

RENEWAL OF THE PAUL-HENRI SPAAK BUILDING

ARCHITECTURAL DESIGN COMPETITION



COMPETITION RULES

Competition no 06D40-2019-M052



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PART I. OUTLINE OF THE COMPETITION

CHAPTER 1. PURPOSE OF THE COMPETITION

In accordance with the provisions of Regulation (EC, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union¹ and of Annex 1 thereto, the European Parliament has decided to launch this competition for detailed sketches from architects for the renewal of the Paul-Henri Spaak Building in Brussels.

The European Parliament:

Since 1979 the European Parliament has been the institution democratically representing all European Union citizens.

It comprises 751 MEPs, elected by direct universal suffrage in the 28 countries of the European Union, who exercise legislative and budgetary powers on the basis of their electoral mandate.

The main building of the European Parliament's Brussels site, the Paul-Henri Spaak Building, houses not only the Chamber, where MEPs meet in plenary, but also facilities for holding parliamentary committee meetings, organising press conferences and welcoming visitors.

CHAPTER 2. VISION

The European Parliament is a symbolic heart and home of European democracy, central to the continent's modern history. Its building heritage is significant not only for the European legislators, but also for citizens, in that it provides important public spaces for dialogue and for experiencing European democracy and its values and is also a focal point for European celebrations and commemorations of our joint democratic heritage. The building heritage should be preserved and further developed as a strong symbol of our modern history.

In the course of the European project, there have been a number of enlargements; there are currently 28 Member States. The European Parliament, through its directly elected MEPs, represents more than 500 million European citizens. During this historical process, it has expanded the parliamentary estate and adapted its facilities so as to reflect its growing role as a fully fledged co-legislator by providing MEPs with the best possible working conditions. Parliament's expanded powers have made it necessary to strengthen ties with citizens and give them a better insight into the European project.

- The Parliament of MEPs IS the parliament of the people:

It is open to citizens, interacts with them and provides them with an extraordinary experience. Interaction with citizens is an evolutionary process: beginning as passers-by, citizens progress to becoming visitors, participants and, finally, co-legislators. Welcoming citizens in all their diversity and with all of their values encourages them to be a part of the European project.

- The European Parliament seeks to set an example in its overall environmental approach:

The prospective building will be integrated into and linked to its urban, natural and social environment.

It is intended to be sustainable, with sustainability being measured in terms of operability, maintainability, flexibility and adaptability. This flexibility should be considered in terms of space, time and technologies.

¹ Also referred to as 'Financial Regulation' in this document.

The building and its development process should incorporate best durability and sustainability practices with a considered balance between simplicity and technology (particularly bioclimatism and the circular economy).

The renewal project seeks to bring about a positive environmental impact. The European Parliament has outlined its environmental ambitions in the form of a Charter for an Exemplary Building from an Environmental, Social and Working Conditions Perspective, which is attached as Annex 1.

CHAPTER 3. AIM

The aim of the competition is to select two concepts - for further details, see also Part V, Chapter 1 - to be submitted to the Bureau of the European Parliament, which will choose the concept to be developed in detail by a design-and-build operator with no links to the creator of the concept.

On the basis of that concept, the main objective of the competition is to determine:

- the external dimensions and the dimensions of the large interior spaces;
- relationships, particularly the relationship with the environment, interior/exterior relationship through the building envelope, the relationship between functions and the relationship between the building's different users;
- the external and internal ambiances through these elements;
- potential to develop the European Parliament's ambitions through the architectural and technical design that will follow at the design-and-build stage.

It is on this basis that the concepts will be assessed. However, if the concepts presented refer to materials, textures or colours, that information will be for guidance only. If, in connection with the project to be developed, reference is made to such information, it will be forwarded to the design-and-build operator, who will assess whether it accords with the European Parliament's ambitions and objectives.

The European Parliament will be the guarantor of the concept vis-à-vis the design-and-build operator. In that capacity, it may call on the creator of the concept selected to provide assistance during the project development stages.

As a precautionary measure, however, the European Parliament reserves the right to carry out or not to carry out the project, and to commission or not to commission assistance.

CHAPTER 4. BACKGROUND

The Paul-Henri Spaak Building is part of an estate of around ten buildings with a total area of some 665 000 m². The gross floor area of the current building is around 84 000 m²² and could be increased within existing urban planning constraints. It houses the Chamber of the European Parliament in Brussels for its 751 MEPs from all over the European Union.

The European Parliament, as a multicultural and multilingual assembly where no fewer than 24 languages are routinely spoken and interpreted, embodies the European motto 'United in diversity'.

The building is located at the junction of two urban planning zones in terms of form and functions and is next to a large park in Brussels, Parc Léopold, where various cultural and scientific establishments are located.

² Usable surface area: approx. 39 000 m².

CHAPTER 5. FUNCTIONS

The prospective building will contain:

- the Chamber, which will accommodate all MEPs as well as visitors;
- parliamentary committee and trilogue rooms³;
- a reception, meeting and educational area for citizens;
- protocol areas;
- media areas;
- areas for cultural activities;
- areas for social interaction;
- support areas for all European Parliament activities (summary in Annex 2).

To allow a variety of projects to be presented, some functions under the comprehensive schedule are set out as an option while, for others, reference is made to minimum capacity and ideal capacity. The relevant details are given in the above-mentioned annex.

Functions should be organised in a very user-friendly manner, with natural visibility that minimises signage and with clear routes for users, including protocol, media, visitors and logistics.

Visitors should furthermore be able to follow a route that will give them a unique experience.

Building flexibility should be such as to allow, in the short term, for multiple uses to be made of areas and, in the long term, for functions to be easily altered.

CHAPTER 6. RENEWAL

Although there have been many demolition/reconstruction operations in the district in which the European institutions are located, an environmental approach based on life-cycle analysis, together with the ambitions of the Brussels Capital City Region in terms of developing a circular economy make it necessary to give the same consideration to renovation/refurbishment as to reconstruction.

At all events, the general condition of the building necessitates radical renovation.

The notion of renewal allows for both approaches⁴.

³ Trilogue meetings are legislative conciliation meetings between Commission, Council and Parliament representatives.

⁴ See also Article IV.3.1.

PART II. PROCEDURE

CHAPTER 1. OVERVIEW

II.1.1. BRIEF DESCRIPTION OF THE PROCEDURE

This procedure involves a two-stage restricted competition:

- a candidate shortlisting stage;
- the sketch competition stage itself.

During the first stage, from among the applications it has received, the European Parliament will shortlist candidates on the basis of objective criteria for assessing their economic and professional capacities in the light of the purpose of the competition.

