



Terms and conditions for application of the Urban Electric Mobility Initiative (UEMI) gGmbH for the award of contracts for services and work

January 2024

These conditions apply unless different conditions are set out in specific invitations to tender.

1 Submission of requests to participate and tenders

Requests to participate or tenders must be submitted electronically before the deadline mentioned in the covering letter/invitation. The submission shall follow the templates provided in the respective tender announcement. The instructions on where the completed documents must be sent will be provided with each tender announcement.

2 No remuneration or reimbursement of costs

Under any circumstances, the bidders will not receive any remuneration or reimbursement to cover the preparation of requests to participate or tenders or cover costs for delivering presentations as part of competitive tendering.

3 Terms and conditions of the contract

Tenders are subject to the General Terms and Conditions of Contract for supplying services and works on behalf of Urban Electric Mobility Initiative (UEMI) gGmbH (Annex I). These will form part of the contract at the point when the contract is awarded to the selected tenderer. Further to this, the special terms and conditions of the contract contained in the tender documents will apply to the implementation of the assignment.

4 Questions regarding the procedure and the tender documents

It is important to raise any commercial, technical or procedural questions promptly, and no later than the 'deadline for submission of questions to be clarified' mentioned on the respective tender page. Questions can only be submitted electronically via the Tender Platform. Failure to comply with the rules may result in the exclusion of your tender from the



award procedure. During ongoing tender procedures, candidates/tenderers may not enter into contact with people involved in the procedure, apart from UEMI contract administration. In order to make questions and answers more accessible, they will be made available to all candidates/tenderers in anonymous form on the respective tender announcement page. Questions and answers that pertain to a specific candidate/tenderer will be discussed with them privately.

5 Eligibility

The contract will be granted exclusively to companies that possess the necessary expertise and capacity (eligible companies) and meet the criteria outlined in the self-declaration of eligibility. Moreover, they should not be excluded under the provisions of Sections 123 or 124 of the German Act against Restraints on Competition (GWB).

If there is a previously announced limit to the number of candidates, an assessment will be carried out according to the relevant evaluation scale included in the tender documents.

6 Technical Bid contents

The requirements for the technical bid are laid out in the terms of reference.

- 6.1 If CVs are required for the proposed experts, these must be submitted in the standard EU format (e.g. Europass format) and in the language of the tendering procedure.
- 6.2 Should any of the proposed experts have an existing work contract or development service contract with UEMI, or an existing agreement as an expert or a research fellow, the tender must specify the contract/agreement end date.
- 6.3 No part of the technical bid must contain information whatsoever about the price.
- 6.4 The technical bid will be submitted separately from the financial bid, and the file name for the technical bid will end in **-Technical-bid-[name of the tenderer]**.

7 Financial bid

- 7.1 The financial bid must be in Euros and structured according to the template provided on the tender announcement page.
- 7.2 The price will conform to the General Terms and Conditions of the Contract (Annex I).
- 7.3 The Financial bid will contain the specification of inputs as mentioned in the terms of reference (e.g. number of experts and number of corresponding expert days/expert months) and, where applicable, the budget as defined in the terms of reference.
- 7.4 All prices are to be quoted as their net value. Any VAT applicable should be indicated separately.



7.5 The financial bid will be submitted separately from the technical bid, and the file name for the financial bid will end in **-Financial-bid-[name of the tenderer]**.

8 Presentation

UEMI may require the tenderers to give a presentation outlining the technical approach and the proposed team composition. The presentation will include information on the concept and proposed long-term experts to provide sufficient guarantee of the successful implementation of the measure for which the invitation to tender has been issued.

9 Award criteria and the evaluation of tenders

9.1 All tenders received will be first rated on their technical offers following the technical assessment grid described in the tender documents.

Upon conclusion of the technical assessment, only technical bids receiving more than 500 points will be included in evaluating the financial bids. Technical bids that fail to reach the threshold will be regarded as ineligible. The technical bid is weighted at 70% of the total score, and the financial bid is at 30%. Fixed budget items defined in the tender documents are not part of the evaluation and weighted criteria of the financial bid.

The final score is obtained by the following formula:

$$= 0.70 \times \frac{\text{Technical assessment of tenderer}}{\text{Assessment of best technical bid}} + 0.30 \times \frac{\text{Lowest financial bid}}{\text{Tenderer price}}$$

10 Candidate/bidding consortia

Candidate/bidding consortia must designate a lead member and authorise this member to represent the consortium and receive payments for all members in the discharge of UEMI's liability. A formal agreement to this effect must be signed by each consortium member and attached to the self-declaration or request to participate or to the tender. This must be done using the supplied template.

11 Subcontractors and loan of eligibility (Reliance on the resources of other undertakings)

11.1 If candidates/tenderers intend to make use of the capacities of another company to implement a contract, they are required to provide a letter of intent declaring that the relevant capacities are at their disposal to implement the contract or will be delivered by the



subcontractor in question.

- 11.2 If a tenderer intends to let a subcontractor implement some of the services, the nature and extent of these services must be stated with the submission of the tender, and the subcontractor must be mentioned by name.

12 Changes

- 12.1 Changes or supplements to the tender documents are not permitted and will result in the tender being excluded from the procedure.

A candidate's or tenderer's terms of business and/or payment terms must not be enclosed with a request to participate or tender (or made available or referred to in any other way) and shall not apply. Variant tenders are not permitted but do not lead to the main tender being excluded.

- 12.2 Changes to requests to participate or tenders Corrections of or changes to requests to participate or tenders must be submitted in the same form as the original request to participate or tender. They must be unequivocal.

13 Storage and processing of personal data

The tenderer must ensure that any personal data shared with UEMI for the purposes of submitting their tender was collected in accordance with data protection laws (in particular that it is being submitted with the consent of the individuals concerned) and that these individuals have been informed about the use of the data for the submission.

UEMI will process personal data only to the extent necessary concerning the award procedure and the implementation of the contract or for legal documentation and storage requirements. This refers to individual personal data, in particular to names, addresses, scope of work, qualifications, location/measure of assignment, evaluation of results and the contract and conditions agreed with the contractor.

14 Other provisions

If the list of proposed experts includes anyone who advised UEMI before the award procedure or was involved in preparation of the award procedure in any other way, the candidate or tenderer must draw attention to this fact in the self-declaration / in the request to participate.