consumers' interest.

The study shall screen and review the latest available information on consumer behaviour as regards different types of origin indication given on the foods at issue as well as the level of willingness to pay for more or less extensive additional information related to origin of milk and milk used as an ingredient in dairy products and of other types of meat in the context of evaluating the real consumer purchasing power in the current global economic contest. The analysis should include at least relevant studies carried out since 2005.

3.2.2.2. Theme 2: Characteristics of the supply chain in the sectors of the milk and milk used as an ingredient in dairy products and in other types of meat.

The study shall elaborate an overview of the structure and characteristics of the whole supply chain in the sectors in question: milk and milk used as an ingredient in dairy products and other types of meat. The consumer stage shall be understood like sales to final consumer including milk and milk used as an ingredient in dairy products and 'other types of meat' delivered to mass caterers.

The analysis should include the description of the existing methods and systems of traceability and controls in the milk/dairy and meats supply chain in view of the analysis of the feasibility of applying origin labelling.

An estimation of the proportion of pre-packaged products at the retail sales, the frequency of changing supply sources (e.g. particularly when milk is used as an ingredient) and of mixing sources should be provided.

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An overview of the national rules and labelling systems already in place shall also be provided.

In the milk sector, identification marking is provided for under Art. 5 of Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin.

For the 'other types of meat', traceability must be also guaranteed but there is no detailed identification and registration system¹⁰. Both exports and imports from third countries play an important role.

3.2.2.3. Theme 3: Analysis of origin labelling.

The contractor shall identify and describe separately the origin labelling of the different sectors and analyse for those sectors the respective advantages and disadvantages of the different options, taking into account the structure and characteristics of each sector and supply chains as described in Theme 2.

Considering the geographical level of origin labelling, the following options and aspects shall be considered for each sector:

- The assessment of the practicality of implementing origin labelling based on (i) EU/non-EU origin or (ii) labelling indicating country of origin or place of provenance. When more than one country is involved, the interest and feasibility of indicating each of those countries, where relevant, should be also assessed.
- The assessment shall take into account the possible labelling at the level of smaller geographical entities.

A mixed system i.e. differentiated labelling for milk on the one hand and milk used as an ingredient in dairy products on the other hand shall also be examined.

3.2.2.4. Theme 4: Impact of the origin labelling on the milk and milk used as an ingredient and 'other types of meat' sectors.

The impact on the supply chain should be assessed in the context of costs and feasibility of introducing origin labelling considering the particularities of each sector and the options of origin labelling analysed under theme 3.

The cost of origin labelling shall be assessed from the perspective of administrative and direct costs for the whole supply chain. Feasibility analysis should look at the integration of already existing traceability systems and necessary adaptations in order to implement origin labelling for the products at issue. Lastly, the feasibility and costs in terms of controls for the private and public entities relating to the implementation of origin labelling shall also be assessed.

The feasibility of origin labelling should be assessed at all stages of chain including trade.

¹⁰ Article 18 of REGULATION (EC) No 178/2002 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 28 January 2002 laying down the general principles and requirements of food law, establishing the European Food Safety Authority and laying down procedures in matters of food safety

3.2.2.5. Theme 5: Impact of the origin labelling on internal market, trade, consumers and administration.

Origin labelling may have further-reaching impacts than direct implications on the supply chain. Thus, the impact of the options of origin labelling analysed under Theme 3 on other areas shall be considered: both intra-EU market and trade with third countries from a global perspective, consumers and administration.

1. The impact on intra-EU market exchanges and on external trade shall be assessed from the perspective of possible segmentation of the market and changes of trade flows, given the fact that operators could refrain from mixing different origins. Trade with third countries shall be analysed not only from the perspective of competitiveness and origin labelling systems already applied by the main trading partners, but also if these labelling requirements may result in additional import requirements for exporting third countries with related costs and burdens. Competitiveness of EU enterprises and non-EU enterprises, including costs/price competitiveness, capacity to innovate and international competition shall be analysed.

2. Consumers' attitude towards origin labelling shall be studied. The focus shall be on consumer preferences and expectations in relation to different types of origin labelling, as well as on the willingness and possibility to pay more, and how much, for additional information on origin. It shall also assess the proportion of consumers with a strong preference and real possibility to pay for additional information, making them aware that information from various private voluntary labelling systems may be available. This analysis shall be carried out using the following sources of information: latest available studies and data on consumer attitudes and preference towards origin labelling in the EU as described in Theme 1.