At the end of that stage, the shortlisted candidates, who are also referred to as ‘competitors’ below, will be invited to participate in the sketch design stage of the competition, during which they will be called upon to submit their sketches, which will be presented to the jury responsible for evaluating and ranking them and determining the winning entry.

Further information on how precisely each stage will proceed is provided further on in these rules.

II.1.2. CONDITIONS FOR PARTICIPATION

Without prejudice to the provisions of Chapter 2 of Part II of these rules, participation in this competition is open on the same terms to all natural or legal persons and public entities:

- from an EU Member State;
- from a third country which has a special agreement with the European Union in the field of public procurement;
- from a third country which has ratified the WTO Plurilateral Agreement on Government Procurement (GPA).

Important notice for British candidates:

Economic operators established in the United Kingdom are allowed to apply for this competition and to submit a draft if they are shortlisted.

Should the United Kingdom withdraw from the European Union, the rules on access to public procurement and competition procedures that are applicable to economic operators established in third countries would apply to economic operators established in the United Kingdom as from the official date of withdrawal unless the United Kingdom and the European Union agreed otherwise in their negotiations, which are ongoing.

If a right of participation were not provided for by the legal provisions resulting from the negotiations and applicable after withdrawal, the European Parliament would have to exclude participants established in the United Kingdom from the procedure. Exclusion could take place at any stage of the procedure until the winner was selected.

II.1.3. GROUPS OF ECONOMIC OPERATORS

Groups of economic operators are authorised to take part in this competition.

The European Parliament may accept various legal forms of groups, provided that they ensure, at all events, that the members of a group are jointly and severally liable vis-à-vis the European Parliament.

If an application is submitted by a group of economic operators, the legal representative of the group must be an architect.

Pursuant to Article 6 of the Belgian Law of 20 February 1939, under which pursuit of the profession of architect is incompatible with that of public or private works contractor, public works contractors that are part of an economic group which has participated in this competition will be excluded from participating in all public procurement procedures for works relating to the project for renewal of the PHS building in Brussels.

II.1.4. PRIZES

Each candidate that has participated in the second stage of the competition and has not been successful, but has submitted a sketch of sufficient quality that is recognised as complying with the competition rules, will be paid EUR 50 000, net of VAT, against receipt of an invoice in full and final settlement.

Any competitor submitting sketches for both the renovation and the reconstruction option (see IV.1) that are of sufficient quality and are recognised as complying with the competition rules will be paid EUR 75 000, net of VAT, against receipt of an invoice in full and final settlement.

The winner will receive EUR 150 000, net of VAT, against receipt of an invoice in full and final settlement.

The above prizes cannot be combined.

II.1.5. CONSEQUENCES OF PARTICIPATING IN THE COMPETITION

Participation in this competition constitutes acceptance by the candidate of the conditions set out in the following documents:

- the notice of competition;
- the competition rules and the annexes thereto.

Expenses incurred in connection with participating in this competition will be borne by candidates and cannot be reimbursed.

Follow-up to applications will entail registration and processing of personal data (e.g. name, address and CV).

Such data will be processed pursuant to Regulation (EC) No 2018/1725 on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data. (See also II.1.9.)

In participating in the competition, candidates acknowledge that they bear sole liability in the event of an appeal relating to activities carried out during the competition. Competitors will accept the obligations stipulated in Article 129 of the Financial Regulation (Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union).

II.1.6. CONFIDENTIALITY

Competitors undertake not to disclose any information (administrative, budgetary, technical, organisational and operational information, etc.) and not to disclose any document obtained in the

course of the competition, since all information and all documents must be considered to be confidential.

Any infringement of confidentiality as defined above may result in immediate rejection of the offending candidate's application at any stage of the procedure.

II.1.7. COPYRIGHT

Competitors must give an assurance to the European Parliament:

- (i) as to who the creators are who, through their creative choices, have provided input into the sketches, models, drawings and drafts submitted;
- (ii) that those creators, having been duly informed by competitors of the competition conditions, have validly transferred their economic copyright in writing to the competitors concerned and, within the limits of what is stipulated in the competition rules, have waived their moral rights to those sketches and drafts.

A declaration on honour to that effect, signed by a competitor's legal representative, will be made in the undertaking document submitted with the sketch. The declaration will make a competitor liable for obtaining the economic rights of creative collaborators and for ensuring that they partially waive their moral rights.

Documents, sketches, models, including in native format, drawings and other media submitted in connection with the competition will remain the property of the European Parliament.

Competitors will undertake to transfer to the European Parliament, on the terms laid down in this article, all rights to make use of sketches, models, drawings and other creations submitted in connection with the competition. Rights of use that have been transferred will be exercised for information and communication purposes in connection with the competition and for any measures to realise a project. Rights will be transferred for uses on the territory of the European Union and, in the case of reproduction and publicising on the Internet or other international media, throughout the world. Rights of use will include in particular:

- a. rights of reproduction and publication in any format and on any medium chosen by the European Parliament, including paper and display on IT media;
- b. rights to distribute copies that reproduce creations;
- c. rights of adaptation, in any form, in particular for the European Parliament's communication purposes or for measures to renovate or reconstruct the PHS Building;
- d. rights of communication to the public, using any process, regardless of communication method, and in particular by wire or wireless means, by satellite, by cable, via the Internet and at exhibitions.

Rights will be transferred as defined above in return for participation in the second stage of the competition and for payment to competitors of the prizes specified in Article II.1.4 of the competition rules. The payment of prizes to competitors will entitle the European Parliament to reuse partial solutions proposed by competitors during the competition. The European Parliament's rights of use defined in the fourth paragraph, above, of this article will not give rise to any payment or compensation in addition to prizes.

The European Parliament undertakes to cite the names of competitors and creators whenever possible, when making use of media and creations included in a project, in accordance with generally accepted practice.

The European Parliament will also acquire the right of first publication of drafts and first exhibition of sketches, models, drawings and other media submitted by competitors in connection with the competition. To that extent, creators will waive their right to decide when, and in what circumstances, their creation is revealed for the first time.

In return for the payment of prizes to competitors who have submitted a sketch that meets the competition conditions, the European Parliament will acquire the right to realise or not to realise the winning draft and to modify and add to it in the light of what is stipulated for the detailed design and for realisation. The creator of the draft selected will transfer his right to modify sketches and other elements of the overall concept and agree not to invoke his right to integrity of the work in relation to decisions taken during the detailed design stage and final execution of the project to renew the Paul-Henri Spaak Building.

