



**Conférence Européenne
des Directeurs des Routes**

**Conference of European
Directors of Roads**

Guide for Applicants

for

**CEDR TRANSNATIONAL ROAD RESEARCH
PROGRAMME
Call 2018**

December 2018

PREAMBLE

This Call for Proposals is a Transnational Research Programme initiated by CEDR and funded by Austria, Belgium – Flanders, Belgium – Wallonia, Denmark, Finland, Germany, Ireland, Netherlands, Norway, Sweden and the United Kingdom.

This Call for Proposals is conducted as an open procurement process. It is based on trust, common understanding and commitment and on European Law as implemented in Denmark.

The research and development services of this call are exempted from the scope of the Danish Public

Procurement Act, cf. section 22 of the Act (art. 14 of Directive 2014/24).

The Danish Road Directorate will conduct this tender in accordance with EU fundamental principles (transparency, equality of treatment, non-discrimination).

The technical details of the Call for Proposals are given in the attached Descriptions of Research Needs.

The Call for Proposals opens on December 19th 2018 and closes at 12.00 hours GMT on March 29th 2019. Submissions on the templates provided should be made using the iBinder system. Submissions cannot be submitted after this deadline.

Table of Contents

1	Introduction	1
2	General information for applicants	1
2.1	Project types	2
2.2	Duration	2
2.3	Language	2
2.4	Selection procedure	2
3	Submissions of proposals	3
3.1	General	3
3.2	Eligibility criteria	3
3.3	Budget for Call 2018	4
3.4	Method of submission	4
3.5	Queries	5
4	Evaluation	5
4.1	Evaluation criteria	5
5	Programme timescale	6

1 Introduction

This Guide for Applicants (GfA) relates to a Call for Proposals entitled **CEDR Transnational Road Research Programme Call 2018** launched by Danish Road Directorate (DRD) on behalf of the Conference of European Directors of Roads (CEDR). CEDR is an organisation which brings together road directors from 27 European countries¹. CEDR provides a platform for cooperation and promotion of improvements to the road system and its infrastructure, as an integral part of a sustainable transport system in Europe. The website www.cedr.eu contains a full description of its structure and activities.

This Call for Proposals follows on from previous programmes organised by CEDR. Details of the research projects commissioned through previous programmes can be viewed on the CEDR website www.cedr.eu.

This Call for Proposals involves two separate research programmes covering the following topics:

A: Noise and Nuisance

B: BIM

Full details of each of these programmes are provided in the attached Descriptions of Research Needs (DoRNs). The content of the DoRNs was developed initially within the framework of ERA-NET ROAD and was then taken forward by CEDR to fulfil the common interests of the CEDR members. The participating road administrations in this Call are Austria, Belgium – Flanders, Belgium – Wallonia, Denmark, Finland, Germany, Ireland, Netherlands, Norway, Sweden and the United Kingdom. As in previous collaborative research programmes, the participating members within each of the two programmes will establish a Programme Executive Board (PEB) made up of experts in the topics to be covered: the PEB will act as a steering committee for the programme. DRD, the CEDR member for Denmark, will take on the role of Programme Manager on behalf of CEDR: the nominated individual is Per Antvorskov, Head of Section, Innovation, Standards and International affairs. The role of the Programme Manager includes organisation of the Call for Proposals, programme coordination, financial governance and general project management. The Programme Manager will be assisted in these functions by the CEDR Research Coordinator, based in the CEDR Office in Brussels.

The research budget is being provided jointly by the CEDR members as listed above. The funding organisations will each nominate one member and one deputy member of the PEB for the programme being funded. The PEB members will designate one member of the PEB to act as PEB Chair.

2 General information for applicants

The aim of the CEDR Transnational Road Research Programme is to promote cooperation between the various European road administrations in relation to road research activities. The topics covered by this Call were developed by WG Innovation to fulfil the common

¹ Membership as of December 2018

interests of the CEDR members. The objectives of these topics are contained in the attached DoRNs.

The Programme Manager for this Call is DRD, Denmark.

2.1 Project types

The aim of the CEDR Transnational Road Research Programme is to procure applied research which includes original investigation undertaken to acquire new knowledge. It is, however, directed primarily towards specific practical aims and objectives as defined in the DoRNs – see attached documents.