3. Lastly, the impact on the administrative burden and cost for the Member States and the controllability of the origin labelling shall be studied. The analysis should take into account the controls on the implementation of origin labelling. This work should be carried out following the methodology established by the European Commission¹¹.

3.2.3. Study tasks

To obtain the expected results, the contractor is required to follow the tasks defined below. The interim and final deliverables will reflect these tasks and be built progressively, incorporating the results of each task.

3.2.3.1. Task 1: Structuring

- Task 1.1:** **Identify information sources**, quantitative and qualitative: databases, studies, surveys, people to be interviewed, appropriate case-study areas, etc.
- Task 1.2:** **Provide a complete list of the relevant national and European legislation** and the already existing research papers, evaluations and impact assessment reports and other publications relevant in the study area.

¹¹ Impact Assessment Guidelines Annex No 10 (Assessing administrative costs imposed by EU legislation)
http://ec.europa.eu/governance/impact/commission_guidelines/docs/ia_guidelines_annexes_en.pdf

- Task 1.3:** **Create the methodology and tools for assessment of each theme:**
- Task 1.3.1:** **Create the methodology and tools for the analysis of consumers' interest** in order to identify all elements useful to approach the best methodology to better serve the consumer interest. (**theme 1**).
- Task 1.3.2:** The contractor will identify all elements of the supply chain for the products at issue in the EU (**theme 2**).
- Task 1.3.3:** **Create the methodology and tools** for the analysis of the origin labelling (**theme 3**), its impact on the sector at issue (**theme 4**) and its impact on the internal market, trade, consumers and administrations (**theme 5**).
- Task 1.4:** **Select Member States and sectors for case studies.** The contractor has to carry out at least eight case studies for the milk and milk as an ingredient sectors. The case studies should be carried out in different Member States. Their selection should ensure a representative overview in terms of products, production, marketing volumes and geographical coverage of the products concerned and be based on the thorough assessment of the already gathered information.
- The offer should include an indicative list of possible case studies.
- Task 1.5:** Taking into account the outputs of tasks 1.3.1, 1.3.2 and 1.3.3, **create the methodology and tools for the case studies:** interview guides, questionnaires, queries for extractions from databases, guidelines for case studies, and any other information gathering instrument that the contractor deems appropriate for assessing the themes listed in section 2.2 above.
- The methodology and tools created under tasks 1.3 and 1.5 as well as the final choice of countries for the case studies (task 1.4) will have to be discussed and validated by the Commission before the collection of information starts (task 2.3).
- Task 1.6:** Draft a **detailed time schedule** for the work.
- Task 1.7:** **Define a detailed structure for the monographs of the case studies.**
- Task 1.8:** Define a **detailed structure** for the final deliverable, present a draft cover page which is in line with the current Commission communication standards.

3.2.3.2. Task 2: Observing

- Task 2.1:** **Literature review.**
- Task 2.2:** Based on outputs from tasks 1.1, 1.2, 1.3.2 and 2.1, **provide comprehensive separated overviews of the supply chain** (theme 2) in the milk and milk as ingredient in dairy products and other types of meat sectors in the EU as a whole as well as in the main producing countries with a clear focus on the possibilities of introducing origin labelling. The existing legislation on traceability should be considered as well as the already existing origin labelling schemes in the sectors.

- Task 2.2.1:** **Draft an overview of the supply chains.**
- Task 2.2.2:** **Revise and complete the overview of the supply chains**, incorporating all changes agreed with the Steering Group
- Task 2.3:** **Collect information:** Based on the outputs from tasks 1.3.1, 1.3.2, 1.3.3, 1.4, 1.5 and 2.2.1 the contractor will carry out expert interviews and case studies. The contractor will collect information on practical approaches for origin labelling. Furthermore, other information that the contractor deems appropriate for carrying out the analysis should also be collected.
- Task 2.4:** **Report about the information collected:** After the collection of the information the contractor will report on it: write detailed minutes of the interviews, write monographs of the case studies; assess the validity of information used.
- Task 2.5:** **Compile relevant labelling options:** Based on the output of task 1.3.3 and the results of tasks 2.2.1, 2.3 and 2.4, the contractor will establish the classification/typology for the supply chain for the milk and milk as an ingredient on the one hand and for other types of meat on the other hand.
- Task 2.6:** **Identify possible impacts of labelling.** Based on the task 1.3.3 and the results of task 2.5, the contractor should assess the impacts on the supply chain of all the sectors concerned, as well impacts on trade, consumers and administration.
- Task 2.7:** **Draft an overview on progress of the work**, including the difficulties encountered in carrying out the tasks and proposing solutions to solve them, including, if needed, necessary adaptations of the proposed methods in the offer.

