



**EUROPEAN COMMISSION**  
Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs

## **CALL FOR PROPOSALS**

**Support of a common European network aiming at  
aligning the use of Building Information Modelling in  
public works**

**180/G/GRO/IMA/15/118323**

## **GRANT PROGRAMME 2015**

The present call for proposals is composed of a set of Grant Submission Documents,  
which form an integral part of this call:

The call for proposals,  
The Guide for Applicants  
The Submission Set

The terms set out in the call for proposals document shall take precedence over those in  
the other parts of the Grant Submission Documents.

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**INTERESTED PARTIES ARE INVITED TO READ CAREFULLY THE BELOW INSTRUCTIONS, AND TO USE THE QUESTIONNAIRE PROVIDED IN CHAPTER II OF THE GUIDE FOR APPLICANTS IN ORDER TO ENSURE THAT APPLICATIONS ARE COMPLETE WHEN SUBMITTED.**

## **1. CONTEXT**

E-procurement and digitalisation can have a transforming effect on the performance of both the public works and construction sectors.

Today, European public works procurers, owners, operators and policy makers (collectively the *public stakeholders*) recognise the need to align on the introduction of Building Information Modelling (BIM) and more generally the digitalisation of the sector with a common aim to improve cost efficiency, growth and sustainable competitiveness.

Some member states have already started, or are beginning to investigate the development of national public sector BIM strategies. Therefore, coordination is required to avoid divergent initiatives (e.g. diverging BIM tender requirements from public stakeholders) and competing national strategies placing an additional cost burden on the European construction sector, its supply chain and its SMEs.

Indeed, in February 2014, the European Council approved the European Public Procurement Directive which includes encouragement for BIM in the procurement of public works to support the modernisation of procurement processes, improvements to cost efficiency of public funding and to increase consideration for whole life costing in public works. Article 22 paragraph 4 of Directive 2014/24/UE on public procurement foresees that:

*For public works contracts and design contests, Member States may require the use of specific electronic tools, such as of building information electronic modelling tools or similar. In such cases the contracting authorities shall offer alternative means of access, as provided for in paragraph 5, until such time as those tools become generally available within the meaning of the second sentence of the first subparagraph of paragraph 1.*

*Art. 1: Furthermore, Member States shall ensure that all communication and information exchange under this Directive, in particular electronic submission, are performed using electronic means of communication in accordance with the requirements of this Article. The tools and devices to be used for communicating by electronic means, as well as their technical characteristics, shall be non-discriminatory, generally available and interoperable with the ICT products in general use and shall not restrict economic operators' access to the procurement procedure.*

*In respect of communications for which electronic means of communication are not used pursuant to the second subparagraph, communication shall be carried out by post or other suitable carrier or by a combination of post or other suitable carrier and electronic means.*

Therefore, a common European framework of principles and practices is required to introduce public stakeholders and supply chains to a consistent use and specification of BIM based on an open and non-proprietary format.

The basic act for the launch of the Call for proposal is the Commission Implementing Decision C(2014)7789 relating to the financing of actions under the activity Internal market for goods and sectoral policies.

## **2. OBJECTIVE OF THE CALL**

Today, European public works and construction stakeholders face challenges which must be tackled in order to improve their performance:

- structural issues of inefficiencies resulting from miscommunication, poor coordination and errors in a highly fragmented supply chain
- information access issues for delivery and operations requirements due to the absence of consistent public procurement demand, custom-built approaches and different standards

- procurement and legal issues where contractual and procurement methods are incompatible or discouraging to the adoption of modern digital processes and solutions.

The objective of this call is to develop activities, projects and actions and a common European strategy for the introduction and specification of Building Information Modelling (BIM) in Europe's public works that address the above mentioned issues. The assignment should permit to achieve consolidation of existing work, specification and a consistent use of this promising digital tool. The initiative could be based on a network which would provide guidance, vision and promote common principles for the introduction of BIM to the stakeholders of public works and the construction sector.

