

# CALL-OFF FOR PHASE 2

## “Creative Circular Cities”

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*Call-off document should be read in conjunction with other documents related to this Pre-Commercial Procurement (PCP), listed hereunder:*

- Tender Document 1: Request for Tenders (TD1)
- Tender Document 2: Framework Agreement
- Tender Document 3: Specific Contract Phase 1
- End-of-Phase 1 reporting documentation (*Solution Design*)

To submit an eligible Tender, the Tenderer shall sign and submit the Form F: Technical Offer for Phase 2.



**Pre-Commercial Procurement (PCP)**

**Prototype Development and Testing Phase**

**Project: Creative Circular Cities (CCC) - Project ID C047**

**Procurement Reference: CCC-PCP-2025-01**

**Framework Agreement Reference: CCC-PCP-2025-FA**

**Issued by: Interreg project “Creative Circular Cities” Buyers group**

**Date of Issue: 23.3.2026**

## History of Changes

Date	
Section	Change

## Preface

The award of the Framework Agreement and Phase 1 contract marked the beginning of Phase 1 contract implementation stage. This Call-Off after Phase 1 open again a mini tendering competition between the Contractors that have successfully completed Phase 1, after which the contract implementation stage for Phase 2 will start.

This Phase 2 Call-Off concerns the second phase of the Creative Circular Cities (CCC) Pre-Commercial Procurement (PCP).

The CCC PCP has been open to entrepreneurs, start-ups, companies and other relevant stakeholders for development of innovative solutions addressing challenges related to circular lifestyles in cities. The Contractors have during Phase 1 detailed their proposed solution concepts. All Contractors took part in a kick off meeting that took place on the 29th of January 2026. During the meeting, Buyers group members highlighted key milestones and deliverables for Phase 1 and answered questions from the Contractors. The Contractors prepared their solution abstracts (found here: [The CCC Pre-Commercial Procurement Enters Phase 1 - Interreg Baltic Sea Region](#)) and began work on their solution design. The Buyers group provided 1:1 mentoring sessions to support the Contractors in refining their proposed solutions.

Now the Buyers Group of the PCP calls the Contractors participating in Phase 1 to submit an offer for “Phase 2: Prototype Development and Testing”. The PCP procurement is limited to research and development (R&D) services and does not involve large-scale commercial deployment of solutions. This Call-Off must be read in conjunction with the following documents:

- **Tender Document 1 – Request for Tenders (TD1)**
- **Tender Document 2 – Framework Agreement**
- **Tender Document 3 – Specific Contract Phase 1**
- **End-of-Phase 1 reporting documentation (Solution Design)**

Participation in this procedure is restricted to the invited candidates only – the Contractors which have successfully completed Phase 1.



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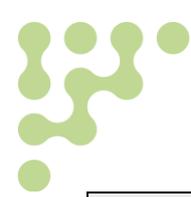
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## Glossary and Abbreviations

TERMS/ACRONYMS	DEFINITIONS
<b>background</b>	Any material, document, technology, solution, data, know-how or information (background material) – whatever its form or nature (tangible or intangible), regardless of whether or not it can be protected, including any attached rights such as intellectual property rights (“background IPRs”) that is (i) held by any Buyers Group member or the Supplier prior to the award of the Framework Agreement, (ii) identified by the Parties involved in the PCP as background and (iii) needed to perform the R&D Services or exploit the results of the PCP.
<b>Buyers Group</b>	The entities procuring the R&D services under the PCP within the CCC project. The Buyers Group consists of Northern Dimension Partnership on Culture, Danish Cultural Institute Estonia, Latvia Lithuania, Riga Municipal Agency “Riga Energy Agency”, Pomeranian Science and Technology Park Gdynia, Association “Pomorskie in the European Union”, City of Turku, Valonia / Regional Council of Southwest Finland, Humak university of applied sciences, Tallinn Business Incubators Foundation, Anschar GmbH, Zero Waste Kiel e.V. and Heinrich Böll Foundation Schleswig-Holstein e.V.