3.2.3.3. Task 3: Analysing

The analysis to be carried out must be based on well-established and acknowledged methods. The reasoning followed in the analysis, indicating among other things, the underlying hypotheses of the reasoning, and the limitations of the analysis, must be clearly described.

- Task 3.1:** **Review and fine-tuning:** Before carrying out the full analysis on the study themes listed under section 3.2.2 (see task 3.2 below), the output of tasks 2.5 and 2.6 should be revised taking into account all information collected.
- Task 3.2:** **Analysis of the themes:** Based on the output of the tasks 2.1-2.7 and 3.1 a full analysis of all study themes outlined in section 2.2 has to be carried out.

3.2.3.4. Task 4: Reporting

- Task 4.1:** **Draft the conclusions:** the contractor will have to provide conclusions covering the themes studied. The conclusions must be strictly based on the analysis carried out under the other tasks.
- Task 4.2.:** **Draft an executive summary** of maximum of 6 pages in English. It should include a very brief and clear presentation of the study work and the methods used, together with a summary of the conclusions arising from the exercise.

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Task 4.3: Compile the preliminary final deliverable.

It has to include:

- a. a cover page (output of task 1.8);
- b. a table of content (output of task 1.8);
- c. the output of tasks 4.1 and 4.2;
- d. the output of tasks delivered with the previous deliverables, now revised in order to take into account the results of the analytical and judging work of the contractor and/or the changes agreed on with the Steering Group.

It should be presented in the form of the study report and structured as agreed with the Steering Group.

The report must be drafted in **clear and easily understandable language**. The presentation of the texts, tables and graphs has to be clear and complete and correspond to commonly recognised standards for publication.

The general conclusions must include recommendations, which must be strictly based on the results of the analysis.

The whole study report (methodological part included) **should not exceed a total of 150 pages and sub-divided into two sections, one for milk and milk as an ingredient the other for other types of meat.** Statistical and background information shall be presented in the annexes of the report.

Task 4.4: Revise the draft executive summary, incorporating all changes agreed with the Steering Group and provide its final version of maximum 6 pages in both English and French.

Task 4.5: Draft an abstract of no more than 200 words. It must be drafted in English and French.

Task 4.6: Draft a leaflet of no more than 6 pages and divided it in two sections, one for milk and milk as an ingredient and the other for other types of meat.

Task 4.7: Draft a PowerPoint (or compatible with the Commission software) presentation of the study work, of maximum 30 slides, highlighting the main findings separately for the two products at issue.

Task 4.8: Compile the draft final deliverable.

This deliverable will consist of:

- 1) Study report, which will be structured in the same way as the preliminary final deliverable, but incorporating all changes agreed with the Steering Group. Furthermore, the core text will not contain any reference to the annexes;
- 2) the data and information compiled for the study (as annex);
- 3) the annexes, including methodological and background information;
- 4) the executive summary in both English and French(Task 4.4);

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- 5) the abstract (Task 4.5)
- 6) the leaflet (Task 4.6);
- 7) the PowerPoint presentation (Task 4.7).

Task 4.9: Compile the final deliverable.

The final deliverable must be submitted as follows:

a) Paper version:

- 1) Final study report: 10 copies in colour, including one 'master' copy for reproduction;
- 2) the executive summary in English and French: 20 copies in colour, at the back of the cover page a CD-pocket should be foreseen;
- 3) the leaflet: 20 copies in colour

b) Electronic form:

- 1) one 'master' copy for reproduction on CD/DVD/memory stick. It shall contain **all** components of the final deliverable, including **all** annexes of the study report together with executive summary, the leaflet, the PowerPoint presentation and the abstract; The report and annexes should be delivered: a) compatible with the Commission's computers MS software and b) in PDF version,
- 2) 20 copies on CD-Rom or DVD, containing the study report (without the annexes) and the executive summary in two languages;

3.2.4. Requirements for collection of data and information

The contractor will have to take care of collecting general and basic information and data. In as far as specific, confidential information can be provided from Commission sources, the contractor shall make a request via Unit AGRI L.4.