Examples of actions/scope supported by this call:

- The elaboration of an inventory / state of play / state of the art: e.g. a survey of current practices for each MS, analysis of cost/benefits and barriers in terms of usage of BIM; identification of future needs by country. It should identify the similarities and differences which could help identify the core for alignment of all future EU BIM strategies/operations. A resulting document should lean on the experiences of early adopters and the needs of latecomers.
- Alignment and convergence of different public procurement practices and BIM strategies and tools: e.g. to produce a MS-validated and supported document listing the core activities and technical means/solutions that would be common across all MS (standards, principles, methods, dictionaries, lexicon of terminology, contracts and commercial terms, insurance and security) and how they should be used, e.g. a draft common European framework document describing principles and practices required to introduce public stakeholders and the supply chain to a consistent use and specification of BIM based on an open and non-proprietary format.
- Develop a stakeholder engagement and public procurer support strategy: e.g. the network should organise workshops to progress and align their thinking as well as present a detailed concept for a dedicated European conference to spread the idea and gain additional support for the European BIM initiative and progress made so far.
- Elaboration of technical guidelines for different types of public procurement practices: e.g. concrete applicable documentation to be used by contracting authorities for the introduction and application of BIM.
- Elaborate and implement a communication strategy: e.g. develop implement and maintain a common website to support the network, where MS and other stakeholders of the construction value chain can exchange information and find guidance. This should include a dissemination strategy. Such website could serve as a platform for the execution, management and interpretation of surveys carried out with such website.

- Dissemination of good practice in the European Union and beyond: e.g. be present and actively intervene at relevant national events in order to disseminate and promote the EU BIM initiative as well as the creation of relevant documentation and visual materials (e.g. video(s)) for general dissemination.
- Cooperation and alignment with other organisations' BIM activities such as standardisation organisations, research entities, industrial stakeholders, designers, architects.

The grant at hand would thus co-finance a project which would:

- contribute to the creation of a digital world-class, open, fair and more competitive European public works and construction sector;
- optimise the full life-cycle of public works;
- improve the efficiency, effectiveness and economy, thus more generally the public value for money in this sector;

### 3. TIMETABLE

Scheduled start-up date for the action: By 30 November 2015

Maximum duration of action is: 18 – 36 months

No applications will be accepted for projects scheduled to run for a longer period than that specified in this call for proposals

The period of eligibility of costs will start at the earliest on the day the agreement is signed by the last of the parties. If a beneficiary can demonstrate the need to start the action before the agreement is signed, the expenditure may be eligible as from a date before the agreement is signed. Under no circumstances can the eligibility period start before the date of submission of the grant application.

	Stages	Date and time or indicative period
a)	Publication of the call	2 <sup>nd</sup> half of May 2015
b)	Deadline for submitting applications	10/08/2015 – 17:00
c)	Information to applicants	Begin November 2015
d)	Signature of grant agreement or notification of grant decision	November 2015
e)	Starting date of the action/ work programme	By 30 November 2015

### 4. EU FINANCING

**Maximum budget** allocated for EU financing under this call: €115.000

**Maximum EU financing rate** of eligible costs: 75 %

**Maximum EU financing amount** per project: €115.000

**Proposals with an EU co-financing beyond any of the above two maxima will not be eligible.**

The Commission reserves the right to award a grant of less than the amount requested by the applicant. In such a case, applicants will be asked either to increase their co-financing, propose other co-financing means or to decrease the total costs without altering the substance of the proposal. Grants will not be awarded for more than the amount requested.

Publication of the call (on the Commission Internet site and/or in the Official Journal) does not guarantee the availability of funds for the above action.

#### 4.1. GENERAL PRINCIPLES OF EU FUNDING

##### Non-cumulative award

Each action may give rise to the award of only one grant from the budget to any one beneficiary.

In no circumstances shall the same costs be financed twice by the Union budget.

Applicants may receive only one operating grant per financial year from the budget of the European Union.

Applicants have to inform the Commission immediately of any multiple applications and multiple grants relating to the same action. The applicant shall inform about sources and amounts of EU funding received or applied for the same action or for part of the action. Applicants shall indicate if they receive EU funding for their functioning during the financial year in which the action takes place.

##### Non-retroactivity

No grant may be awarded retrospectively for actions already completed.

A grant may be awarded for an action which has already begun, provided the applicant can demonstrate the need to start the action before the grant agreement is signed. In such cases, costs eligible for financing may not have been incurred prior to the date of submission of the grant application.