<b>call-off</b>	The procedure organised by the Lead Procurer to select the successful Supplier(s) who will participate in the next phase of the PCP under the Framework Agreement.
<b>CCC / CCC project</b>	Creative Circular Cities project #C047 that is funded by the European Union's ERDF fund under the Interreg Programme "Interreg Baltic Sea Region", CCI 2021TC16FFT003.
<b>CCSI</b>	Creative and cultural sectors and industries.
<b>contracts</b>	Contracts to be signed with each Supplier for execution of the PCP and each of its phases. These include the Framework Agreement and Specific Contracts.
<b>Evaluation Committee</b>	A committee established by the Buyers Group to evaluate the tenders.
<b>fair and reasonable conditions</b>	Appropriate conditions, including financial terms or royalty-free conditions, taking into account the specific circumstances of the request for access (for example, the actual or potential value of the results, background or sideground to which access is requested and/or the scope, duration or other characteristics of the exploitation envisaged).
<b>Framework Agreement</b>	The contract between the Lead Procurer and the Supplier concerning the delivery of the R&D services under this PCP, covering Phases 1 and 2.
<b>Generated in the PCP</b>	In implementation of activities described in the Framework Agreement or Specific Contracts.
<b>intellectual property</b>	Patents, inventions (patentable or capable of registration or otherwise), trademarks, service marks, copyrights, topography rights, design rights and database rights (either registered or registerable or otherwise, and including applications for registration, renewal or extension), trade secrets and rights of confidence, trade or business names and domain names and all rights or forms of protection of a similar nature which have an equivalent effect and which may now or in the future exist anywhere in the world.
<b>IPRs</b>	Intellectual property rights.
<b>Lead Procurer</b>	The entity within the Buyers Group, appointed to coordinate and lead the joint PCP and to award and sign the Framework Agreements and Specific Contracts for all phases of the PCP, on behalf of the Buyers Group. The Lead Procurer is the Northern Dimension Partnership in Culture.
<b>lot</b>	A separate challenge or sub-topic within the overall PCP process that focuses on a specific R&D problem or innovation need.
<b>Offer</b>	The proposal of the Supplier for the following phase.
<b>Opening Committee</b>	A committee established by the Buyers Group to prepare and approve the Tender Documents and answer Tenderers' questions.
<b>PCP</b>	Pre-commercial procurement.
<b>PPI</b>	Public procurement of innovative solutions.
<b>phase</b>	A distinct stage in the PCP process with specific objectives, deliverables and evaluation criteria as specified herein.



<b>R&amp;D</b>	Research and development.
<b>Request for Tenders</b>	The Buyers Group invitation to tender on the basis of which the Tenders for the award of the Framework Agreement and the Specific Contracts are submitted.
<b>RFT</b>	Request for Tenders.
<b>results</b>	Any tangible or intangible output that is generated in the PCP whatever its form or nature, whether or not it can be protected. This includes any material, document, technology, solution, data, knowledge or information (foreground material) as well as any rights attached to it, including intellectual property rights (“rights on the results” or “IPRs attached to the results”).
<b>sideground</b>	Any material, document, technology, solution, data, know-how or information (sideground material) – whatever its form or nature (tangible or intangible), regardless of whether or not it can be protected, including any attached rights such as intellectual property rights (“sideground IPRs”) – that is (i) generated during the timespan of the PCP but not in the PCP and (ii) needed to implement the PCP or to exploit the results of the PCP.
<b>SMEs</b>	Small and medium-sized enterprises.
<b>Specific Contract</b>	The contract for each phase of the PCP for R&D services under the Framework Agreement to be concluded between the Lead Procurer and the Supplier in addition to the Framework Agreement.
<b>Supplier</b>	A Tenderer that is awarded a contract to execute the R&D services.
<b>subcontractor</b>	A subcontractor is a third party contributing to the provision of the R&D services referred to in any of the contracts.
<b>TD</b>	Tender Document(s).
<b>TED</b>	Tenders Electronic Daily – an on-line tool for preparing public procurement notices and publishing them in the Supplement to the Official Journal of the European Union.
<b>Tender</b>	The formal and commercial bid/offer submitted by the Tenderer on the basis of the Tender Documents.
<b>Tender Documents</b>	The documents which describe the terms and conditions of the PCP on the basis of which a Tenderer submits a Tender.
<b>Tenderer</b>	A company or consortium that is going to or has already submitted a tender but has not yet been awarded a contract to execute the R&D services.



