



Ethical aspects

Ethical issues may arise in some of the R&D pilots. Technologies can enhance and enable independence but they can have the potential to produce less positive outcomes. Ethical aspects may comprise: the loss of privacy or personal liberty and the feeling of loss of control. Tenderers are advised to take account of ethical aspects at an early stage.

In Phase 2 – when it is clear whether the participants will be elderly / healthy / able to give their consent or whether their personal data will be collected or tracking or observation of people will be involved – the ethical approach details together with participant recruitment criteria will be revisited. These will be reviewed and concluded on before the commencement of Phase 3. An external ethical advisory board will be established to provide guidance on ethical issues. In addition ethical responsibility will be taken by specialists guiding the testing, from the Authority and the group of SILVER contracting authorities, appointed by the Authority.

Issues concerning data protection will be given serious attention. All collection and use of personal data should be avoided to the extent possible.

4. Tender Process

Directions on how to enter this PCP competition can be found in the SILVER_01 Invitation To Tender.

More information on this PCP can be found at www.silverpcp.eu.



Annex 1 Facts and figures SILVER partners

Projection of the total population, persons aged 65 and over and persons aged 80 and over (in millions) in the countries of Authority and the group of SILVER contracting authorities and EU-25 ⁷

| Country | 2010 | | | 2020 | | | 2030 | | |
|-------------|-------|------|------|-------|------|------|-------|-------|------|
| | total | ≥ 65 | ≥ 80 | total | ≥ 65 | ≥ 80 | total | ≥ 65 | ≥ 80 |
| Denmark | 5.5 | 0.9 | 0.2 | 5.7 | 1.1 | 0.3 | 5.9 | 1.3 | 0.4 |
| Netherlands | 16.6 | 2.6 | 0.7 | 17.2 | 3.4 | 0.8 | 17.6 | 4.3 | 1.3 |
| Finland | 5.4 | 0.9 | 0.3 | 5.6 | 1.3* | 0.3 | 5.8* | 1.5* | 0.5 |
| Sweden | 9.4 | 1.7 | 0.5 | 10.1 | 2.1 | 0.5 | 10.6 | 2.4 | 0.8 |
| UK | 62.2 | 10.3 | 2.9 | 66.5 | 12.5 | 3.5 | 70.4 | 15.0 | 4.7 |
| EU-25 | 472.8 | 82.9 | 22.7 | 486.8 | 99.5 | 28.7 | 495.8 | 118.9 | 35.6 |

* figures provided by Forum Virium, Finland

Denmark - City of Odense and the Region of Southern Denmark

The City of Odense is the biggest city in the Region of Southern Denmark (RSD). RSD is one of five regional health authorities, responsible for providing health care at hospitals and integrated care to patients in cooperation with municipalities. Among these Odense, who is responsible for providing homecare to elderly.

The City of Odense spends a quarter of the total care budget for elderly living at home on a group of 10% of the elderly who need care and practical assistance combined with normal training. Another category of 4% of the elderly receive 14% of the total budget. These elderly have difficulties in doing common tasks and they get full care: e.g. help putting stockings on and off, going to the toilet, preparing meals, personal hygiene, cleaning.

Nowadays only 1% of the elderly receive care and practical assistance combined with *dementia* training. This is 6% of the budget, but the number of people who need this kind of care is expected to grow in the future.

Finland – the city of Oulu

The city of Oulu has more 141,000 habitants, 10% is 65 years or older, 4% is 75 years or older. 11% of the elderly receive home care. Of these care-receivers 33% needs help with personal care, 94% needs help with other activities of daily living.

Finland – the city of Vantaa

The vision of Vantaa on services for the elderly and disabled is that an old or handicapped resident of Vantaa acts, has a freedom of choice and lives a meaningful life. Vantaa's target is that 92 % of the elderly of 75 years and older lives at home.

The city of Vantaa has 203,000 habitants, 13% is 65 years or older, 4,6% is 75 years or older. 7% of the elderly of 75 years or older receive regular home care (visits once a week or

⁷ The 2012 Ageing Report: Underlying Assumptions and Projection Methodologies, European Economy April 2011 http://ec.europa.eu/economy_finance/publications/european_economy/2011/pdf/ee-2011-4_en.pdf



more often). Of all regular care-receivers 25% needs help with personal care, 90% needs help with other activities of daily living. Most time is spent on visits to help with medication, (un-)dressing, bathing and personal hygiene and feeding.