#### Co-financing

Grants shall involve co-financing, which implies that the resources necessary to carry out the action or the work programme shall not be provided entirely by EU contribution. EU financing may not cover 100% of the total costs of the action.

Co-financing of the action or of the work programme may take the form of:

- the beneficiary's own resources,
- income generated by the action or work programme,
- financial contributions from third parties.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs are not eligible.

#### Non-profit rule

EU grant may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary.

Where a profit is made, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit shall be defined as a surplus of the receipts over the eligible costs incurred, when the request for payment of the balance is made.

#### Balanced budget

The estimated budget of the action or work programme is to be attached to the application form. It must have revenue and expenditure in balance.

The budget must be drawn up in euros.

Applicants, who foresee that costs will not be incurred in euros, are invited to use the exchange rate published on the Infor-euro website available at

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

## **4.2. ELIGIBLE COSTS**

In order to be eligible for funding, costs should be actually incurred by the beneficiary and meet the following criteria:

they are incurred during the duration of the action or work programme, as indicated in the grant agreement, with the exception of costs relating to the request for payment of the balance and the corresponding supporting documents (audit certificates);

they are indicated in the estimated budget of the action or work programme;

they are necessary for the implementation of the action or of the work programme, in accordance with the description of the action, attached to the grant agreement;

they are identifiable and verifiable, in particular being recorded in the accounting records of the beneficiary and determined according to the applicable accounting standards of the country where the beneficiary is established and according to the usual cost accounting practices of the beneficiary;

they comply with the requirements of applicable tax and social legislation;



they are reasonable, justified, and comply with the principle of sound financial management, in particular regarding economy and efficiency.

The beneficiary's internal accounting and auditing procedures must permit direct reconciliation of the costs and revenue declared in respect of the action/project with the corresponding accounting statements and supporting documents.

The costs made by affiliated entities can be eligible, provided that:

the entities concerned are identified in the grant agreement;

the entities concerned abide by the rules applicable to the beneficiary under the grant agreement with regard to eligibility of costs and rights of checks and audits by the Commission, OLAF and the Court of Auditors.

**Please note that the exact scope of the eligibility of costs is defined by the grant agreement, which will be signed with the successful applicants.**

#### **4.2.1. Eligible direct costs**

Direct costs of the action are those specific costs which are directly linked to the implementation of the action and can therefore be attributed directly to it. They shall not include any eligible indirect costs.

The following categories of costs can be considered as eligible direct costs:

the costs of personnel working under an employment contract with the beneficiary or an equivalent appointing act and assigned to the action, comprising actual salaries plus social security contributions and other statutory costs included in the remuneration, provided that these costs are in line with the beneficiary's usual policy on remuneration. Those costs may also include additional remunerations, including payments on the basis of supplementary contracts regardless of the nature of those contracts, provided that they are paid in a consistent manner whenever the same kind of work or expertise is required, independently from the source of funding used.

salary costs of the personnel of national administrations to the extent that they relate to the cost of activities which the relevant public authority would not carry out if the project concerned were not undertaken.

costs of travel and related subsistence allowances, provided that these costs are in line with the beneficiary's usual practices on travel;

the depreciation costs of equipment or other assets (new or second-hand) as recorded in the accounting statements of the beneficiary, provided that the asset has been purchased in accordance with the conditions applicable to implementation contracts and that it is written off in accordance with the international accounting standards and the usual accounting practices of the beneficiary

costs of consumables and supplies, provided that they are purchased in accordance with the conditions applicable to implementation contracts;

costs arising directly from requirements imposed by the grant agreement (dissemination of information, specific evaluation of the action, audits, translations, reproduction), including the costs of requested financial guarantees, provided that the corresponding services are purchased in accordance with the conditions applicable to implementation contracts;

costs entailed by subcontracts, concluded for the externalisation of specific tasks or activities which form part of the action or workprogramme as described in the proposal, provided that the conditions applicable to implementation contracts are met;

costs of financial support to third parties, in accordance with the conditions set by the grant agreement for such financing;

duties, taxes and charges paid by the beneficiary, notably value added tax (VAT), provided that they are included in eligible direct costs, and unless specified otherwise in the Agreement.

value added tax (VAT) is not eligible

#### **4.2.2. Eligible indirect costs**

A flat-rate amount of 7% of the total eligible direct costs of the action is eligible under indirect costs, representing the beneficiary's general administrative costs which can be regarded as chargeable to the action/project.