The contractor will have to make use of information collected from the national and regional authorities, from professional circles and experts in Member States. Based on these specific requirements, it is recommended that the contractor should use an appropriate team, to foresee a sufficient time to collect and process the data and, if necessary, a sufficient budget for paying data sources.

Existing literature on the subject should also be consulted and quoted in an annex to the final deliverable.

The contractor will be expected to work primarily with relevant secondary data. A non-exhaustive list of references is available in the annex 5.

Concerning primary data needed to fulfil the analysis task, it will be mainly gathered via fieldwork in the relevant Member States and sectors.

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The contractor must use data and information other than specified in this tender document where this is deemed necessary in order to carry out the tasks described above.

The contractor will have to study the relevant EU and national legislation, reports and overviews.

As a rule, additional statistics and databases will have to be provided by the contractor. In this particular case, much of the information will have to be gathered from the Member States.

3.2.5. Deliverables

The timing and the contents of the deliverables to be submitted by the contractor are described in Section 3.3.2.1 below. Each deliverable will be examined by the Steering Group, which may ask for additional information or propose changes in order to redirect the work if necessary. The procedure of the approval of the deliverables is specified in Annex III of the contract.

With the exception of the final deliverable, all deliverables must be submitted by e-mail only to the mailbox: agri-evaluation@ec.europa.eu and in an electronic format compatible with the Commission's computer facilities: MS-Word for texts, MS-Excel for tables and figures, MS-PowerPoint for the presentation.

In the event of publication, the final study report will be accompanied by the judgement of quality.

Examples of previous reports, with the corresponding judgements of quality, are available at the following address:

http://ec.europa.eu/agriculture/external-studies/index_en.htm

3.3. Organisation of the work, timetable and physical location

3.3.1. Overall management of the contract

A Steering Group has been set up, consisting of staff members from DG AGRI and other Commission services.

This ad hoc body will be responsible for monitoring the contract: precisions regarding the aspects to be analysed, discussion of the methods used, monitoring of the work and commenting on the conclusions of the contractor.

The contractor shall take account of the Steering Group's comments and recommendations and keep it informed on the progress of work when asked to do so.

Given the complexity of the subject matter, close collaboration with DG AGRI will be needed, which will involve frequent contact with officials of DG AGRI with a view to discussing any problems encountered during the study.

The contractor will be required to attend meetings with the Steering Group in order to monitor the study exercise.

3.3.2. Timetable for the work and deliverables

The work will have to be completed within 9,5 (nine and a half) months from the signature of the contract.

The contractor will be expected to start the work immediately after signature of the contract. The deadlines will have to be strictly respected. This means that an intensive work input will be required by the evaluation team immediately after signing the contract and over the whole duration of the contract.

3.3.2.1. Duration of the works and deliverables

DURATION OF THE WORKS: 9,5 Months (after signing the contract)			Components of the Final Deliverable
Stage	Deliverable at the end of the stage	Output of the tasks included in the deliverable	
First: 2 months	First interim	Task 1.1: Identification of relevant information sources	Methodology
		Task 1.2: Identification of the relevant legislation	
		Task 1.3: Create the methodology and tools	
		Task 1.3.1: Create methodology and tools for theme 1	
		Task 1.3.2: Create methodology and tools for theme 2	
		Task 1.3.3: Create methodology and tools for themes 3 & 4	
		Task 1.4: Select case studies	
		Task 1.5: Create methodology and tools for case studies	
		Task 1.6 Draft a detailed time schedule for the work	Not included
		Task 1.7: Define a detailed structure for monographs of the case studies	Methodology
		Task 2.1: Literature review	Annex
		Task 2.2.1: Draft an overview of supply chains	Descriptive chapters
Second: 3 months	Second interim	Task 1.8: Define structure of the final report	Table of Content / cover page
		Task 2.2.2: Revise and complete the overview of supply chains	Descriptive chapters
		Task 2.3: Collect information	Annex
		Task 2.4: Report about the information collected	
		Task 2.5: Compile relevant labelling options	Descriptive chapters
		Task 2.6: Identify possible impacts of labelling options	
		Task 2.7: Draft an overview on progress of the work	Not included
Third: 2,5 months	Preliminary final	Task 2.7: Draft an overview on progress of the work	Not included
		Task 3.1: Review and fine-tuning	Methodology
		Task 3.2: Analysis of themes	Analytical chapters
		Task 4.1: Draft the conclusion	Closing chapter
		Task 4.2: Draft executive summary	Not included
		Task 4.3: Compile preliminary final deliverable	Not included
Fourth: 1,5 months	Draft final	Task 4.4: Revise executive summary and provide it in EN and FR	Executive Summaries
		Task 4.5: Abstract	Abstract
		Task 4.6: Draft a leaflet	Leaflet
		Task 4.7: Draft PowerPoint presentation	PowerPoint presentation
		Task 4.8: Compile the draft final deliverable	Not included
Fifth: 0,5 month	Final	Task 4.9: Compile final deliverable	