In participating in the competition, competitors - if their draft is selected for realisation - will allow the image of the renewed PHS Building and their sketch of it that is used in whole or in part for final execution to be reproduced on any medium and made public, in whatever manner and in whatever form, and will waive their right to invoke copyright rules to object to that. That authorisation will be given to the European Parliament, the other European institutions and the federal, regional and local authorities of Belgium. In return for transfer and partial waiver of rights as referred to in this paragraph, the European Parliament will make a payment of EUR 100 000, net of VAT, against receipt of an invoice in full and final settlement. The European Parliament undertakes to cite the names of competitors and creators, whenever possible, in accordance with generally accepted practice.

II.1.8. PUBLICITY

Any reference to this competition, including in commercial advertising, references to projects carried out or publications by candidates, without prior written authorisation from the European Parliament is prohibited.

II.1.9. PERSONAL DATA

Follow-up to applications will entail registration and processing of personal data (e.g. name, address and CV).

The European Parliament, as the body responsible for organising this competition, will ensure that candidates' personal data are processed in strict compliance with Regulation (EC) No 2018/1725 of the European Parliament and of the Council on the protection of individuals with regard to the processing of personal data by the Union institutions and bodies and on the free movement of such data, particularly as regards confidentiality and security.

Personal data will be processed solely by staff designated by Directorate D – Directorate for Building Projects – of the Directorate-General for Infrastructure and Logistics, and exclusively within the context of the competition.

Candidates are entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete.

For any queries concerning the processing of their personal data, candidates may contact Directorate D – Building Projects.

However, as the data will have been communicated by the candidates themselves, any corrections requested after the deadline for submission of applications will not be taken into account when applications are assessed.

All candidates have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of their personal data.

II.1.10. LANGUAGE USE

Use of languages during the procedure

Participants should note the following:

- **The competition rules are available in all official languages of the European Union; where translations give rise to doubts, however, only the French version will be authoritative.**
- No translation will be requested for official supporting documents, i.e. from national authorities, national professional organisations or similar bodies, relating to exclusion and selection criteria, provided that they are written in one of the European Union's official languages.
- The standard forms for documents that make up the application file are only available in French and English.
- Applications will be assessed on the basis of the French or English versions of the documents submitted by candidates or, where appropriate, English or French translations produced by the European Parliament's Directorate-General for Translation.

Candidates who submit documents in a language other than French or English accept that their application will be assessed on the basis of those translations and waive any right to appeal against a translation or interpretation that they consider incorrect.

- The reference documents for the sketch competition itself will only be available in French and English.
- The documentation submitted by candidates in connection with the sketch competition must be in English or French only.
- Local legislation for Brussels only exists in French and Dutch.

It is therefore essential that a number of members of the team that will be responsible for producing the sketch in the event that the candidate is shortlisted have an excellent knowledge of French and/or English.

Use of languages in the event that a contract is concluded after the competition

Should the European Parliament decide to conclude a contract with the creator of the draft selected, the working languages for the performance of the contract will be French and English.

II.1.11. PROVISIONAL TIMETABLE FOR THE COMPETITION

The provisional timetable is attached in Annex 3.

II.1.12. COMPETITION DOCUMENTS

The documents that will enable candidates to submit their application for the first stage of the competition, including the standard forms, are available to download free of charge at <https://www.europarl.europa.eu/tenders/invitations.htm>.

These documents are provided in editable and non-editable format.

The documents in editable format are only provided to facilitate preparation of the application file.

Candidates are only authorised to fill in the relevant fields in those documents; existing text must not be modified in any way.

In the event of a discrepancy between editable and uneditable documents, only the latter will be deemed authentic.

The documents enabling candidates shortlisted after the first stage to submit their drafts will be sent directly to them by the European Parliament in due time.

II.1.13. EXPENSES

Expenses incurred in connection with participating in this competition must be borne by candidates and cannot be reimbursed.

CHAPTER 2. COMMUNICATION DURING THE PROCEDURE

On pain of exclusion from the procedure, contact between the European Parliament and candidates or between candidates and the jury is strictly prohibited throughout the procedure except in the following cases.

II.2.1. DURING THE SHORTLISTING STAGE

A. Contact on candidates' initiative

Candidates wishing to obtain additional information on the procedure itself or the documents for it must submit their questions **in writing** before **11/12/2019** via the following address:

INLO.AO.DIR.D@europarl.eu.int

Reference number: **COMPETITION No 06D40/2019/M052**

The European Parliament will not respond to oral questions, questions submitted after the deadline or incorrectly worded or addressed questions.

Any questions received and the corresponding responses will be sent via the website, <https://www.europarl.europa.eu/tenders/invitations.htm>, which is accessible to all candidates, by **17/12/2019** at the latest.

B. Contact on the European Parliament's initiative

On its own initiative, if one of its departments detects an error, lack of precision, omission or any other defect in the text of the documents relating to the procedure, the European Parliament can inform candidates via the following website:

<https://www.europarl.europa.eu/tenders/invitations.htm>

Candidates are therefore invited to check that site regularly during the selection stage.

II.2.2. DURING THE SKETCH COMPETITION STAGE

A. Contact on competitors' initiative

On a written request from competitors, the European Parliament may provide additional information solely for the purpose of explaining the nature of the competition, the terms of the invitation to tender and other documents relating to the sketch stage of the competition.

Requests must be sent by e-mail to the following address only:

INLO.AO.DIR.D@europarl.europa.eu

Requests must include the reference "**COMPETITION No 06D40/2019/M052**".

The deadline for submitting questions will be communicated to competitors along with the invitation to tender.

No responses will be given to questions submitted after the deadline or incorrectly worded or addressed questions.

Questions and answers will be compiled in a document which will be e-mailed to all competitors no later than the date to be communicated along with the invitation to tender.

B. Contact on the European Parliament's initiative

On its own initiative, if one of its departments detects an error, lack of precision, omission or any other defect in the text of the invitation to tender, the competition rules or any other document necessary for submission of sketches, the European Parliament may inform competitors on the same date and in precisely the same way. That information will be communicated exclusively by e-mail.

C. Contact during the optional site visit

During the optional site visit, competitors may not ask general questions unrelated to the procedural or technical aspects of the competition.

Following the optional site visit, if competitors wish to ask more specific questions they may do so in accordance with paragraph A above.

D. Contact with the jury

Any contact between competitors and members of the jury, including for clarification of the nature of the competition, the provisions of the competition rules, the terms of the invitation to compete or any other document pertaining to the procedure, is prohibited.

E. Contact between competitors

All contact between competitors during the competition, apart from when they are present for the optional site visit, is prohibited.