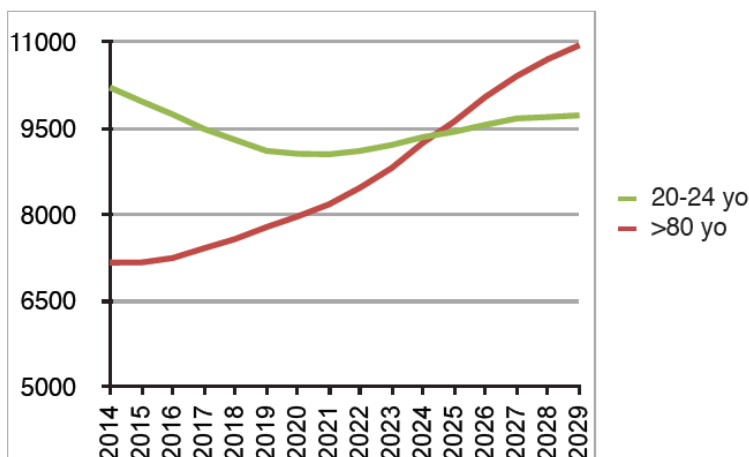
Problems the elderly face are memory disorders, poor muscle strength, balance disorders, incontinence and mobility problems. Memory disorders is the fastest increasing reason challenging living at home.

Sweden – the city of Västerås

The city of Västerås has 138,000 habitants, 19% is 65 years or older, 5% is 80 years or older. 10% of the elderly receive home care. The costs for home care in the period 2010-2011 have increased with 11%.

Most time during home visits is spent on personal care and hygiene, meals and medical assistance. Dementia is one of the most common reasons for receiving home care and the one increasing fastest.

Population prognosis - The next diagram shows a prognosis for the number of inhabitants in Västerås in two different age groups: between 20 and 24 years (those who enter the workforce and can be enrolled for the elderly care) and those above 80 who are those that require the most home help service.



Coping with the drastically increasing number of individuals who are likely to require home care service while in the same time the available work force is at best constant is a great challenge to the elderly care in Västerås.

The Netherlands

Today 2,6 million people in the Netherlands are 65 years or older. This number will increase to 4,5 million people in 2050 when 25% of the Netherlands population will be 65 years or older. By then 10% of the population (1,8 million people) will be 80 years or older. Nowadays approx. 5 % of the people of 65 years old receives homecare. Of the people over 80 years old approx. 40% receives homecare.⁸

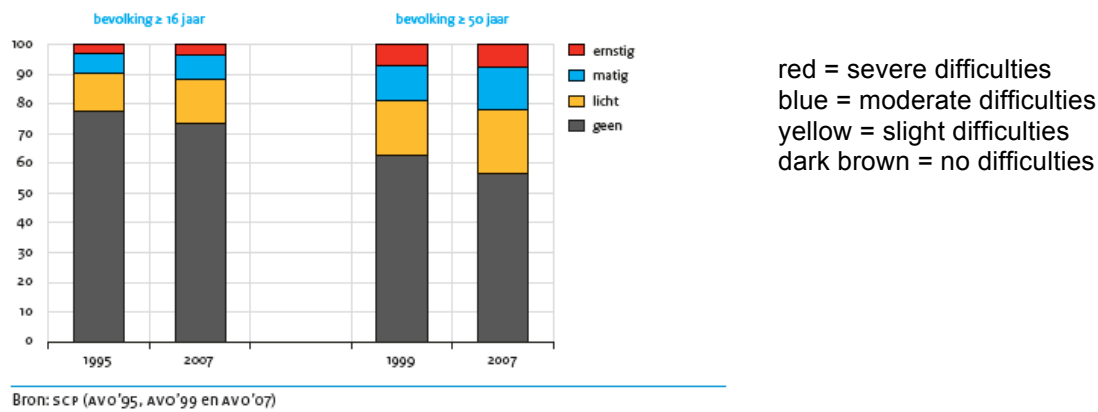
⁸ <http://www.cbs.nl/nl-NL/menu/themas/gezondheid-welzijn/publicaties/artikelen/archief/2007/2007-2131-wm.htm>