#### **4.2.3. Non-eligible costs**

In addition to any other costs which do not fulfill the conditions set out in Article II.19.1, the following costs shall not be considered eligible:

return on capital;

debt and debt service charges;

provisions for losses or debts;

interest owed;

doubtful debts;

exchange losses;

costs of transfers from the Commission charged by the bank of a beneficiary;

costs declared by the beneficiary in the framework of another action receiving a grant financed from the Union budget (including grants awarded by a Member State and financed from the Union budget and grants awarded by other bodies than the Commission for the purpose of implementing the Union budget);

in particular, indirect costs shall not be eligible under a grant for an action awarded to a beneficiary which already receives an operating grant financed from the Union budget during the period in question;

contributions in kind from third parties;

excessive or reckless expenditure;

deductible VAT.

participation by any staff of the institutions in actions receiving grants

any other costs which have been specified as ineligible in the call for proposal

In addition to the above, the Commission can refuse to finance certain costs included in the proposal. The beneficiary can decide to maintain and finance these costs out of his own resources, but they will not be taken into account as eligible costs.

### **4.3. CO-FINANCING AND JOINT AND SEVERAL RESPONSIBILITY**

The beneficiary has to supply evidence of the co-financing provided. It can be provided either by way of own resources, or in the form of financial transfers from third parties or by contribution in kind.

Co-financing may also take the form of in-kind contributions from third parties, i.e. non-financial resources made available free of charge by third parties to the beneficiary or to the consortium. The corresponding costs are not eligible. The value of such a contribution may not cover the entire amount of co-financing.

In case of a joint application, all partners shall agree upon appropriate arrangements between themselves for the proper performance of the action.

In particular, they shall accept joint and several responsibilities up to the value of the contribution that the beneficiary held liable is entitled to receive, as stipulated in the General Conditions of the draft grant agreement.

The final grant agreement shall be signed by each applicant. Alternatively it shall be signed by the appointed co-ordinator, provided that a power of attorney has been conferred to this entity (Annex IV of the draft grant agreement).

#### **4.4. IMPLEMENTATION CONTRACTS/SUBCONTRACTING**

Where the implementation of the action or the work programme requires the use of contracts (implementation contracts), the beneficiary must ensure that the contract is awarded to the bid offering best value for money or the lowest price (as appropriate), avoiding conflicts of interests and retain the documentation for the event of an audit.

Entities acting in their capacity of contracting authorities shall abide by the applicable national public procurement rules, in the meaning of Directive 2004/18/EC on the coordination of procedures for the award of public work contracts, public supply contracts and public service contracts or contracting entities in the meaning of Directive 2004/17/EC coordinating the procurement procedures of entities operating in the water, energy, transport and postal services sector.

##### **Sub-contracting for the purpose of the action**

Sub-contracting refers to contracts concluded for the externalisation of specific tasks or activities which form part of the action or work programme as described in the proposal. Such contracts must satisfy the conditions applicable to any implementation contract and, in addition, the following conditions:

Subcontracting may only cover the implementation of a limited part of the action up to 50 % of the eligible costs.

It must be justified having regard to the nature of the action and what is necessary for its implementation;

The proposal should clearly identify the subcontracted activities

**Subcontracting does not in any way limit the responsibility of beneficiaries for the implementation of the action. Please note that the beneficiary(ies) should have the necessary capacity to perform the project. Only tasks that are not core business can be sub-contracted to consultants.**

**It is not necessary to have already selected subcontractors at the time the proposal is submitted. However, cost of contractors not selected in accordance with the applicable rules for procurement will not be eligible.**

#### **4.5. FINANCIAL SUPPORT TO THIRD PARTIES**

The applications may not envisage provision of financial support to third parties.

#### **4.6. FINAL GRANT AND PAYMENT ARRANGEMENTS**

The draft grant agreement annexed to this call for proposals specifies the calculation of the final grant and the payment arrangements.