## 1. Introduction

The CCC project is co-funded by the European Union through the Interreg Baltic Sea Region Programme. The project aims to accelerate the transition to circular lifestyles by mobilising the potential of CCSI.

Cities participating in the project include Aarhus, Gdynia, Kiel, Riga, Tallinn and Turku. These cities are collaborating to identify and develop innovative solutions that can address barriers to circular lifestyles and sustainable resource use.

Through the PCP process, the Buyers Group aims to stimulate innovation and market development by supporting the development of new solutions that are not yet commercially available and require research and development.

## 2. Procurement Context

This procurement follows 2 phase fast track Pre-Commercial Procurement (PCP) model, which supports innovation through phased R&D competition.

The PCP process consists of these two phases:

Phase 1: Solution Design;

Phase 2: Prototype Development and Testing.

At the end of Phase 1, the solutions are evaluated by the Evaluation Committee and only the two highest-ranked Contractors continue from the first phase to the second phase. This phased approach enables progressive reduction of innovation risk, improved solution design through iterative feedback.

## 3. Contracting Approach

The PCP procurement is implemented through:

**Framework Agreement:** a contract signed between the Lead Procurer on behalf of the Buyers Group and each Contractor covering the PCP phases.

**Specific Contracts:** Contracts signed for each phase of the PCP under the Framework Agreement between the Lead Procurer on behalf of the Buyers Group and each eligible Contractor.

This Phase 2 Call-Off will result in the awarding of Specific Contracts for Phase 2 to the selected Contractors (Tenderers). Unless duly justified and pre-approved by the Lead Procurer, the composition of the supplier team must remain unchanged from Phase 1.

## 4. Budget

Initially, as described in the Request for Tenders, it was intended that the CCC PCP would be divided into two lots – Lot 1 and Lot 2 – each addressing a separate sub-challenge linked to the participating cities’ circularity goals.

Due to the closing of Lot 2 as a result of insufficient proposals ahead of starting Phase 1, the maximum total budget for the PCP decreased from EUR 233,000 (including VAT) to EUR 116 500 (including VAT). This amounts to one half of the original budget as described in Section 2.7. of the Request for Tenders. The official statement regarding Lot 2 closure can be found here: <https://ted.europa.eu/en/notice/-/detail/67230-2026>

Despite the above, this change in the overall progress of the PCP does not impact the budget allocated for Lot 1, to which this Phase 2 Call-Off relates.

Please see table below for the current budget breakdown of the PCP.

Number of suppliers (Lot 1)	Max budget per Phase (incl. VAT)*	Max budget per supplier (incl. VAT)*	Maximum duration of Phase
Phase 1: 5 suppliers	50 000 EUR	10 000 EUR	17 weeks

Phase 2: 2 suppliers	66 500 EUR	33 250 EUR	18 weeks
Total:	116 500 EUR	43 250 EUR	35 weeks

Contractors that participate in both Phases can receive a total budget of 43 250 EUR (incl. VAT).\* The first portion of the available budget in the amount of EUR 10 000 was awarded during Phase 1 (full amount payable upon successful completion of this phase). If selected for Phase 2 following this Phase 2 Call-Off, the eligible Contractors will be awarded the remaining EUR 33 250 (full amount payable upon successful completion of this phase).

\*This applies to both cases when VAT is calculated by the Supplier and included in an invoice or should be calculated by the recipient as a reverse charge.