2.2 Duration

The duration of this programme is 36 months from December 2018 to December 2021. The duration for individual projects can be up to 24 months within the programme timescale.

2.3 Language

The programme language is English and consequently the project language of the proposals shall be English.

2.4 Selection procedure

The selection procedure for this joint call for proposals will consist of the following three phases:

- Phase 1 (Application): The Call for Proposals is published in the Supplement to the Official Journal of the European Union and the tender material can be found on the CEDR website: <http://www.cedr.eu/cedr-research-call-2018/> and on the following link: <http://www.vejdirektoratet.dk/EN/roadsector/supplierportal/Pages/ongoingtenders.aspx>
- Phase 2 (Evaluation): Evaluation of eligible project proposals is carried out by representatives of the Parties (the PEB members), applying the defined evaluation criteria as presented below.
- Phase 3 (Selection): Final discussion and agreement on a joint priority list will take place within the PEB. The final decision and responsibility lies with the PEB.

The PEB will select the most appropriate projects according to the agreed joint priority list to address all the Programme objectives. The number of projects selected will be determined by the PEB following evaluation of the submissions: the number will depend on the quality of the submissions, the topic covered and the available budget. All applicants will get feedback from the evaluation process when the selection process is complete.

3 Submissions of proposals

3.1 General

This Call for Proposals is conducted as an open, competitive procurement process. It is based on trust, common understanding and commitment and on European Law as implemented in Denmark. This Guide for Applicants provides general information for applicants (the Leader of the consortium): technical information is provided in the respective DoRN.

Applicants should ensure that proposals are clearly linked to at least one of the objectives defined in the respective DoRN. A proposal does not need to be confined to one objective, nor is it required to cover all objectives. Applicants should clearly state the transnational benefit of the project outcomes.

Applicants must use the templates provided when making a submission in response to this Call for Proposals. The templates are called:

“CEDR Call 2018 Template for submission Part A ACRONYM COORDINATOR.doc”
and
“CEDR Call 2018 Template for submission Part B ACRONYM COORDINATOR.xls”

These file names should be revised so that ACRONYM is the project acronym chosen by the applicant and COORDINATOR is the name or institution of the applicant.

A draft copy of the Research Services Agreement that will be used to form the agreement between the parties has been included. Submission of a proposal implies acceptance of the terms and conditions of the agreement.

3.2 Eligibility criteria

Submissions can be made by any legal entities subject to the following eligibility criteria.

Applications must be submitted by a **Project Coordinator** of a **consortium**

- of at least two independent legal entities (including the coordinator)
- from different countries
- where a maximum of 75% of the workload can be assigned to one partner.

The Project coordinator must be a legal entity in Europe.

The management structure must be appropriate and resources for successfully carrying out the proposed activities must be adequate. A project consortium requires a Consortium Agreement between the project partners: the purpose is to clarify the management of the project, the roles and responsibilities of the partners, intellectual property rights issues, dispute resolution, etc. A draft Consortium Agreement must be included with the submission (no template is provided).

Organisations that were involved in the preparation of the DoRNs for this programme (members of the “Task Force” as noted on the cover page of each DoRN) are not eligible to take part in or being a member of any consortium submitting tenders in response to this Call for Proposals.

3.3 Budget for Call 2018

The total budget committed for this Call for Proposals is **EUR 2.45 million**: additional funding may be allocated at a later stage. The budget allocated to the separate topics is given in the respective DoRN. The number of projects to be commissioned will be decided by the PEB following evaluation of the submissions: this will depend on the content and quality of the submissions and on the budget available. It is expected that in total 4-6 projects will be commissioned. Selected projects will be funded up to 100% of the total eligible costs.

Eligible costs must be incurred within the timescale of the project. They can include:

- Personnel: type of work with personnel cost rates (including overheads)
- Material: only depreciation during the project can be considered
- Other: travel, meetings, etc, related to the project.

VAT is not applicable on this type of research project in Denmark as the results are widely disseminated to the road transport industry as a whole in the public interest. Where local VAT regulations apply, this must be included in the costs quoted.

3.4 Method of submission

The Prior information notice is published on www.ted.europa.eu, reference number: “2018/S 234-534207”. Submissions using the templates provided should be made electronically using the iBinder system. Submissions may not be submitted via email or by mail but shall be submitted via iBinder. Tenderers are cautioned to allow sufficient time to upload their submission and is advised to submit their proposal the day before the deadline. Document submitted can be re-loaded up to the deadline.