Your attention is in particular drawn to the General Conditions of the grant agreement, where the eligibility of costs is described. Detailed explanations and a description how costs should be budgeted and reported can be found in the Guide for Applicants.

EU grants may not have the purpose or effect of producing a profit within the framework of the action of the work programme of the beneficiary. Where a profit is made, the Commission is entitled to recover the

percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred. For this purpose, profit is defined as a surplus of the receipts over the eligible costs incurred by the beneficiary, when the request is made for payment of the balance. Where such a surplus occurs, the Commission is entitled to recover the percentage of the profit corresponding to the EU contribution to the eligible costs actually incurred by the beneficiary.

The Commission may require the beneficiary to lodge a guarantee for grants exceeding € 60 000, based on a risk analysis.

In the event that the applicant's financial capacity is not satisfactory, a pre-financing guarantee for up to the same amount as the pre-financing may be requested in order to limit the financial risks linked to the pre-financing payment.

The financial guarantee, in euro, shall be provided by an approved bank or financial institution established in one of the Member State of the European Union. When the beneficiary is established in a third country, the authorising officer responsible may agree that a bank or financial institution established in that third country may provide the guarantee if he considers that the bank or financial institution offers equivalent security and characteristics as those offered by a bank or financial institution established in a Member State. Amounts blocked in bank accounts shall not be accepted as financial guarantees.

The guarantee may be replaced by a joint and several guarantees by a third party or by a joint guarantee of the beneficiaries of an action who are parties to the same grant agreement.

## **5. ELIGIBILITY**

**APPLICATIONS MUST COMPLY WITH ALL OF THE ELIGIBILITY CRITERIA SET OUT IN THIS SECTION.**

### **5.1. ELIGIBLE APPLICANTS**

Applications from legal entities established in one of the following countries are eligible:

- (1) EU Member States
- (2) EFTA and EEA countries: Switzerland, Iceland, Liechtenstein, Norway
- (3) candidate countries

The Commission may select proposals from applicants in EFTA/EEA countries or candidate countries, provided that, on the date of selection, agreements have been signed setting out the arrangements for the participation of those countries in the programme established by the Decision referred to under point 1 of this call.

The transnational nature of the project must be demonstrated. A maximum number of Member States are expected to be involved in the project.

Several applicants, submitting a joint proposal should choose within their midst a lead organisation, referred to as the coordinator.

The coordinator and other applicants must satisfy the same eligibility criteria

- (1) Applications must be submitted by a legal person.
- (2) Applicants must correspond to the definition of the following target organisations: national administrations, agencies, public sector real estate, universities, think tanks and European associations thereof.

- (3) Corporate bodies must be properly constituted and registered under the law. If a body or organisation is not constituted under the law, a physical person must be designated to provide the legal responsibility.
- (4) Legal entities having a legal or capital link with applicants, which is neither limited to the action nor established for the sole purpose of its implementation, may take part in the action as affiliated entities, and may declare eligible costs. For that purpose, applicants shall identify such affiliated entities in the application form. The affiliated entities will have to comply with the eligibility and exclusion criteria.
- (5) Several entities that form together one entity, whether or not this entity is established for the purpose of implementing the action, may apply as a sole beneficiary. The entities will be considered as affiliated entities, which each will have to comply with eligibility, exclusion and selection criteria.

### **Supporting documents**

Subject to the eligibility criteria indicated above, the applicants should provide the following supporting documents to establish their eligibility:

**private entity:** extract from the official journal, copy of articles of association, extract of trade or association register, certificate of liability to VAT (if, as in certain countries, the trade register number and VAT number are identical, only one of these documents is required);

**public entity:** copy of the resolution or decision establishing the public company, or other official document establishing the public-law entity;

**consortium:** in addition to the supporting documents referring to their legal status, consortium members will submit letters confirming their participation to the project,

**natural persons:** photocopy of identity card and/or passport;

**entities without legal personality:** documents providing evidence that their representative(s) have the capacity to undertake legal obligations on their behalf.