CHAPTER 3. THE JURY

II.3.1. COMPOSITION OF THE JURY

The jury will comprise 11 full members:

- two Vice-Presidents of the European Parliament;
- two representatives of the Brussels Capital City Region;
- an architect from the European Parliament's Administration;
- four architects from outside the European Parliament;
- an urban planner from outside the European Parliament;
- an environmental specialist;

and alternate members.

II.3.2. PRELIMINARY ASSESSMENT OF SKETCHES

Before being submitted to the jury, drafts will be checked by the jury secretariat, which will draw up a report as to their compliance with the competition rules and conformity with the basic data and the programme as well as with any other documentation provided to the candidates:

- in terms of administration, as regards the timely submission, presentation and completeness of the requisite documents and anonymity;
- in terms of technical requirements for the design as described in these competition rules and annexes thereto.

Similarly, the report by the jury secretariat will cover drawing, drafting or calculation errors which could affect the documents submitted by candidates.

Sketches will be analysed in confidence by the jury secretariat. The preliminary assessment report will not name candidates and will identify sketches solely by the identification code referred to in Article IV.2.3.

The preliminary assessment report will be submitted to the jury before the start of its evaluation assignment.

II.3.3. THE JURY'S PROCEEDINGS

The jury will consider the preliminary assessment report, determine whether or not sketches comply with the competition rules and draw up a conformity report for each sketch.

The jury will evaluate sketches on the basis of documents submitted by the candidate, with the exception of the envelope containing the identification code for the sketch.

The jury will eliminate from the procedure any draft whose creator has not met the basic conditions laid down in the rules, programme and other elements of the competition. It will also eliminate drafts that are blatantly plagiaristic and any drafts for which the work is deemed insufficient. In such instances, no payment will be made to the creators of the drafts.

The quorum for the jury is seven members, of which at least one third must be architects.

The jury will make a distinction between renovation sketches and demolition/reconstruction sketches in accordance with the criteria laid down in Article IV.3.1.

The jury will evaluate the sketches in accordance with the criteria set out in Article IV.3.2.

The jury will rank the sketches and select the winning entry.

The jury will make a final decision on the ranking of sketches, which will be identified solely by the identification code referred to in Article IV.2.3. Once that final decision has been made and signed by the members of the jury, it will be officially registered by the European Parliament.

The jury will draw up a report:

- listing the competitors identified by their code, ranked in order of merit and stating whether sketches cover renovation or demolition/reconstruction;
- defining the strengths and weaknesses of the winning entry and of the best entry involving the other approach.

Once that has been carried out, all envelopes containing the identification codes for each sketch can be opened so as to identify the creator of each sketch.

The decisions of the jury are binding on the contracting authority; they cannot be appealed.

Without prejudice to the above, if a candidate has not submitted the undertaking document, or if the undertaking document has not been signed or includes reservations, the European Parliament, after possible analysis and consultations, reserves the right to exclude that competitor. If that competitor is the successful competitor, it reserves the right to designate in its place, as the winning competitor, the competitor ranked highest by the jury that has not been excluded.

PART III. THE SHORTLISTING STAGE

CHAPTER 1. GENERAL INFORMATION

III.1.1. SHORTLISTING OBJECTIVES

The purpose of the selection stage is to shortlist the candidates who will be invited to submit their sketches during the sketch competition stage itself.

During that stage the European Parliament will ensure that the shortlisted candidates are allowed to participate in the competition in the light of the applicable rules and the purpose of the competition, that they are not in any of the exclusion situations defined in the Financial Regulation (see below) and, lastly, that they have sufficient economic and professional capacity to participate.

Provided that a sufficient number of applications have been submitted, at least 10 and at most 25 candidates will be shortlisted to participate in the second stage of the competition.

III.1.2. WARNING

Applications will be assessed on the basis of an application file.

Candidates will be asked to provide information on forms and send the information in a specific form.

A number of supporting documents must be attached to the application file.

Others may be asked for by the European Parliament during the procedure.

If candidates fail to submit the requisite supporting documents with their application file or do not send the supporting documents requested by the European Parliament during the procedure by the deadline set, or if the documents submitted are not in accordance with their declarations, applications may be rejected.

Candidates should note that certain documents and/or evidence must be attached to the application file, otherwise it will be automatically rejected.

Those documents and/or evidence are specified below.

CHAPTER 2. EXCLUSION AND SELECTION CRITERIA

III.2.1. EXCLUSION CRITERIA

This procedure is subject to Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union (hereinafter 'the Financial Regulation').

Participants in any of the situations described in Articles 136 and 141 of the Financial Regulation will either be excluded from participating in the competition or prevented from being declared the successful candidate.

The full text of Articles 136 and 141 of the Financial Regulation is set out in the Official Journal of the European Union (L 193 of 30 July 2018). Only excerpts are provided below.

Article 136 of the Financial Regulation

- 1) The authorising officer responsible shall exclude a person or entity referred to in Article 135(2)⁵ from participating in award procedures governed by this Regulation or from being selected for implementing Union funds where that person or entity is in one or more of the following exclusion situations:
 - a) the person or entity is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under Union or national law;
 - b) it has been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
 - c) it has been established by a final judgment or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the implementation of the legal commitment;
 - ii) entering into agreement with other persons or entities with the aim of distorting competition;
 - iii) violating intellectual property rights;
 - iv) attempting to influence the decision-making of the authorising officer responsible during the award procedure;
 - v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;
 - d) it has been established by a final judgment that the person or entity is guilty of any of the following:

⁵ Financial Regulation.

- i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council⁶ and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995⁷;
- ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997⁸, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA⁹, or corruption as defined in other applicable laws;
- iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA¹⁰;
- iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council¹¹;
- v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA¹², respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
- vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council¹³;
- e) the person or entity has shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget which has:
 - i) led to the early termination of a legal commitment;
 - ii) led to the application of liquidated damages or other contractual penalties; or
 - iii) been discovered by an authorising officer, OLAF or the Court of Auditors following checks, audits or investigations;
- f) it has been established by a final judgment or final administrative decision that the person or entity has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95¹⁴;
- g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business;

⁶ Directive (EU) 2017/1371 of the European Parliament and of the Council of 5 July 2017 on the fight against fraud to the Union's financial interests by means of criminal law (OJ L 198, 28.7.2017, p. 29).

⁷ OJ C 316, 27.11.1995, p. 48.

⁸ OJ C 195, 25.6.1997, p. 1.

⁹ Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54).

¹⁰ Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

¹¹ Directive (EU) 2015/849 of the European Parliament and of the Council of 20 May 2015 on the prevention of the use of the financial system for the purposes of money laundering or terrorist financing, amending Regulation (EU) No 648/2012 of the European Parliament and of the Council, and repealing Directive 2005/60/EC of the European Parliament and of the Council and Commission Directive 2006/70/EC (OJ L 141, 5.6.2015, p. 73).