## 5. Description of Services to be Procured

Phase 2 focuses on the development, demonstration and testing of prototypes based on the solution designs developed during the previous phase. The objective is to develop and pilot prototypes in operational conditions.

During this phase, Contractors will collaborate with the Buyers Group and relevant stakeholders through iterative development and feedback processes.

The below table describes the expected outcomes (milestones and deliverables) for Phase 2.

## 6. Expected Outcomes of Phase 2

<b>Objective</b>	Develop and pilot prototypes in operational conditions.			
<b>Outputs and results</b>	Suppliers have produced and tested working prototypes in real-life environments.			
<b>Milestones and deliverables</b>	<b>By when?</b>	<b>How?</b>	<b>Outputs and results</b>	
<b>Milestones</b>	M.2.1 Phase 2 kick-off meeting	27/05/2026	Online meeting	The Buyers' group will provide an overview of Phase 2 activities, timelines and expectations. The suppliers will be able to ask questions. The meeting will be recorded and available afterwards.
	M.2.2 Prototype developed	By 27/07/2026	Online meeting and presentation	The suppliers are expected to develop their prototypes, which will be reviewed by Evaluation Committees. The committees will subsequently provide feedback with the aim of improving and further finetuning prototypes.
	M.2.3 Prototype tested in real-life environments	By 24/08/2026	Meeting and demonstration	After successful approval of the prototypes, the supplier is expected to test it in a real-life environment in selected Buyers' group cities.
	M.2.4 End of Phase 2 meeting	Week of 14/09/2026	Presentation of the results	The Buyers' group will organize a meeting concluding Phase 2 with the suppliers to discuss suppliers' solutions and pilot performance
<b>Deliverables</b>	D.2.1 Project abstract and list of Pre-existing IP (if different from the submission made during Phase 1)	By 03/06/2026	Document	Using the template provided in Appendix 5, the suppliers will produce a project abstract and list of Pre-existing IP.



D.2.2 First prototype iteration and draft piloting plan	By 17/06/2026	Presentation	The suppliers will develop a first prototype iteration and draft piloting plan to be reviewed by Evaluation Committees. The committee will subsequently provide feedback with the aim of improving and further finetuning the prototypes and piloting plans.
D.2.3. Final prototype and piloting plan	By 27/07/2026	Presentation	With the feedback from the Evaluation Committees provided in the previous phase, the suppliers are expected to create a final prototype and piloting plan ready for testing.
D.2.4 Prototype tested in real life environment	By 24/08/2026	Real-life testing	The prototype is expected to be tested in a real-life environment in selected cities of the Buyers' group.
D.2.5 End of Phase 2 report	By 11/09/2026	Document, presentation and video (TBC)	The suppliers are expected to produce an end-of-phase report. A template will be provided by the Buyers' group.
D.2.6 Participation in CCC final conference	After end of Phase 2	Presentation and/or a stand	Upon successful prototype testing, the supplier may be invited to demonstrate and / or present on their prototype solution at the CCC final conference in Germany 29.09. – 1.10.2026.
D.2.7 PCP lessons learnt	After end of Phase 2	Document	The contractors must agree on the text for the summary of overall lessons learnt and results achieved from the PCP, for publication.

A more detailed time schedule can be found in section 7.

## 7. Phase 2 Timeline

Planned time schedule	
Date	Activity
23/03/2026	Launch call-off for phase 2
06/04/2026	Deadline for submitting questions on phase 2 call-off
14/04/2026	Deadline for lead procurer to circulate replies to questions to phase 2 tenderers
24/04/2026	Deadline for phase 1 final deliverables "D.1.3 Final solution design" (Appendix 4) and phase 2 offers
27/04/2026 – 11/05/2026	Assessment of phase 1 final deliverables "D.1.3 Final solution design" (Appendix 4) and opening of phase 2 offers
12/05/2026	Phase 1 contractors notified as to whether they have completed this phase satisfactorily and of decision on awarding phase 2 contracts
19/05/2026	Signing of phase 2 specific contracts if applicable
<b>19/05/2026</b>	<b>End of phase 1</b>
20/05/2026	Publication of contract award notice in TED
26/05/2026	Payment of balance for phase 1 to contractors that completed this phase satisfactorily
<b>27/05/2026</b>	<b>Implementation phase 2</b>
27/05/2026	Start of phase 2