Tenders shall be submitted electronically, in the iBinder system via:
<https://www.ibinder.com/External/EnquiryLink.aspx?id=elbzwowkay>

“Guidance for Tenderers” regarding the use of the tendering system, iBinder, is found at:
<https://www2.ibinder.com/pub/DK/pdfmanual.aspx>

In case of the occurrence of technical problems with the uploading of tenders, the iBinder support may be contacted on +45 89 88 78 30.

Queries relating to the iBinder submission process should be directed to the following contact points:

Tel: +45 8988 7830
email: support@ibinder.dk

Please note that iBinder is not used for the publication of the Tender Documents. Reference is made to the website of the Danish Road Directorate, www.vejdirektoratet.dk/udbud.

In iBinder you will find a data field for the information of the Tender Price, which it is not required to enter. However, in case the Tenderer does provide the Tender Price in iBinder, and if there are discrepancies between the Tender Price indicated and the Tender Price which appears from the uploaded Submission document, the Tender Price in the Submission document has binding effect for the Tenderer.

3.5 Queries

If something in the Tender Documents gives rise to clarifying questions, the Tenderer may forward such questions to the Danish Road Directorate no later than 21 calendar days before expiry of the time limit of the Tender.

Queries received after the time above will only be answered, if it is possible to answer them before 7 calendar days at the latest prior to the expiry of the time limit for tendering.

All inquiries shall be made in writing by email to VST-UDBUD@vd.dk with a copy to tdj@vd.dk.

The Danish Road Directorate will arrange for the questions and corresponding answers to be published 7 calendar days, at the latest, prior to the expiry of the time limit for Tender. The answers will not reveal who asked the questions concerned.

The Danish Road Directorate reserves the right to publish amendment sheets/supplementary notifications – at www.vejdirektoratet.dk > Supplier's Portal > Ongoing tenders – that replace or supplement parts of the Tender Documents, up to 7 calendar days before the expiry of the time limit of the Tender. Amendment sheets/supplementary notifications are published on the Danish Road Directorate's own initiative or as a result of clarifying questions raised by the Tenderers.

Subject field of the email shall be constructed as follows: "<CEDR Call 2018> Questions concerning <.....>"

4 Evaluation

4.1 Evaluation criteria

Eligible applications/projects from Phase 1 will be assessed on the basis of the following five evaluation criteria:

1. Extent to which the proposal meets the requirement of the DoRN (30%)

- Background to the research requirements
- Understanding of programme objectives
- Understanding of technical requirements
- Transnational benefits

2. Technical quality of proposal (20%)

- Methodology for reaching the objective of the project
- Conditions for implementing expected results

- Innovations contained in the proposal
- Dissemination activities

3. Track record of consortium members (20%)

- Qualifications of partners
- Experience of the programme objectives
- Evidence of involvement with similar projects
- Composition of project team (appropriate academic/industry mix)

4. Management of project (15%)

- Role of Project Coordinator and responsibilities of partners
- Scheduling of tasks, milestones, deliverables and other project outputs
- Financial plan, control of costs, invoice profile
- Identification and evaluation of risks
- General: project duration, outputs, communication, dissemination, etc

5. Value for money (15%)

- Overall costs for the project
- Cost of different components of the proposal (staff costs, equipment, etc)
- Cost in relation to outputs (quality/price ratio)
- Potential for exploitation
- Added value in relation to transnational benefits

Evaluation of each of these criteria will be carried out by the PEB members on the basis of a score of 0 to 10, where 0 will be used where the criteria is only just observed, 1 is very poor and 10 is excellent. The weighting attached to these criteria is as presented above. The final score for each submission will be taken as the average score from all PEB members. A total weighted score of minimum 7 is required for a proposal to be considered for inclusion in the programme.

5 Programme timescale

The duration of this programme is 36 months from December 2018 to December 2021. The target dates within this programme are:

Call opens:	December 19 th 2018
Queries closes:	March 8 th 2019 (12 noon GMT)
Call closes:	March 29 th 2019 (12 noon GMT)
Evaluation:	April 2019
Selection:	April 2019
Project commencement:	from May 2019

Submissions received after the above deadline (12 noon GMT March 29th 2019) cannot be considered.