¹² Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3).

¹³ Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA, (OJ L 101, 15.4.2011, p. 1).

¹⁴ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1).

- h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent referred to in point (g).

2) Article 141 of the Financial Regulation

The authorising officer responsible shall reject from a given award procedure a participant who:

- a) is in an exclusion situation established in accordance with Article 136;
- b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
- c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition, that cannot be remedied otherwise.

The authorising officer responsible shall communicate to the other participants in the award procedure the relevant information exchanged in the context of or resulting from the involvement of the participant in the preparation of the award procedure as referred to in point (c) of the first subparagraph.

Prior to any such rejection the participant shall be given the opportunity to prove that its involvement in preparing the award procedure does not breach the principle of equality of treatment.

- 3) Article 133(1) of the Financial Regulation shall apply unless the rejection has been justified in accordance with point (a) of the first subparagraph of paragraph 1 of this Article by a decision concerning exclusion taken with regard to the participant, following an examination of its observations.

III.2.2. SELECTION CRITERIA

All applications from candidates who are not in any of the exclusion situations referred to in Article III.2.1 of this document will be assessed according to the selection criteria set out below.

Should the European Parliament receive fewer than 25 applications, only the following selection criteria will be used:

- regulatory capacity criteria
- economic and financial capacity criteria
- unweighted technical and professional capacity criteria

Should the European Parliament receive more than 25 applications, lots will be drawn in the event of a tie following assessment of applications on the basis of the weighted technical and professional capacity criteria.

Only candidates who have been shortlisted at the end of the selection stage will be invited to submit either one or two sketches.

Regulatory capacity criteria

Candidates must comply with the following conditions:

they must be registered on the relevant professional or trade register.

In the case of groups of economic operators, supporting documents must be submitted by each member of the group.

Economic and financial capacity criteria

Candidates must provide evidence of having a minimum turnover of EUR 1 000 000 for the financial years 2016, 2017 and 2018 in the field of architectural design.

In the case of groups, the candidate's turnover will be obtained by aggregating the turnover of each member of the group in the field of architectural design for the relevant financial years.

Technical and professional capacity criteria

1. Unweighted selection criteria

- Candidates must demonstrate that they have at least the following staff on their organisational chart:
 - four architects with a minimum of 10 years' professional experience, as of the closing date for applications, in new build and/or renovation and/or urban planning;
 - two architects with a maximum of five years' professional experience, as of the closing date for applications, in new build and/or renovation and/or urban planning.

In the case of groups, the organisational charts of all members of the group will be taken into consideration when assessing the application in the light of the above criteria.

- Candidates must provide at least three references for projects for which they are the designer or the associate designer, at least one of which must relate to a built project in connection with multifunctional buildings in urban areas and with a minimum total surface area (three projects) of 120 000 m², carried out and/or built over the last 10 years as of the closing date for applications.

Built projects can substitute for unbuilt projects.

2. Weighted selection criteria

A. Team-related criteria

Candidates must propose a team that, if they are selected, will be responsible for producing the design in accordance with the nature and scope of the project and must give reasons for the composition of the team, including as regards its diverse, multicultural and multilingual nature. Annex 5 to the competition rules is provided for guidance so as to give candidates details of a number of technical aspects that might help them to assemble their teams.

Team composition will be evaluated on the basis of the following criteria:

- E.1 out of 50 points: size, a holistic view of construction professions, balance and complementarity of the team in terms of the needs of the project;
- E.2 out of 10 points: previous cooperation between team members and participation of members in the reference projects;
- E.3 out of 30 points: the team's environmental vision;
- E.4 out of 10 points: the team's diversity, multiculturalism and multilingualism.

B. Criteria relating to the candidate's capacity to carry out a project

In order to assess the criteria relating to the candidate's capacity to carry out a project, candidates must submit three projects which they have carried out and consider relevant under one or more of the criteria listed below.

Each project will be assessed individually and will account for one third of the mark.

The candidate's capacity to carry out a project will be assessed on the basis of the projects submitted and the following criteria:

- P.1 out of 25 points: the relevance of the project in terms of comparability of the projects submitted to the design that is the subject of this competition (in terms of location, type, size or functions); and/or
- P.2 out of 25 points: the relevance of the project in terms of its symbolic nature (as explained by the candidate); and/or
- P.3 out of 25 points: the relevance of the project in terms of the complexity of its programme and/or its exemplary nature in terms of meeting the needs of its users; and/or

- P.4 out of 25 points: the relevance of the project in terms of environmental good practice.

Candidates should note that the fact that criteria are not exclusively cumulative enables projects to be put forward that do not meet all of the requirements but are very relevant with respect to the criteria they have met.

III.2.3. DOCUMENTS AND EVIDENCE REQUIRED

1. Documents and evidence relating to exclusion criteria

Candidates must submit a declaration on honour stating that they are not in any of the situations referred to in Articles 136 and 141 of the Financial Regulation.

That declaration must be drawn up on the standard form provided as part of the procedure documents (see Article II.1.12) which the candidate's legal representative must fill out in full, date and sign.

The declaration must also include an undertaking by the candidate to maintain the application throughout the procedure and accept in full the competition conditions, particularly the terms of the competition rules.

In the case of an application submitted by a group of economic operators, a declaration must be submitted by each member of the group.

The declaration on honour must be attached to the application file, otherwise the application will be automatically rejected.

Candidates should note that, at the close of the selection stage, shortlisted candidates will be required to provide the following supporting documents to the European Parliament at short notice:

- a recent extract from the judicial record or, failing that, an equivalent document issued recently by a judicial or administrative authority in the country of establishment, showing that the shortlisted candidate is not in any of the situations listed in points (c) to (h), inclusive, of Article 136(1) of the Financial Regulation;
- a recent certificate issued by the competent authority of the State concerned proving that the candidate is not in the situation referred to in Article 136(1)(a) and (b) of the Financial Regulation.

Where the documents or certificates referred to above are not issued in the country concerned, and in respect of the other exclusion situations referred to in Article 136 of the Financial Regulation, they may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in the country of establishment.

Short-listed candidates are not obliged to submit the above-mentioned documentary evidence if the European Parliament can access such documents free of charge by consulting a national database or if such evidence has already been submitted for the purpose of another procurement procedure and provided that the documents in question were **not issued more than one year earlier** and are still valid.

In such cases, candidates must indicate the database from which the European Parliament can obtain the required information or certify on their honour that the documentary evidence has already been provided as part of a previous procedure, which they will identify, and that there has been no change in their situation in the meantime.