03/06/2026	Names of winning phase 2 contractors and their project abstracts to be published on Creative Circular Cities website
27/05/2026 – 17/06/2026	Potential for visit of phase 2 contractors to the premises(s) of the procurer(s), where applicable, with three business days advance notice
17/06/2026	Deadline for phase 2 deliverable “D2.2 First prototype iteration and draft piloting plan”
17/06/2026 – 01/09/2026	Potential for visit(s) of the phase 2 evaluation committee(s) to the contractors' premises to check completion of interim milestone(s)/deliverable(s)
17/06/2026 - 06/07/2026	Feedback from phase 2 evaluation committees on phase 2 deliverable “D2.2 First prototype iteration and draft piloting plan”
10/07/2026	Interim payments
27/07/2026	Deadline for phase 2 deliverable “D2.3 Final prototype iteration and piloting plan”
27/07/2026 24/08/2026	- Field testing of prototype as part of deliverable “D2.4 Prototype tested in real life environment”
24/08/2026 31/08/2026	- Feedback from phase 2 evaluation committees on field testing of the prototype
11/09/2026	Deadline for submission of phase 2 final report “End of Phase 2 report”
11/09/2026 – 22/09/2026	Assessment of phase 2 final report “End of Phase 2 report”
23/09/2026	Phase 2 contractors notified as to whether they have completed this phase satisfactorily and successfully
<b>23/09/2026</b>	<b>End of phase 2</b>
29/09/2026	Payment of balance for phase 2 to contractors that completed this phase satisfactorily

The Lead Procurer reserves the right to adjust the timeline if necessary.

## 8. Evaluation of Phase 2 Offers

The requirements for Phase 2 of the PCP are described in Form F. In the Technical Offer (via Form E), Suppliers need to make clear how they intend to achieve each requirement.

These explanations will be appraised by the Evaluation Committee. The Technical offer will not be evaluated on a pass/fail basis: failure to (sufficiently) describe how each requirement is going to be achieved is therefore not a reason to be excluded from this tender but will merely lead to lower evaluation scores.

The Evaluation Committee will assess Phase 2 offers based on the following criteria. The model Appendix 1 “Scoring Model for the Award Criteria” will be used to assess and score the extent to which a Tender meets the award criteria.

Criteria	Weighting
Functional requirement 1: Technical quality, maintenance and support, feasibility of proposed solution	25%
Non-functional requirement 1: Piloting - Implementation plan and methodology	25%
Non-functional requirement 2: Scalability - Commercial potential and economic viability	20%
Non-functional requirement 3: Creative approach and level of innovation	30%

Only the two highest-ranked proposals will be awarded Phase 2 contracts.



## 9. Call-Off document submission and administrative section

The Tenderer's offer for Phase 2 (Call-Off documents as described in the table below) must be submitted electronically via e-mail as such:

- To: krista@ndpculture.org, cc: il@danishculture.com
- Subject: Submission of the Offer for the Phase 2 Call-Off

Call-Off documents shall be received at no later than the closing date: 24.04.2026 17.00 CET. Call-Off documents received after the closing time, will be considered being late and may not be evaluated.

All necessary documents to participate in the Call-Off for Phase 2 will be available on the CCC Interreg website. These are:

Call-Off document	Content
Form F – Technical Offer for Phase 2	The description of execution for Phase 2
<b>Documents to submit in case the information has changed since Phase 1 tender submission:</b>	
Form A - General Tender Submission Form	Legal information and signatures of the consortium and subcontractors
Form B - Exclusion Criteria	If the situation of the tenderer or any members of the consortium has changed.
Form C - Selection Criteria	If there are needs for updates.
Form D - Compliance Criteria	If there are needs for updates.