## **5.2. ADMISSIBLE AND ELIGIBLE PROPOSALS**

Applications must comply with the following conditions in order to be eligible for a grant:

- (1) Applications must be sent no later than the deadline for submitting applications referred to in section 9.
- (2) Applications must be submitted in writing, using the application form and the electronic submission system, as indicated in the Guide for Applicants.
- (3) Applications must be drafted in one of the EU official Languages. If your proposal is not in English, a translation of the full proposal would be of assistance to the evaluators. An English translation of

an abstract may be included in the proposal (see Guide for Applicants).

- (6) Proposals must be submitted in conformity with the call specifications;
- (7) Only projects that are strictly non-profit-making and/or whose immediate objective is non-commercial shall be eligible.
- (8) Applications must respect the maximum rate for EU co-financing.
- (9) Applications must respect the maximum amount for EU co-financing.
- (10) Applications must respect the maximum duration of projects.
- (11) Applications must respect the requirements set for the start date.
- (12) Applications may not include contributions in kind as part of their co-financing.

In this context, will be rejected any project directly or indirectly contrary to EU policy or against public health, human rights, citizen's security or freedom of expression.

## 6. EXCLUSION CRITERIA

### 6.1. EXCLUSION FROM PARTICIPATION

Applicants will be excluded from participating in the call for proposals procedure if they are in any of the following situations:

they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;

they have been guilty of grave professional misconduct proven by any means which the Commission can justify, including by decisions of the European Investment Bank and international organisations;

they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;

they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests;

they are subject to an administrative penalty referred to in Article 109(1) Financial Regulation (see section 6.3).

The same exclusion criteria apply to affiliated entities.

## **6.2. EXCLUSION FROM AWARD**

Applicants will not be granted financial assistance if, in the course of the grant award procedure, they:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the Commission as a condition of participation in the grant award procedure or fail to supply this information;
- find themselves in one of the situations of exclusion, referred to in article 106 Financial Regulation (see section 6.3)

The same exclusion criteria apply to affiliated entities.

## **6.3. SUPPORTING DOCUMENTS**

Applicants must sign a declaration on their honour certifying that they are not in one of the situations referred to by filling in the “**Exclusion Criteria Form**” (**form B4**)

Administrative and financial penalties may be imposed on applicants, or affiliated entities where applicable, who are guilty of misrepresentation.

By using the “Exclusion Criteria Form” applicants shall declare on their honour that they are not in one of the situations referred to in Articles 106 and 107 of the Regulation (EC, Euratom) n° 966/2012 on the financial rules applicable to the general budget of the Union (Financial Regulation).

Please note that, according to articles 109 and 131.4 of Regulation (EC,Euratom) n° 966/2012 on the financial rules applicable to the general budget of the Union (Financial Regulation) and according to article 145 of the Commission Delegated Regulation (EC, Euratom) n° 2342/2002 on the rules of application of the Financial Regulation, administrative and financial penalties may be imposed by the Commission on applicants who are excluded in relation to points a) to h) of the form in question.

For grants with a value exceeding € 60 000, the Commission may require further evidence, as indicated in article 143 Rules of Application.

# **7. SELECTION**

## **7.1. FINANCIAL CAPACITY**

Applicants must have stable and sufficient sources of funding to maintain their activity throughout the period during which the action is being carried out or the year for which the grant is awarded and to participate in its funding. The applicants' financial capacity will be assessed on the basis of the following supporting documents to be submitted with the application:

For grants < EUR 60 000:

a declaration on honour

For grants ≥ EUR 60 000, in addition:

a declaration on honour and,

form B/5 provided for in the submission set, filled in with the relevant statutory accounting figures. Other documents may be submitted if needed (see IV.4 Guide to applicants)

For grants for an action ≥ EUR 750 000 or operating grants ≥ EUR 100 000, in addition:

an audit report produced by an approved external auditor certifying the accounts for the last financial year available.

In the event of an application grouping several applicants (consortium), the above thresholds apply per applicant.

In the case of affiliated entities forming together **one** sole applicant, the above requirements apply to each of the affiliated entity.

## 7.2. OPERATIONAL CAPACITY

Applicants must show they have the **operational (technical and management) capacity** to complete the operation to be supported and must **demonstrate their capacity to manage scale activity** corresponding to the size of the project for which the grant is requested. In particular, the **team responsible** for the project/operation must have **adequate professional qualifications and experience**.