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3.3.2.2. Meetings

The contract will involve work and meetings in Brussels between the contractors and the Steering Group according to the following programme:

MEETING	TIMING
First Meeting (Kick off)	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation, but no later than 30 days after the contract is signed.
<p>At this meeting, if applicable, the Contracting Authority will supply the Contractor with the relevant confidential documents and information in its possession.</p> <p>The Contractor will prepare a presentation of the offer and may also raise specific questions or needs for complementary information.</p> <p>This meeting will also be used to discuss in detail the working plan, and to explain and clarify the tasks and the approach from the start.</p>	
Second Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation, but no later than 30 days after the receipt of the deliverable.
At this meeting, the first interim deliverable will be discussed. This meeting will also be used to validate the proposed methodologies and tools.	
Third Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation, but no later than 30 days after the receipt of the deliverable.
At this meeting, the second interim deliverable will be discussed. This meeting will also be used to discuss progress of the study, including the difficulties encountered by the Contractor and solutions to solve them.	
Fourth Meeting	The date of the meeting will be agreed between the Contracting Authority and the Contractor. The meeting must be held in time for the feedback to be useful for the next stage(s) of the evaluation, but no later than 30 days after the receipt of the deliverable.
At this meeting, the preliminary final deliverable will be discussed. This meeting will also be used to discuss progress of the evaluation/study, including the difficulties encountered by the contractor and solutions to solve them and, if necessary, recommendations will be formulated.	

In summary, a maximum of four meetings of one day with the Steering Group will be required. The costs related to fact finding missions and to these four days of meetings with the Steering Group need to be included in the tender.

3.3.3. Physical location at which services have to be performed

The place of work will be at the contractor's premises. The meetings with the Steering Group will take place at the designated Commission offices in Brussels.

4. CONTENT, STRUCTURE AND GRAPHIC REQUIREMENTS OF THE FINAL DELIVERABLES

All studies produced for the European Commission and Executive Agencies shall 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.

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

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

4.1. Content

4.1.1. Final study report

The final study report shall be structured in accordance with the output of task 1.8, and shall include:

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

“The information and views set out in this [report/study/article/publication...] are those of the author(s) and do not necessarily reflect the official opinion of the Commission. The Commission does not guarantee the accuracy of the data included in this study. Neither the Commission nor any person acting on the Commission's behalf may be held responsible for the use which may be made of the information contained therein.”
- specific identifiers which shall be incorporated on the cover page provided by the Contracting Authority.

4.1.2. Publishable executive summary

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

- the following standard disclaimer:

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

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

4.1.3. Annexes of the final study report

In principle, the annexes of the final study report are not published. However, the Steering Group may decide whether the publication of some annexes is useful. The annexes that consist of information that is covered by the pre-existing rights of a third party must not be published, unless prior written authorisation of the interested party is received.

4.2. Graphic requirements

For graphic requirements, the template will be provided to the contractor at the Kick-off meeting. The cover page shall be filled in by the contractor in accordance with the instructions provided in the template. The contractor which is the author of the publication should be identified in the bottom part of the cover page with a line “Written by” or “Developed by” + the logo of the organisation, as appropriate. For further details you may also contact comm-visual-identity@ec.europa.eu.