The Call-Off documents, mandatory or not, shall be signed by the Contractor electronically by a qualified electronic signature within the meaning of Article 3(12), point 12, of the Regulation (EU) No 910/2014 of the European Parliament and of the Council of 23 July 2014 on electronic identification and trust services for electronic transactions in internal market. The Evaluation Committee will check the validity of signatures as part of the evaluation process and may come back to the Contractor in case the signature is found not to be aligned with the above and ask for repeated signing in line with the requirements.

Only one Tender from a Tenderer as main contractor will be accepted. Tenderers should not submit the Tender on paper or submit more than one electronic Tender. Tenderers will be notified by email on the:

- receipt of Tender – within two business days from receipt of Tenders via email;
- results of evaluations – on the date indicated in the time schedule of the Request for Tenders.

A Tender is deemed submitted only if the receipt of the Tender has been confirmed by the Lead Procurer via email. If the Tenderer has not received an email confirmation, please reach out and check the status of your submission.

The Lead Procurer and members of the Buyers Group shall not be held responsible for any technical issues, transmission errors, delays, non-receipt or loss of Tender submissions resulting from the use of email. Tenderers are advised to ensure that their submissions are sent well in advance and that appropriate confirmation of receipt is obtained.

Tenders must be submitted in PDF or edoc (Latvian electronically signed document) format. Visuals can be added in attachment at JPG or PNG. Attached publications like brochures and promotional material are allowed but will not be taken into account as part of the evaluation.

The Lead Procurer may request clarification or additional evidence or amplification of details provided. In accordance with the principle of equal treatment, no alterations to Tenders are to be sought or accepted through requests for clarifications. In case the provided clarification is found not compliant with what was requested, the Tender may be



excluded from further evaluation. Where it is stated that Tenderers are to comply with the administrative instructions, those that do not comply may be excluded from further participation in the Tender procedure.

## 10. Intellectual Property Rights

### 10.1. Ownership of results (foreground)

Contractors retain ownership of the intellectual property generated during the PCP.

However, the Buyers Group retains the right to:

- access the results on a royalty-free basis;
- grant (or to require the Suppliers to grant) non-exclusive licences to third parties to exploit the results under fair and reasonable conditions (without the right to sub-license);

In exceptional cases, the Buyers' Group have the right to require the Suppliers to transfer ownership of the IPRs, for example, if the Suppliers fail to comply with their obligation to commercially exploit the results as described below.

### 10.2. Commercial exploitation of results

The Buyers' Group should be able to benefit from the procured solutions after the PCP has ended. Therefore, Suppliers are expected to protect the results, including their IPRs. Furthermore, Suppliers are also encouraged to commercially exploit the results of the R&D undertaken in the PCP.

With respect to this, the Buyers' Group invites Suppliers to explore several innovative approaches and provide an overview of their approach for commercial exploitation of the R&D results at the end of the Framework Agreement.

The Buyers' Group does not evaluate commercialisation of results, nor can it provide direct support for such activities. Any decision to develop a business model, pursue commercialisation, or bring a product or service to market rests entirely with the Suppliers.

The Buyers' Group will promote selected R&D results via its network, which consists of several other public procurers and related organisations. Where possible, the Buyers' Group will also disseminate the Suppliers' results at the end of each phase via relevant public and industry related events and social media platforms. The Buyers' Group may help develop a working market for such types of solutions to ensure their usability, promote new solutions for transitioning to a circular economy and to help overcome possible, commonly defined deployment barriers.

One larger event organised by the Buyers' Group at the end of the CCC project is also foreseen. During this event, developed solutions might be presented, and potential follow-up initiatives could be discussed with an extended network. Participation in this event by Phase 2 Suppliers is also one of the deliverables of Phase 2 (please see above).