Difficulties with Activities of Daily Living for people living at home, 1995-2007 (in %)

Figuur 5.2

Moeite met ADL-activiteiten bij thuiswonende personen, 1995-2007 (in procenten)



Services available at home under the Exceptional Medical Expenses Act (AWBZ) include the following: assistance, personal care, nursing care and treatment. According to the ministry of Health, Welfare and Sports (VWS), 227,000 elderly clients used AWBZ care at home at the end of 2007. This was 9.4% of the 2.4 million elderly in the Netherlands.⁹

UK¹⁰

There are around 1.8 million people with moderate to severe disabilities in the UK. Of these, 72% are aged 65 or over with the incidence of moderate to severe disability increasing rapidly with age from around 1% of those of working age to 50% of those over 85.

75% of social care is provided by friends and family (informal carers) while the remainder is provided by a wide range of formal care providers. These are funded largely by local authority social services departments. The table below shows how many older people are in receipt of the main formal care services. Note that these categories overlap. For example many who received home help also receive meals-on-wheels and/or attend day centres.

| Measure | Number (m) |
|---|------------|
| People over 65 | 9.5 |
| People over 65 with mild disability (RW ¹¹ scale 1 to 6) | 3.1 |
| People over 65 with moderate or severe disability (RW scale 7+) | 1.3 |
| People in residential care homes | 0.4 |
| People in sheltered housing | 0.7 |
| People receiving home help | 0.3 |
| People receiving meals on wheels | 0.1 |
| People attending day care centres | 0.1 |

⁹ The long-term care system for the elderly in the Netherlands, Ester Mot cs., ENEPRI Research report no. 90, June 2010. http://www.ancien-longtermcare.eu/sites/default/files/LTCSYSstemInThe%20Netehrlands_RR90.pdf

¹⁰ Plum Final Report to Ofcom: Assisted living technologies for older and disabled people in 2030

¹¹ The Richayzen-Walsh scale which measure disability on a scale from zero (healthy) to 10 (severely disabled). Those requiring care from others are normally at 7+ on this scale.



Of the £109 billion spent on health care in the UK in 2006/7, around £34 billion was spent on the over 65's. Over 50% of this sum was spent on older people in their last year of life. Much of the money spent on the health care of older people is spent on managing long-term chronic conditions such as diabetes, chronic obstructive pulmonary disease (COPD), cardiovascular diseases and dementia.

By 2030 life expectancy will, on current trends, increase by 4.2 years but healthy life will increase by only 2.6 years. As a result demand for **social care** will increase by 44%. The ageing of the population is likely to increase requirements for **health care** rather less. The UK will also see a big increase in demand for the management of chronic conditions such as dementia, COPD, diabetes, heart problems, asthma, and depression.



3. Guidance

To enter into this SILVER PCP competition tenderers will be required to register via this competition website. This will trigger an email containing a username and password for the secure upload facility, along with a unique SILVER_04 Tender Form and number. Please note the typical turnaround time is 2 working days and so there may be a short delay in receiving login details once registered.

Please note: The last date to register in order to get access to the secure upload facility and the unique SILVER Tender Form is 1 week prior to the deadline for tenders.

These Guidance notes complement the SILVER_01 Invitation to Tender and are designed to help with completing the SILVER_04 Tender Form.

Guidance on completing the SILVER_04 Tender Form

These notes should be read in conjunction with the SILVER_04 Tender Form and are designed to help you to provide the information required.

Where text limits are indicated, please do not exceed these.

Tenders will be assigned a reference number. It should be noted that you will need it for all subsequent enquiries. If your tender is successful, this reference number will stay with the project for its duration.

The SILVER_04 Tender Form should be completed using a font size no smaller than 10 (Arial). Keep the use of acronyms to a minimum. Only use acronyms where a term is mentioned frequently throughout the tender. If you do choose to use an acronym, do not assume that the reader knows what it means, and be sure to define it, bearing in mind that individual sections of the tender may be read separately during the selection process.