In this respect, applicants have to submit a declaration on their honour, and the following supporting documents:

curriculum vitae or description of the profile of the people primarily responsible for managing and implementing the operation (accompanied where appropriate, like in the field of research and education, by a list of relevant publications);

an exhaustive lists of previous projects and activities performed and connected to the policy field of a given call or to the actions to be carried out;

an inventory of natural or economic resources involved in the project.

In the case of affiliated entities forming together a sole applicant, the above requirements apply to each affiliate entity.

Depending on a risk assessment, the obligation to verify the operational capacity of public bodies or international organisations may be waived.

This obligation can also be waived for secondary or higher education establishments or beneficiaries who accepted joint and several liabilities under the grant agreement.

The selection procedure is described in further detail in the Guide for Applicants.

## 8. AWARD

An evaluation of the quality of proposals, including the proposed budget, will be carried out in accordance with the evaluation criteria set out in annex 3 to this call for proposals.

The evaluation procedure is described in further detail in the Guide for Applicants.

## 9. SUBMISSION OF PROPOSALS

**Please note that only electronic submissions are allowed for this call.**

**Please consult the Guide for Applicants for the modalities of preparing the proposal.**

**Submission of a grant application implies acceptance of the conditions of the grant agreement, attached to this call**

**The deadline for submission of proposals is:**

**10/08/2015 [17:00:00 Brussels local time]**



## 10. CONTACTS

Contacts between the contracting authority and potential applicants can only take place in certain circumstances and under the following conditions only:

Before the final date for submission of proposals,

- At the request of the applicant, the Commission may provide additional information solely for the purpose of clarifying the nature of the call.

Any requests for additional information must be made in writing only to the coordinates stated below.

The Commission may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the call for proposals.

Any additional information including that referred to above will be published on the internet in concordance with the various call for proposals documents.

After the deadline for submission of proposals:

- If clarification is requested or if obvious clerical errors in the proposal need to be corrected, the Commission will contact the applicant provided the terms of the proposal are not modified as a result.
- If the authorising officer finds that those proposals, which have been listed for award needs limited adaptations to their proposal. In such case, these applicants will receive a formal letter setting out the requested modifications. Any such modifications must stay within the limits of the request. This phase will not lead to a re-evaluation of the proposals, but a proposal might be rejected if the applicant does not wish to comply with the modifications requested.

### Contact coordinates for the call:

European Commission

Directorate-General for Internal Market, Industry, Entrepreneurship and SMEs, Unit G.1. (please note that the unit name changes to C.1 on 1 June 2015)

E-mail address: [grow-g1@ec.europa.eu](mailto:grow-g1@ec.europa.eu) (or [grow-c1@ec.europa.eu](mailto:grow-c1@ec.europa.eu) after 1 June 2015)

Office address: BREY 07/37, Avenue d'Auderghem 45, 1040 Brussels, Belgium

## 11. DATA PROTECTION

The reply to any call for proposals involves the recording and processing of personal data (such as name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, the questions and any personal data requested are required to evaluate the application in accordance with the specifications of the call for proposal will be processed solely for that purpose by Unit G.1: Sustainable Industrial Policy and Construction.

Details concerning the processing of personal data are available on the privacy statement at:

[http://ec.europa.eu/dataprotectionofficer/privacystatement\\_publicprocurement\\_en.pdf](http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf).

Personal data may be registered in the Early Warning System (EWS) only or both in the EWS and Central Exclusion Database (CED) by the Accounting Officer of the Commission, should the beneficiary be in one of the situations mentioned in:

the Commission Decision 2008/969 of 16.12.2008 on the Early Warning System

(for more information see the Privacy Statement on:

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

or

the Commission Regulation 2008/1302 of 17.12.2008 on the Central Exclusion Database (for more information see the Privacy Statement on

[http://ec.europa.eu/budget/explained/management/protecting/protect\\_en.cfm](http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm))

## 12. PUBLICITY

Beneficiaries must clearly acknowledge the European Union's contribution in all publications or in conjunction with activities for which the grant is used.