5. ANNEXES TO THE TENDER SPECIFICATIONS

5.1. Annex 1: Check-list – list of the required administrative documents

Type of Information	Lead contractor / consortium / sole service provider (also as an individual person)	Subcontractor – subcontracting company	Subcontractor – free-lancer
Cover letter <i>or</i> tender submission form	Yes	No	No
Written statement confirming to put its resources at the disposal of the lead contractor	No	Yes, if applicable. This statement should specify on which capacity a lead contractor can rely on (e.g.: economic and financial and/or technical)	Yes, if applicable. This statement should specify on which capacity a lead contractor can rely on (e.g.: economic and financial and/or technical)
Written undertaking recognising the lead contractor	No	Yes	Yes, joined by an authorisation of its employer, if applicable
Legal Entity Form, including its required annexes	Yes No, if exists in the Commission accounting system.	Yes No, if exists in the Commission accounting system.	No
Financial Identification Form, including its required annexes	Yes No, if exists in the Commission accounting system.	No	No
Legible copy of a notice of appointment of the person(s) authorised to represent the tenderer	Yes	No	No
Exclusion criteria form and absence of conflict of interest form (sign and dated)	Yes	Yes	Yes

Economic and financial capacity			
Information economic and financial capacity (see section 2.3.1)	Yes	Only when a) percentage share of subcontractor exceeds percentage share of lead contractors, or b) combined share of all subcontracting companies exceeds 50%	No
Information technical capacity (see section 2.3.2), with the exception of the CV's (see below)	Yes	Only when a) percentage share of subcontractor exceeds percentage share of lead contractors, or b) combined share of all subcontracting companies exceeds 50%	No
CV's of team members	Yes	Yes	Yes
Proportion of workload	Yes	Yes	Yes
Role and contribution of team members	Yes	Yes	Yes
Current employment status	No	No	Yes

5.2. Annex 2: Declaration of honour

Declaration of honour on exclusion criteria and absence of conflict of interest

(Complete or delete the parts in grey italics in parentheses)

[Choose options for parts in grey between square brackets]

The undersigned (*insert name of the signatory of this form*):

☐ in *[his][her]* own name (*for a natural person*)

or

☐ representing the following legal person: (*only if the economic operator is a legal person*)

full official name:

official legal form:

full official address:

VAT registration number:

➤ declares that *[the above-mentioned legal person][he][she]* is not in one of the following situations:

- a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
- d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
- e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
- f) is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

➤ (*Only for legal persons other than Member States and local authorities, otherwise delete*) declares that the natural persons with power of representation, decision-making or control¹²

¹² This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

➤ declares that [the above-mentioned legal person][he][she]:

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
 - h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
 - i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
 - j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;
- acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties¹³ if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are 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.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name

Date

Signature

¹³ As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

5.3. Annex 3: Model financial offer

Prices should be all-inclusive; the European Commission will not pay expenses for any additional costs incurred from the execution of the contract.

Name of Tenderer:	
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TOTAL COST OF ASSIGNMENT (in EURO), INCLUDING ALL ASSOCIATED EXPENSES AND EXCLUDING VAT :	EUR
--	------------

Name: (of the Tenderer or authorised representative)	Signature:	Date:
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5.4. Annex 4: Tender submission form

1. SUBMITTED by ... (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities submitting this tender	Nationality ¹⁴	Share of the contract in percentage (%)
Leader			
Member 2			
Etc ... ¹⁵			

2. SUBCONTRACTORS (if applicable)

	Name(s) of the subcontracting companies and/or free lancers identified as sub-contractor(s)	Nationality	Share of the contract in percentage (%)
Sub-contractor 1			
Etc ... ¹⁶			

¹⁴ Country in which the legal entity is registered

¹⁵ If this tender is being submitted by an individual legal entity, the name of the legal entity should be entered as "Leader" (and all other lines should be deleted)

¹⁶ Add / delete additional lines for sub-contractors as appropriate

3. CONTACT PERSON for this tender (to act as focal point for all communication which may take place between the European Commission and the Tenderer)

Name and position	
Organisation	
Address	
Telephone	
Fax	
e-mail	

4. PERSON(S) AUTHORISED TO REPRESENT THE TENDERER and TO SIGN THE CONTRACT

Name and position	
Organisation	
Address	
Telephone	
Fax	
e-mail	

5. STATEMENT

I, the undersigned, being the authorized signatory of the above Tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accepted without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above.