In order for your tender to be accepted and evaluated compliance with the minimum requirements will be checked. Please submit all necessary and required information. This includes all mandatory fields from the Tender Form. Failure to complete these fields will immediately result in your tender being rejected on the grounds that it is incomplete. Tenders that are not compliant with a minimum requirement will not be assessed.

For details on how to tender, please see:

- SILVER_01 Invitation to Tender and SILVER_02 Challenge Brief
- SILVER website: www.silverpcp.eu

Questions should be addressed to:

- E-mail: competitions@silverpcp.eu

For technical assistance:

- Telephone: +44 (0)300 321 4357



Tender, Tenderer and Contact Details (mandatory)

Tender (mandatory)

- **Project title**
Please provide the title for the project. This should be both clearly descriptive and concise. It should contain keywords relevant to the project.
- **Project Duration**
This section may have already been completed, Phase 1 is of a fixed duration.
- **Phase 1 Contract Price:**
State a total price with and without VAT for the tendered project, Phase 1.
- **Price with and without IPR**
To make sure a fair market price is offered, please state two prices:
 - *The price that you would have quoted*, if IPR would be fully retained by the Authority, and you did not have the possibility to exploit developed knowledge.
 - *The price that you quote*, considering that you retain IPR in accordance with the provisions of the contract and can exploit developed project knowledge.
- **What is the best way to describe your innovation?**
Select from options.

Tenderer Details (mandatory)

Please submit the name of your legal entity, proposed sub-contractors and other details as requested on the Tender Form.

If the tender is submitted by a consortium that does not in itself constitute a legal entity, such tenderer shall appoint a consortium member to be the contracting party in case the tendering consortium is awarded a contract.

Contact Details (mandatory)

Please submit the lead tenderer's name, post held, name of legal entity, position etc. Lead tenderers are expected before submitting tenders, to have discussed their proposals with their own organisation or any other body whose co-operation will be required in the conduct of the project.

By submitting the tender you are confirming that the information given, in this tender, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made. In addition, please provide details of where you heard about the SILVER Challenge.

Public description of the project (mandatory)

Please enter a brief summary of your project that can be used for marketing purposes of successful tenders, e.g. between 50 to 150 words. Make sure that the wording is understandable to the general public and that it is suitable for public disclosure.



Impact on the Challenge

I. Title and Description of Proposed Idea / Solution / Technology and its Expected Impact on the Challenge (mandatory)

Avoiding the use of unnecessary technical jargon, describe clearly how the proposed project will deliver the outcomes as described in the SILVER_01 Invitation to Tender and SILVER_02 Challenge Brief documentation.

II. Potential of the Proposed Idea / Solution / Technology to Address Future and/ or Wider Challenges in the challenge area (mandatory)

Avoiding the use of unnecessary technical jargon, describe clearly the potential of the proposed project to address future and / or wider challenges in the challenge area described in the SILVER_01 Invitation to Tender and SILVER_02 Challenge Brief documentation.

III. Amount of time saving the solution will realise in an imaginary city of 100,000 people according to your calculations (mandatory)

You are requested to calculate the amount of time saving the solution may realise in an imaginary city of 100,000 people with a the excel **SILVER_ 04b Savings**. In this excel you must enter the figure in the column “median time spent per occasion” for the relevant ADL or ADLs.

In the form you will provide the figures you have used in the excel sheet formula and the outcome of this calculation for your robotics solution. Also you are asked to give a qualitative explanation on the input data you have used in the calculation sheet.

IV. Usability for the target group (mandatory)

Describe how you will take into account the target group’s experience (care takers or elderly) and capability when developing your solution and how this will make your solution usable for the target group. Usability is defined as: “The extent to which a product can be used by specified users to achieve specified goals with effectiveness, efficiency and satisfaction in a specified context of use.” (ISO 9241-11)

V.1 Economic and financial needs of the contracting authorities

Only in Phase 2 and Phase 3.

V.2 Commercial Feasibility and Route to Market (mandatory)

Describe the commercial feasibility of the new solution. We are seeking evidence that the new solution can be made into a viable product and achieve the proposed benefits. Please include details of your plan for commercialisation of the results of your project.