In this respect, beneficiaries are required to give prominence to the name and emblem of the European Commission on all their publications, posters, programmes and other products realised under the co-financed project.

To do this they must use the text, the emblem and the disclaimer available at [http://ec.europa.eu/dgs/communication/services/visual\\_identity/pdf/use-emblem\\_en.pdf](http://ec.europa.eu/dgs/communication/services/visual_identity/pdf/use-emblem_en.pdf). If this requirement is not fully complied with, the beneficiary's grant may be reduced in accordance with the provisions of the grant agreement or grant decision.

With the exception of scholarships paid to natural persons and other direct support paid to natural persons in most need, all information relating to grants awarded in the course of a financial year shall be published on an internet site of the European Union institutions no later than the 30 June of the year following the financial year in which the grants were awarded.

The Commission will publish the following information:

name of the beneficiary;

address of the beneficiary (legal persons) or reference to the region (natural persons);

subject of the grant;

amount awarded.

Upon a reasoned and duly substantiated request by the beneficiary, the publication shall be waived if such disclosure risks threatening the rights and freedoms of individuals concerned as protected by the Charter of Fundamental Rights of the European Union or harm the commercial interests of the beneficiaries.

### **13. ANNEX 1 SUBMISSION SET**

The Submission Set can be downloaded from the following page: <http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>

## 14. ANNEX 2 GUIDE FOR APPLICANTS

The Guide for Applicants can be downloaded from the following page:  
<http://ec.europa.eu/enterprise/contracts-grants/calls-for-proposals/>

## **15. ANNEX 3 EVALUATION CRITERIA**

When assessing the below evaluation criteria, the evaluation committee generally pays attention to the elements indicated below each criterion. Please note that these elements, which are indicative and non-exhaustive, are given on the basis of transparency and in order to help applicants to improve their applications.

EVALUATION CRITERIA AND KEY ELEMENTS LIKELY TO BE ASSESSED BY THE EVALUATION COMMITTEE	MAX. SCORE
<b>1. Relevance</b>	<b>30</b>
How relevant is the proposal to the objectives of the call?	
How clearly defined and strategically chosen are the objectives?	
To what extent do the proposed activities demonstrate a clear European added value (clear need and benefit to carry out the project at European level instead of at national or private level)?	
To what extent are the proposed activities appropriate to address the particular needs and challenges of the construction sector with the help of BIM?	
To what extent are the proposed activities covering a wide geographical range and number of relevant public procurement stakeholders to ensure a European representativity? Can it federate European stakeholders around a core project?	
<b>2. Visibility</b>	<b>10</b>
To what extent will the project and results be publicised and how convincing is the dissemination plan proposed?	
<b>3. Impact</b>	<b>20</b>
To what extent is the project likely to have a tangible impact on public procurement practices and processes?	
To what extent does the proposal contain potential multiplier effects? (Including possibilities for replication and extension of project outcomes, dissemination of information.)	
To what extent do the expected results of the project improve the construction value chain? What impact will they have on the competitiveness of the construction sector?	
To what extent does the proposal contain objectively verifiable indicators for project outcomes?	
<b>4. Quality</b>	<b>20</b>
How coherent and straightforward is the overall project design?	
How coherent, appropriate and practical are the activities proposed?	
To what extent has the project been well thought out or prepared. Is the overall approach suitable for achieving the project objectives? Are the coordination mechanisms proposed sufficiently robust?	
How clear and feasible is the plan of action? Are the main project deliverables clearly defined?	
<b>5. Budget and Cost-effectiveness</b>	<b>20</b>
To what extent is the budget clear and detailed? Does the breakdown of the budget, category by category, offer a way of ensuring that the amount of the grant awarded is the minimum necessary for the operation to be completed?	
Do the probable results stand in a reasonable relationship to the amount of the grant?	
To what extent is the proposed expenditure necessary for the implementation of the project?	
<b>Maximum total score</b>	<b>100</b>

If a total score lower than **70** points or a score lower than 50% for any of the above five criteria is obtained, the proposal will not be evaluated further.

## 16. ANNEX 4 - AGREEMENT

- (1) Multi-beneficiary Grant agreement for action