The shortlisting decision is not final and candidates will only be invited to participate in the second stage of the competition after the above-mentioned supporting documents have been received and provided that they bear out the statements made by candidates.

PLEASE NOTE: Candidates are free to submit the above-mentioned supporting documents together with their application file, but are not required to do so. In that instance, if they are selected they will not be requested to provide the supporting documents again.

2. Documents and evidence relating to technical and professional capacity criteria

A. Regulatory capacity criteria

- Candidates must submit with their application file a scanned copy of a document confirming that they are registered on the professional or business register in the place where they are established.

Those documents must be attached to the application file, otherwise the application will be automatically rejected.

B. Economic and financial capacity criteria

- Candidates must submit a scanned copy of their balance sheets for 2016, 2017 and 2018 with their application file.

Those documents must be attached to the application file, otherwise the application will be automatically rejected.

C. Criteria relating to staff

- Candidates must submit the following with their application file:
 - the curricula vitae of the four architects demonstrating a minimum of 10 years of professional experience as of the closing date for applications, using the EUROPASS model¹⁵;
 - the curricula vitae of the two architects demonstrating a maximum of five years as of the closing date for applications, using the EUROPASS model.

Those CVs must be attached to the application file, otherwise the application will be automatically rejected.

D. Criteria relating to references

- Candidates must submit with their application file records presenting the reference projects drawn up on the basis of the standard form provided along with the procedure documents (see Article II.1.12).

Those records must be attached to the application file, otherwise the application will be automatically rejected.

3. Documents and evidence relating to weighted selection criteria

A. Team-related criteria

- Candidates must submit with their application file a note outlining the choice of individuals who will be tasked with producing the sketch, if they are selected, and the reasons for choosing them.

That note must be drawn up on the basis of the standard form provided along with the procedure documents (see Article II.1.12).

The explanation must be presented on a form consisting of no more than three one-sided A4 pages.

That note must be attached to the application file, otherwise the application will be automatically rejected.

- Candidates must submit a list of team members who, if they are selected, will be responsible for producing the sketch, in the form of an Excel table, a model of which is included in the procedure documents (see Article II.1.12).

¹⁵ <https://europass.cedefop.europa.eu/documents/curriculum-vitae>

That table must be attached to the application file, otherwise the application will be automatically rejected.

The table must include all relevant information, particularly as regards skills and involvement in the projects submitted as references under paragraph B of this article.

The table must also include the reference details for members' CVs.

The table must be drawn up on the basis of the model provided (see Article II.1.12).

Only that table will be accepted as the list of team members who will be responsible for producing the sketch if the candidate is selected.

The list will put forward various profiles to be chosen by candidates.

It is up to the candidate to choose the type and number of profiles.

The only profile that is compulsory is that of coordinator.

The profiles available on the list are as follows:

Designation	Minimum requirement
Coordination	
Coordinator	One person - architect
Assistant coordinator	Five-year degree
Architectural design	
Architect	Five-year degree
BIM modeller - architectural design	Three-year degree
Structural engineering	
Civil engineer	Five-year degree
BIM ¹⁶ modeller- structural engineering	Three-year degree
CAD modeller ¹⁷ - structural engineering	Three-year degree
Other building-related disciplines	
Civil engineer	Five-year degree
Industrial engineer or technician	Three-year degree
Other non-construction-sector disciplines	Three-year degree

B. Criteria relating to the candidate's capacity to carry out a project

Candidates must submit three projects which they have carried out and consider relevant under one or more of the criteria listed in Article III.2.2(B).

Each project will be presented in an explanatory note that sets out what it involves and how it is relevant in the light of the four criteria.

Each project will be presented on a form made up of a maximum of six A4 pages, printed on one side only, containing the text to be evaluated and illustrations.

If some projects have already been submitted in connection with evaluation of the unweighted selection criteria (see above) they must be presented again along with the requisite documents referred to above.

Those documents must be attached to the application file, otherwise the application will be automatically rejected.

¹⁶ BIM: Building Information Management

¹⁷ CAD: Computer-Assisted Design

CHAPTER 3. CONTENT AND PRESENTATION OF THE APPLICATION FILE

III.3.1. CONTENT OF THE APPLICATION FILE

Applications must be submitted in writing in one of the official languages of the European Union.

The application file **must** include the following documents:

- a covering letter identifying the candidate and signed by the candidate's legal representative;
- a copy of the candidate's articles of incorporation stating the registered place of business; in the case of a group of economic operators, the articles of incorporation of each member of the group;
- in the case of a group of economic operators: a document drawn up in any format, setting out the form of the group envisaged, clearly identifying the role of each member of the group and designating the group's legal representative;
- a document drawn up in any format that sets out, as a minimum, the following information:
 - the identity of the candidate;
 - a postal address where the candidate will be presumed to have received any correspondence from the European Parliament in the connection with this procedure;
 - an e-mail address where the candidate will be presumed to have received any electronic correspondence from the European Parliament in connection with this procedure;
 - a contact person designated by the candidate to follow up on the procedure;
- the supporting documents required in connection with the exclusion criteria;
- the supporting documents required in connection with the weighted and unweighted selection criteria.

III.3.2. PRESENTATION OF THE APPLICATION FILE

The application file must be presented in the form of a printed cover letter, together with one or more CD-ROMs containing digital copies of the supporting documents required.

The documents to be downloaded for this procedure (see Article II.1.12) include a zip file labelled 'Candidature - Dossier électronique'.

You will need to download that file, which contains folders and subfolders where you should save the requisite supporting documents, **complying scrupulously** with the following instructions.

When saving supporting documents, you should make sure that only standard file formats are used in order to ensure that they can be read with the most widely used software.

You should also make sure you use only high-quality media and that, before sending or submitting your application, you check that those media are perfectly readable and that all the documents they contain are accessible.

Any document that is not accessible or readable will be deemed not to have been submitted, which, depending on the nature of the document, could lead to your application being automatically rejected.

CD-ROMs must not be rewritable (closed session).