Quality of the Tender

VI. Scientific / Technical Project Summary (mandatory)

Please provide a structured summary of the scientific and technical basis of the project. This would typically involve highlighting the research and development that will prove the merit of the project. Please provide details of any competing technologies / market alternatives and the relative benefits of the proposed approach. Include details of any existing IP and its significance to your freedom to operate. Explain how this scientific / technical basis and the proposed R&D approach fit with the robotics definition.

VII. Project Plan and Methodology (mandatory)

The project plan should identify the major packages of work within the project, with well-defined milestones and deliverables. The plan for Phase 1 should be comprehensive – for Phase 2 and Phase 3 only an outline is required.

The emphasis throughout should be on practicality – we are seeking evidence that a working new solution can be developed in time (end of Phase 3). Appropriate record-keeping and reporting are essential but reports are not in themselves the main goal of the project.

- A Gantt chart should be supplied (in Microsoft Office, Microsoft Project or PDF format).
- Please provide an indication of how any IP which might arise during the project would be handled.
- Allow for preparation of a detailed plan for Phase 2, towards the end of Phase 1.

(Progression to Phase 2 is dependent upon successful completion of Phase 1 and on Phase 2 application and assessment, likewise for Phase 3).

VIII. Project Management (mandatory)

Identify the project management processes that you will use to ensure that milestones are achieved in a timely manner.

IX. Resources (mandatory)

Describe in detail the skills, expertise and track record of the team, including relevant knowledge and skills of each member and the proportion of their time that will be spent on the project. Relevant commercial and management expertise should also be included. Also include the expertise of any subcontractor/s. Also state which resources, employed by the tenderer and by subcontractors, are working in a the territory of the EU Member States and the countries associated to FP7 in order for the Authority to verify the compliance with the minimum requirement: place of performance of the R&D services.

X. Risk Management (mandatory)

Provide details of identified risks (technical, commercial and environmental) and mitigation actions.



Price

XI. Price phase 1 (mandatory)

Tenderers can make an offer with a maximum price of 40.000 euros (excl. VAT). Offers with a higher price will be not be assessed. Quote binding unit prices (see justification section). In addition to labour price for executing the R&D activities needed to address the PCP challenge the following items can be included in the price offer: e.g. the price of equipment needed to develop the prototypes or test products, the price for installing such prototype or test equipment on the procurer's premises for the duration of the test phase, the price of travel and accommodation to test sites.

- **Payment schedule**

Give a proposed payment schedule for Phase 1.

XI. Continued – Justification of price (mandatory)

- **Unit prices**

Quote binding unit prices / hourly rates for each category of R&D resources (e.g. junior, senior researchers, developers, testers, etc.) and specify other costs. Also quote binding unit prices for your own resources for phase 2 and 3 that are not expected to be used in phase 1 (e.g. for testers) and quote estimated unit costs for resources of third parties to be used in phase 2 and 3. Give the calculation (unit prices multiplied by quantity) how you have calculated the total labour costs.

The list of unit prices quoted in the tender form for phase 1 should cover all types of resources foreseen to be needed to carry out the work in Phase 2 and 3 in addition to the comprehensive coverage of resources for phase 1. All unit prices quoted will be binding throughout the entire framework agreement.

The Authority can ask you to provide evidence that unit prices of third parties are reasonable (e.g. by submitting several offers, etc). Third parties are parties that are not subcontractors (e.g. airlines, hotels, companies that merely rent out equipment, etc).

- **Indication price for Phase 2 and Phase 3**

In the tender for Phase 1 give an indication of the expected price for Phase 2 and Phase 3. Make sure you use the (indexed) binding unit prices as stated in Phase 1 for resources in Phase 1 that are also planned to be used in Phase 2 and 3 (e.g. for researchers). When calculating an indication price for Phase 2 and Phase 3, you may assume an inflation of 3% per year.

In the bids for Phase 2 and Phase 3 you will be asked to provide a breakdown of the price as you have done for Phase 1. In these bids, you may adjust the unit prices already quoted in Phase 1 by a percentage that is not higher than the inflation rate calculated by the Monetary Union Index of Consumer Prices (MUICP) compared to the year before.

In these bids already quoted in Phase 1 the Authority will only approve projects that fulfil the minimum requirements for R&D services. Therefore, in the offer, the value of the labour for executing the R&D services (the total price of all man-hours of researchers, developers and testers) needs to be at least 51% of the overall contract value.