Signed on behalf of the Tenderer

Name	
Signature	
Date	

5.5. Annex 5: Non-exhaustive list of references

Basic EU legislation:

- Regulation (EU) No 1169/2011 of the European Parliament and of the Council of 25 October 2011 on the provision of food information to consumers
- All EU legislation: <http://eur-lex.europa.eu/>

EU Traceability legislation:

- Regulation (EC) No 504/2008 of 6 June 2008 implementing Council Directives 90/426/EEC and 90/427/EEC as regards methods for the identification of equidae
- Regulation (EC) No 853/2004 of the European Parliament and of the Council of 29 April 2004 laying down specific hygiene rules for food of animal origin

EU Origin labelling legislation:

- Regulation (EC) No 1760/2000 of the European Parliament and of the Council of 17 July 2000 establishing a system for the identification and registration of bovine animals and regarding the labelling of beef and beef products
- Commission Regulation (EC) No 1825/2000 of 25 August 2000 laying down detailed rules for the application of Regulation (EC) No 1760/2000 of the European Parliament and of the Council as regards the labelling of beef and beef products

Marketing standards:

- Council Regulation (EC) No 1234/2007 of 22 October 2007 establishing a common organisation of agricultural markets and on specific provisions for certain agricultural products (Single CMO Regulation), in particular: for horizontal issues: Art. 113, Annex I, Annex III and Annex IV; for poultry and eggs: Annex XIV AB, B, C: all articles; for veal: Art. 113b, Annex XIa: all articles; for adult bovines, pigs and sheep: Annex V; for milk and milk products: Art. 114 and Art. 115 with the annexes, Annex XII: all articles, Annex XIII: all articles, Annex XV: all articles;
- Commission Regulation (EC) No 445/2007 of 23 April 2007 laying down certain detailed rules for the application of Council Regulation (EC) No 2991/94 laying down standards for spreadable fats and of Council Regulation (EEC) No 1898/87 on the protection of designations used in the marketing of milk and milk products (Codified version).
- Commission Regulation (EC) No 543/2008 of 16 June 2008 laying down detailed rules for the application of Council Regulation (EC) No 1234/2007 as regards the marketing standards for poultrymeat
- Commission Regulation (EC) No 589/2008 of 23 June 2008 laying down detailed rules for implementing Council Regulation (EC) No 1234/2007 as regards marketing standards for eggs
- Commission Regulation (EC) No 1019/2002 of 13 June 2002 on marketing standards for olive oil

Study on mandatory origin labelling for milk, milk used as an ingredient in dairy products and unprocessed meat other than beef, pig, poultry sheep and goat meat

- Commission Regulation (EC) No 2257/94 of 16 September 1994 laying down quality standards for bananas

Reference studies

- National Country of Origin Labelling Evaluation. Campten Technology Ltd. For DEFRA.2011.
http://randd.defra.gov.uk/Document.aspx?Document=FO0433_10224_FRP.pdf
- Feasibility Study into Extending Country of Origin Labelling to Selected Packaged Fruit of Vegetable Whole Food Produce. Food Standards Australia New Zealand, 2010. <http://www.finance.gov.au/obpr/docs/cool-food-produce.pdf>
- Developing a Framework for Assessing the Costs of Labelling Changes in the UK. Campten Technology Ltd for DEFRA. UK 2010.
<http://archive.defra.gov.uk/evidence/economics/foodfarm/reports/documents/labelling-changes.pdf>
- Food quality assurance and certification schemes, K.U. Leuven and Parma University 2006. http://foodqualityschemes.irc.ec.europa.eu/en/documents/Finalreport_000.pdf
- Food Safety Authority of Ireland - A Research Study into Consumers' attitudes to Food Labelling December 2009
<http://www.fsai.ie/WorkArea/DownloadAsset.aspx?id=8900>

Other studies related to:

- Study on the Competitiveness of the European Meat Processing Industry. Carried out within the Framework contract on sectoral competitiveness. EC ORYS Nederlands BV, 2010. http://ec.europa.eu/enterprise/sectors/food/files/report_compmeat_en.pdf
- Study on administrative burden reduction associated with the implementation of certain Rural Development measures. CAP GEMINI, Deloitte and Ramboll 2011.
http://ec.europa.eu/agriculture/analysis/external/rd-simplification/index_en.htm

Statistics:

- Eurostat Agriculture statistics
<http://epp.eurostat.ec.europa.eu/portal/page/portal/agriculture/data/database>
- Weekly prices of live animals and carcasses:
http://ec.europa.eu/agriculture/markets/index_en.htm
- Market information on the milk sector:
http://ec.europa.eu/agriculture/milk/presentations/index_en.htm

Study on mandatory origin labelling for milk, milk used as an ingredient in dairy products and unprocessed meat other than beef, pig, poultry sheep and goat meat