The zip file labelled 'Candidature - Dossier électronique' includes the following folders and subfolders:

I - CAND

- 1 Stat
- 2 Gr_op_eco

II - JUSTIF_EXC

III - JUSTIF_SEL

- 1 Capa_Reg
- 2 Capa_Fin
- 3 Pers
- 4 Refer
- 5 Crit_Tech_Pro
 - A- Crit_Eq
 - B- Crit_Proj

The supporting documents required must be saved in the various folders and subfolders as follows:

- In the I - **CAND** folder, candidates should save:
 - a digital copy of the signed cover letter;
 - a digital copy of a document drawn up in any format that sets out, as a minimum, the following information:
 - the identity of the candidate;
 - a postal address where the candidate will be presumed to have received any correspondence from the European Parliament in connection with this procedure;
 - an e-mail address where the candidate will be presumed to have received any electronic correspondence from the European Parliament in connection with of this procedure;
 - a contact person designated by the candidate to follow up on the procedure;
- In the I - **CAND\1 Stat** subfolder, candidates must save a digital copy of their articles of incorporation. Candidates are reminded that, in the case of a group of economic operators, all members of the group must submit their articles of incorporation.
- In the I - **CAND\2 Gr_op_eco** subfolder, where an application is submitted by a group of economic operators, candidates must save a digital copy of a document drawn up in any format, setting out the form of group envisaged, clearly identifying the role of each member of the group and identifying the group's legal representative.
- In the II - **JUSTIF_EXC** folder, candidates must save a digital copy of the declaration on honour duly completed, dated and signed by the candidate's legal representative.

It should be noted that, where an application is submitted by a group of economic operators, a declaration must be submitted by each member of the group.

Candidates, if they so wish, may also save in that folder a digital copy of each supporting document relating to the exclusion criteria referred to in Article III.2.3.

- In the III - **JUSTIF_SEL \1 Capa_Reg** subfolder, candidates must save a digital copy of a document demonstrating that they are listed in the professional or business register of the place where they are established.

It should be noted that, where an application is submitted by a group of economic operators, each member of the group must submit that document.
- In the III - **JUSTIF-SEL\2 Capa_Fin** subfolder, candidates must save a digital copy of their balance sheets for 2016, 2017 and 2018.

It should be noted that, where an application is submitted by a group of economic operators, each member of the group must submit those balance sheets.

- In the III - JUSTIF-SEL\3 Pers subfolder, candidates must save a digital copy of their CV as required in accordance with point C of paragraph 2 of Article III.2.3.
- In the III - JUSTIF-SEL\4 Refer subfolder, candidates must save a digital copy of the reference files as required in accordance with point D of paragraph 2 of Article III.2.3.
- In the III - JUSTIF-SEL\5Crit_Tech_Pro\A- Crit_Eq subfolder, candidates must save a digital copy of the supporting documents as required in accordance with point A of paragraph 3 of Article III.2.3.
- In the III - JUSTIF-SEL\5Crit_Tech_Pro\B- Crit_Proj subfolder, candidates must save the supporting documents as required in accordance with point B of paragraph 3 of Article III.2.3.

After saving the supporting documents in the relevant folders and subfolders, candidates should group the folders and subfolders together in a zip file, which should be labelled '**Candidature - Dossier électronique**' and saved on one or more CD-ROMs.

Each application must include at least one CD-ROM marked '**Candidature - Dossier électronique - Original**' and one CD-ROM marked '**Candidature - Dossier électronique - Copie**' directly on the CD-ROM.

If the contents of the application file require more than one CD-ROM, all of the CD-ROMs submitted must be numbered 1 to X and be marked '**Candidature - Dossier électronique - Original - Disque x**' or '**Candidature - Dossier électronique - Copie - Disque x**' directly on the CD-ROM.

CHAPTER 4. DEADLINES AND ARRANGEMENTS FOR SUBMITTING APPLICATIONS

III.4.1. DEADLINES

The deadline for sending or handing in applications (see Article III.4.2) is **07/01/2020**.

Any application sent or handed in after that date will be automatically rejected.

III.4.2. ARRANGEMENTS FOR SUBMITTING APPLICATIONS

In order to safeguard the confidentiality and integrity of application files, applications must be submitted under double cover.

The two envelopes must be sealed.

Candidates are asked to use the labels provided with the documents for the procedure (see Article II.1.12); they should be printed out and affixed to the envelopes to facilitate delivery to the relevant department at the European Parliament.

Depending on size, the term 'envelope' is taken to mean – by extension – package, parcel, box or other container. The dimensions of the container should be those that best suit the contents.

At all events, irrespective of the type of packaging used, candidates are asked to pay close attention to the quality of the envelopes or packaging used for submitting their applications, in order to ensure that they do not arrive torn, thereby no longer ensuring the confidentiality or integrity of their contents.

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape. The signature of the sender may take the form of either a handwritten signature or a company stamp.

If the confidentiality of the contents of an application has not been maintained prior to the application being opened, it will be automatically rejected.

The outer envelope must also bear the candidate's name or company name, together with the exact address at which the candidate can be informed of any action taken in response to the application.

Candidates may submit their applications:

- either by post (registered mail or equivalent) or by courier company, sent no later than the closing date given above, as evidenced by the postmark or the date on the deposit slip, to the address given on the labels provided;
- or by handing them in to the Official Mail Unit, either directly or through a representative, no later than the closing date laid down above. A signed and dated receipt must be obtained in duplicate from the European Parliament's Official Mail Unit as proof of submission. The date and time given on the receipt will serve as the reference date and time. The opening hours of the Official Mail Unit, to which applications must be submitted, are as follows:

**open Monday to Thursday, 9.00 to 12.00 and 14.00 to 17.00,
and Friday, 9.00 to 12.00,**

closed on Saturday and Sunday and on public holidays and European Parliament office closing days.

The European Parliament cannot guarantee receipt of applications submitted by whatever method outside the Official Mail Unit's opening hours given above.

The European Parliament may not be held liable for not having notified candidates of any changes to the Official Mail Unit's opening hours which come into effect after the documents relating to the invitation to tender are dispatched. Candidates must verify stated opening hours prior to submitting an application in person.

CHAPTER 5. ASSESSMENT OF APPLICATIONS

III.5.1. ASSESSMENT OF APPLICATIONS

1. Assessment according to the team-related technical and professional selection criteria

Each candidate will be given a total number of points N_{totE} out of a maximum of 100 points, calculated as follows:

$$N_{\text{totE}} = N_{E1} + N_{E2} + N_{E3} + N_{E4}$$

The candidate with the highest N_{totE} score will therefore be given a score of $N_E = 40\%$.

The other candidates will be given a score calculated as follows:

$$N_E = 40\% * (N_{\text{totEcand}} / N_{\text{totEmax}})$$

where:

- N_{totEcand} is the N_{totE} score obtained by the candidate;
- N_{totEmax} is the best N_{totE} score obtained among the candidates.

The scores N_{E1} , N_{E2} , N_{E3} , and N_{E4} will be awarded according to the criteria in point A of the paragraph 'Weighted selection criteria' in Article III.2.2.

2. Assessment according to the technical and professional selection criteria relating to the candidate's ability to carry out a project

Each project presented will be assessed on its own merits and will account for one third of the score given.