Usability in 5 countries (mandatory)

Describe how you will take into account that the solutions must be usable in the countries of the group of SILVER contracting authorities, i.e. Denmark, Finland, the Netherlands, Sweden and the UK and preferably all over the EU. And, if relevant, if you can easily modify the solutions to communicate with local customer-information systems.

Ethical aspects (mandatory)

Please describe clearly and as completely as possible which ethical aspects might play a role regarding your solution and how you will tackle these.

Professional Secrecy (mandatory)

Please indicate which parts of the information in the tender that should be confidential, and indicate why disclosure of such information may be harmful to you.

Declaration (mandatory)

You are asked to declare the following and submit this form before the SILVER tender deadline.

| Declaration (mandatory) |
|---|
| <p>The lead tenderer is expected to have discussed the tender within their own company and any other body whose co-operation will be required to deliver the project.</p> <p>The lead tenderer will need to obtain consent from an authorised officer or appropriate signatory who will sign the contract if successful; we will provide a contract for review. The contract is a legally binding document and subject to the outcome of this competition.</p> <p>By submitting the tender you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made. You are confirming that</p> <ul style="list-style-type: none"> ▪ your organisation is prepared to carry out this project at the stated price; ▪ you are not subject to the exclusion criteria; ▪ that the services offered are within research and development as mentioned in the Frascati Manual; ▪ that you comply with the minimum requirements stated in the SILVER_01 Invitation to Tender. ▪ You are also confirming that you have read and understood the relevant explanatory materials i.e. the Invitation to Tender, the Guidance Notes and the Guide for Participants. <p>In order to offer further opportunities for government support we reserve the right to pass your contact details on to other government agencies.</p> <p>By submitting this application you acknowledge that you have read the statement above and agree that your contact details can be passed to other government agencies.</p> <p><input type="checkbox"/> I hereby confirm that I fully comply with the declaration as stated above (please click).</p> <p>PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE SECURE WEBSITE.</p> <p>This form must be submitted electronically by 12 noon 12th June 2013 GMT or 13.00 CET</p> |



4. Tender Form

Tender, Tenderer and Contact Details

| Tender (mandatory) | |
|---|--|
| Project Title | Phase 1 price (euros, excl. VAT) |
| Proposed Start Date | Phase 1 contract price with IPR (euros, incl. VAT) |
| Contract Duration: (months) | Phase 1 contract price, no IPR (euros, incl. VAT) |
| Validity of Tender until [insert date]: | |
| What is the best way to describe your innovation? | Please Select One ¹ |

¹ Existing technology with new modification; existing technology new application; new technology prototype; new technology concept

| Tenderer Details (mandatory) |
|--|
| Organisation name: |
| Registered Address: |
| Town/ City: |
| Postcode: |
| [If relevant] County: |
| Country: |
| [If relevant] Region: |
| Organisation Registration |
| VAT Registration No: |
| Organisation Website: |
| Organisation Size: Please Select One: Micro (<10), Small (<50), Medium (<250) Large (>250) |
| Organisation Status: Please Select One: pre-start-up; start-up (<1 year); established: (1-5 years); (5-10 years); (> 10 years) |
| Main Business Activity: |
| Business Sector: Please Select One: |
| Sub-contractors |

Type of Organisation: Please Select One: Private sector, Public sector, Academic, Not for profit (third sector)

Contact Details (mandatory)

| | | |
|---------------------------------------|---------------|---|
| Title: | First name: | Last name: |
| | Position: | |
| | Organisation: | |
| Main correspondence address: | | |
| Town/City: | | Postcode: |
| County: | | Country: |
| Phone: | | Extension: |
| Mobile: | | Fax |
| Email: | | |
| Where did you hear about of this PCP? | | Please select one : European robotics network, publication in European Journal, national contact point, European Commission website, AAL Forum, Google, national press release, other |
| If other, please state how? | | |

Public description of the project

Public description of the project (mandatory)

If your tender is successful, we will publish the following summary for marketing purposes. Providing this summary is mandatory but will not be assessed. Please ensure it is suitable for public disclosure.