### 10.3. Declaration of pre-existing rights (background)

The ownership of pre-existing rights will remain unchanged by the PCP. In order to be able to distinguish clearly between results and pre-existing rights (and to establish which pre-existing rights are held by whom), the Contractors should use Form F to notify on any changes to the pre-existing rights as listed in the Contractor's abstract provided to the Buyers Group at the start of Phase 1.

For more details on the rights and obligations of the different parties regarding the pre-existing rights and results, the Contractors can review the PCP Framework Agreement.

## 11. Language

All communication (relating to either the tender procedure or the implementation of the contract) must be carried out in English. Tenders, offers for Phase 2 call-offs and deliverables must be submitted in English.



With regards to Deliverable 2.4 “Prototype tested in real life environment”, the Supplier is encouraged to consider localising key components, such as language, as much as possible to maximise the potential to reach solution testers. While the Buyers group will not be able to help with translations for the whole solution, it can support the contractors with questions around localisation of solution components for the testing Phase.

## 12. Payment Conditions

Payments will be made based on the successful completion of milestones and deliverables as indicated in the Request for Tender document 1 Section 5.5.2.

Payment Stage	Condition
50%	After acceptance of interim deliverables
50%	After successful completion of Phase 2

## 13. Communication

All questions related to this Call-Off must be submitted according to the timeline set out above in Section 9 of this document to:

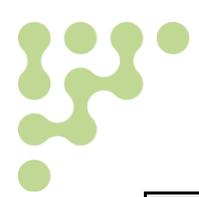
krista@ndpculture.org

Question received after the deadline for submitting questions may not be answered. Answers will be circulated to all eligible Contractors in anonymised form.

# Appendix 1 - Scoring Model for the Weighted award Criteria and end of Phases’ Evaluation

This Appendix contains the scoring model that will be used by the evaluators to assess and score the extent to which a Tender or End-of-Phase report is meeting the award criteria.

Assessment	Description	Score
<b>Outstanding</b>	The response exceeds the requirement providing significant added value to it, which is described very convincingly.	10
<b>Excellent</b>	The response fully meets the requirement, and the provided explanation is very convincing.	9
<b>Very good</b>	The response addresses the requirement very well, but a small number of inconsistencies, or minor shortcomings are present.	8
<b>Good</b>	The response addresses well the requirement in most respects and provides certain information which is relevant, but a small number of shortcomings are present.	7
<b>Fairly good</b>	The response meets the requirement in certain material respects and provides certain information which is relevant, but which is lacking or inconsistent in material respects, or a number of shortcomings are present.	6



<b>Fair</b>	The response addresses multiple aspects of the requirement, but the provided explanation is not fully convincing, and a number of shortcomings are present.	5
<b>Poor</b>	The response broadly addresses the requirement, but there are multiple shortcomings.	4
<b>Fairly poor</b>	The response inadequately addresses the requirement, or it contains significant shortcomings.	3
<b>Very poor</b>	The response significantly fails to meet the requirements, or it contains serious shortcomings.	2
<b>Extremely poor</b>	Multiple important aspects of the requirement are missing.	1
<b>Unacceptable</b>	No response is provided, or none of the aspects of the requirement are met.	0

**Calculation approach for Award Criteria:**

As per Appendix 2, Suppliers can receive the following scores for each of the functional and non-functional criteria mentioned in section 3.7.

If in Phase 1 the score is “good” (i.e. 7) on Functional requirement 1, the Supplier receives  $7 \text{ (score)} \times 70 \text{ (max. points)} / 10 \text{ (max score)} = 49$  points. The same approach is applied to Non-functional requirement 1. Then all scores are added, leading to a total number of points. The scores per requirement are added to come to one final end score.

The criteria list for Phase 2 can be subject to change. For example, additional sub-criteria may be added for the call-off for Phase 2, as a way of making the award criteria more precise. The final list of criteria for Phase 2 will be provided with the call-off documentation. Weight scores per award criterion are also subject to confirmation in the call-off documents.

Should there be any doubt as to any of these criteria, Suppliers may be requested to provide additional information.

All the award criteria will be evaluated by examining the written Tender.