Impact on the Challenge

| | |
|------------|---|
| I | Title and description of proposed idea/ solution/ technology and its expected impact (mandatory) |
| | <p>Please provide a title and brief description of your proposed idea/ solution/ technology and how this addresses the outcomes as described in the Invitation to Tender and Challenge Brief documentation. You may wish to attach an Image or diagram separately with the tender form, max 2 A4 pages.</p> |
| II | Potential of the proposed idea/ solution/ technology to address future and/ or wider challenges in the challenge area (mandatory) |
| | <p>Please provide a brief description of the further and/or wider potential of your proposed idea/ solution/ technology in the challenge area, as it is described in the Invitation to Tender and Challenge Brief documentation.</p> |
| III | Amount of time saving the solution will realise in an imaginary city of 100,000 people according to your calculations (mandatory) |
| | <p>Please provide the figures you have used in the SILVER_ 04b Savings excel sheet formula and the outcome of this calculation for your solution. Give a qualitative explanation of the used input data.</p> |
| IV | Usability for target group (mandatory) |
| | <p>Please provide a description of how you will take into account the target group's experience and capability when developing your solution and how this will make your solution usable for the target group.</p> |
| V | Commercial feasibility and route to market (mandatory) |
| | <p>Please describe the commercial feasibility of the new solution: how it can be made into a viable product and achieve the proposed benefits. Please include details of your plan for commercialisation of the results of your project.</p> |

Quality of the tender

| | |
|--|---|
| VI | Scientific / Technical project summary (mandatory) |
| <p>Please give a short background to the key technical challenges. State what the innovation is and the key technical deliverables. Briefly describe how the challenge will be addressed. Detail other products on the market and the novelty of the proposed project; include details of any other existing intellectual property and its significance to your freedom to operate. Explain how this scientific / technical basis and the proposed R&D approach fit with the robotics definition</p> | |

| | |
|--|---|
| VII | Project Plan and Methodology (mandatory) |
| <p>Please describe the project plan and detail the key project milestones. Highlight what resources will be required to address the technical challenges and what the key success criteria would be.</p> | |

| Milestone | Date | Resources | Success Criteria |
|-----------|------|-----------|------------------|
| | | | |
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|---|
| <p>Please outline the plan for Phase 2 and Phase 3.</p> |
|---|

| | |
|---|---------------------------------------|
| VIII | Project Management (mandatory) |
| <p>Please identify the project management processes that will ensure milestones are achieved and describe key risks and mitigation actions.</p> | |

| | |
|---|------------------------------|
| IX | Resources (mandatory) |
| <p>Please provide a brief description of the resources (human capital / team, equipment etc.) that will be dedicated to the project. Include the expertise of each team member relevant to this tender and the proportion of their time that they will be spending on the project. Also include the expertise of any subcontractor(s) if applicable. Add letters of intent from subcontractors as supporting documentation as a separate annex to the tender form. Also state which resources, employed by the tenderer and by subcontractors, are working in EU Member States and the countries associated to FP7.</p> | |

| | |
|--|------------------------------------|
| X | Risk Management (mandatory) |
| <p>Provide details of identified risks (technical, commercial and environmental) and mitigation actions.</p> | |

Price

| | |
|---|----------------------------------|
| XI | Price Phase 1 (mandatory) |
| <p>Tenderers can make an offer with a maximum price of 40.000 euros (excl. VAT). Offers with a higher price will be not be assessed. Quote binding unit prices (see justification section).</p> <p>Items that can be included in the price offer in addition to the labour price for executing the R&D activities needed to address the PCP challenge are e.g. the price of equipment needed to develop the prototypes or test products, the price for installing such prototype or test equipment on the procurer's premises for the duration of the test phase, the price of travel and accommodation to test sites).</p> | |

| | Total Price Phase 1 (€) |
|--|------------------------------------|
| Labour price | |
| Materials | |
| Capital Equipment | |
| Travel and subsistence | |
| Other (specify) | |
| TOTAL PRICE Phase 1 (excluding VAT) | |
| TOTAL PRICE Phase1 (including VAT) | |

| Proposed payment schedule for the Phase 1 of the project | | | | | | |
|---|---|---|---|---|---|---|
| Month | 1 | 2 | 3 | 4 | 5 | 6 |
| Payment: | | | | | | |

| | |
|-----------|---|
| XI | Justification of price (mandatory) |
| | <p>The list of unit prices quoted for phase 1 should cover all types of resources foreseen to be needed to carry out the work in phase 2 and 3, in addition to the comprehensive coverage of resources for phase 1.</p> <p>Quote binding unit prices / hourly rates for each category of R&D resources (e.g. junior, senior researchers, developers, tester, etc.) and specify the quantity. Specify any other cost as well. Also quote binding unit prices for your own resources for phase 2 and 3 that are not expected to be used in phase 1 (e.g. for testers) and quote estimated unit prices for resources of 3rd parties to be used in phase 2 and 3.</p> <p>Labour rates are unit prices * quantity = labour price per R&D resource. Additional 'other (specify)' line items may be added as required.</p> |
| | |

| | |
|--|--|
| | Indication price for Phase 2 and Phase 3 (mandatory)¹² |
| | <p>Give an indication of the expected price for Phase 2 and Phase 3. Use the (indexed) binding unit prices as stated in Phase 1 for resources that are also planned to be used in Phase 2 and 3 (e.g. for researchers). When calculating an indication price for Phase 2 and Phase 3, you may assume an inflation of 3% per year.</p> <p>In the bids for Phase 2 and Phase 3 you will be asked to provide a breakdown of the price as you have done for Phase 1.</p> <p>Indication Phase 2 price labour price + materials/equipment etc. = total price (excl. VAT)</p> <p>Indication Phase 3 price labour price + materials/equipment etc. = total price (excl. VAT)</p> |

Usability in 5 countries

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| | Usability in the countries of the Authority and the group of SILVER contracting authorities (mandatory) |
| | <p>Describe how you will take into account that the solutions must be usable in the countries of the group of SILVER contracting authorities, i.e. Denmark, Finland, the Netherlands, Sweden and the UK and preferably all over the EU. And, if relevant, if you can easily modify the solutions to communicate with local customer-information systems.</p> |

Ethical aspects

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| | Ethical aspects (mandatory) |
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¹² The tenderer may adjust the unit prices for Phase 2 and Phase 3 by a percentage that is not higher than the inflation rate calculated by the Monetary Union Index of Consumer Prices (MUICP) compared to the year before.).

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| | <p>Please indicate what ethical issues may arise in your project and how you will address those. Ethical aspects may comprise: the loss of privacy or personal liberty and the feeling of loss of control. But also informed consent and data protection issues.</p> |
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Professional Secrecy

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| | <p>Professional Secrecy (mandatory)</p> <p>Please indicate which parts of the information in the tender that should be confidential, and indicate why disclosure of such information may be harmful to you.</p> |
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Declaration SILVER PCP

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| | <p>Declaration (mandatory)</p> <p>The lead tenderer is expected to have discussed the tender within their own company and any other body whose co-operation will be required to deliver the project.</p> <p>The lead tenderer will need to obtain consent from an authorised officer or appropriate signatory who will sign the contract if successful; we will provide a contract for review. The contract is a legally binding document and subject to the outcome of this competition.</p> <p>By submitting the tender you are confirming that the information given, in this application, is complete and that you are actively engaged in this project and responsible for its overall management and agree to administer the award if made. You are confirming that</p> <ul style="list-style-type: none"> ▪ your organisation is prepared to carry out this project at the stated price; ▪ you are not subject to the exclusion criteria; ▪ that the services offered are within research and development as mentioned in the Frascati Manual; ▪ that you comply with the minimum requirements stated in the SILVER_01 Invitation to Tender. ▪ You are also confirming that you have read and understood the relevant explanatory materials i.e. the Invitation to Tender, the Guidance Notes and the Guide for Participants. <p>In order to offer further opportunities for government support we reserve the right to pass your contact details on to other government agencies.</p> <p>By submitting this application you acknowledge that you have read the statement above and agree that your contact details can be passed to other government agencies.</p> <p><input type="checkbox"/> I hereby confirm that I fully comply with the declaration as stated above (please click).</p> <p>PLEASE DO NOT SEND COMPLETED APPLICATIONS BY POST OR BY ANY OTHER MEANS THAN THROUGH THE SECURE WEBSITE.</p> <p>This form must be submitted electronically by 12 noon 12th June 2013 GMT or 13.00 CET</p> |
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