Each candidate will be given a total number of N_{totC} points out of a maximum of 300 points, calculated as follows:

$$N_{\text{totC}} = N_{\text{totC-projet1}} + N_{\text{totC-projet2}} + N_{\text{totC-projet3}}$$

where:

$N_{\text{totC-projet}}$ represents the points obtained for the project under consideration in accordance with the four combined criteria set out below, calculated as follows:

$$N_{\text{totC-projet}} = (\text{sum}(P1, P2, P3, P4)/4 + \text{maximum}(P1, P2, P3, P4)) \times 2.$$

The candidate with the highest N_{totC} score will therefore be given the following score:

$$N_{\text{C}} = 60\%$$

The other candidates will be given a score calculated as follows:

$$N_{\text{C}} = 60\% * (N_{\text{totCcand}} / N_{\text{totCmax}})$$

where:

- N_{totCcand} is the N_{totC} score obtained by the candidate;
- N_{totCmax} is the best N_{totC} score obtained among the candidates.

The candidate's ability to carry out a project will be assessed by reference to the projects submitted and on the basis of the criteria set out in point B of the paragraph 'Weighted selection criteria' in Article III.2.2.

3. Final score

Following assessment of applications according to the technical and professional selection criteria, a final N_{F} score with a maximum of 100% will be awarded.

The final N_{F} score will be calculated as follows:

$$N_{\text{F}} = N_{\text{E}} + N_{\text{C}}$$

where:

- N_{E} is the score resulting from assessment of the team-related criteria, the maximum being 40% (see above);
- N_{C} is the score obtained following assessment of the criteria relating to the candidate's ability to carry out a project, the maximum being 60% (see above).

Applications will, lastly, be ranked according to the N_{F} score obtained.

In the event of a tied score, a decision will be taken by drawing lots.

III.5.2. COMMUNICATION OF THE RESULTS

The European Parliament will inform all unsuccessful candidates by e-mail, simultaneously and individually, that their application has not been accepted. In each case, the European Parliament will give the reasons for rejecting the tender as well as possible means of appeal.

The European Parliament will, at the same time, also notify its selection decision to the candidates that have been shortlisted.

At all events, the shortlisting decision will not become final until the shortlisted candidate has submitted the requisite documentary evidence concerning the exclusion criteria and this has been accepted by the European Parliament.

Any candidates whose application has not been shortlisted, who has not been excluded and whose application complies with the competition documents may obtain additional information on the

reasons for rejecting their application by submitting a written request either by letter or by e-mail. Only candidates who have submitted an admissible application will be able to ask for information about the relative features and advantages of the successful applications as well as the names of the shortlisted candidates. However, some information will not be communicated if it would hinder application of the law, be contrary to the public interest or harm the legitimate business interests of public or private undertakings, or if it has the potential to distort fair competition between them.

III.5.3. SUSPENSION OF THE PROCEDURE

If necessary, after communicating the results of the shortlisting stage and before the beginning of the sketch competition stage, the European Parliament may suspend its procedure in order to carry out a review if that is warranted by requests or comments made by unsuccessful or aggrieved candidates or by any other relevant information received. The requests, comments or information concerned must be received within 10 calendar days, commencing the day after the date on which the rejection and award decisions are simultaneously notified. In the case of suspension all the candidates shall be informed within three working days of the suspension decision.

Following the additional examinations resulting from suspension of the procedure, the European Parliament may confirm or modify its selection decision or, if necessary, terminate the procedure. Any further decision will be substantiated and communicated in writing to all candidates in contention.

PART IV. THE SKETCH COMPETITION STAGE

CHAPTER 1. GENERAL INFORMATION

Participation in the sketch stage of the competition is restricted to candidates shortlisted at the application selection stage, provided that they have submitted the supporting documents requested as part of the selection procedure and those documents do not call their shortlisting into question. Shortlisted candidates will be hereinafter referred to as ‘the competitors’.

Competitors must participate in this competition under the same legal form (temporary partnership, group, architect, company, etc.) that they used when they submitted their application.

Only competitors will have access to specific competition documents, to the exclusion of other candidates.

Each competitor may submit a single sketch - under either the renovation approach or the reconstruction approach - or a sketch under each of the two approaches. (For further details, see Article IV.3.1.)

CHAPTER 2. PROCEDURE

IV.2.1. INVITATION

The European Parliament will invite competitors to participate in the sketch stage of the competition by sending them, simultaneously, a letter of invitation to tender.

That letter will also include all the documents needed to produce the sketch and the competition file, saved on one or more CD-ROMs, as well as other useful information concerning the timetable for the sketch stage of the competition.

IV.2.2. SITE VISIT

Competitors may take part in an optional site visit to be held on a date to be communicated to them along with the invitation to tender.

Two site visits will take place: one will be conducted in French and the other in English.

Competitors may only participate in one of the two visits organised.

The number of participants per competitor is limited to five.

The presence of competitors will be certified by an attendance list, which their representatives must sign before the start of the visit.

At the end of each of the visits, the European Parliament will draw up a visit report, which will be e-mailed simultaneously to all competitors.

Site visit arrangements will be as follows:

At least eight working days before the date set for the site visit chosen by the competitor, the competitor must e-mail the following information to the European Parliament at INLO.AO.DIR.D@ep.europa.eu:

- competitor’s identity;
- competitor’s e-mail address;
- name, position, ID card number and date of birth of those participating in the visit (a maximum of five representatives per competitor).

You are reminded that access to the European Parliament's buildings is strictly regulated and is subject to prior authorisation.

If, therefore, the information requested above is not communicated by the deadline, the departments responsible for carrying out this procedure will not be able to obtain the authorisations necessary to grant your representatives access, which will result in them being barred from entering.

The meeting point is the entrance to the Accreditation Centre in the European Parliament's Altiero Spinelli Building in Brussels.

The day of the visit:

Please ensure that your representatives arrive on time.

Please note that, at the beginning of each visit, all representatives will receive a badge granting temporary access to the relevant European Parliament buildings and must sign the attendance list certifying their presence. Therefore, any delay will prevent you from receiving your badge and signing the attendance list and is likely to prevent you from being able to visit the premises.

Any travel expenses relating to the site visit will be borne by competitors and cannot be reimbursed by the European Parliament.

IV.2.3. ANONYMITY

All the documents in the sketch file must bear an identification code, which will be **deemed to be equivalent to signing and initialling** the documents in question, either on the first page (if it is a text document) or in the title block on the plan itself (if it is a plan) or, in the case of other document types, in a clearly visible location chosen by the competitor.

The code must meet the following requirements:

- It must consist of exactly **eight** characters: five letters and three numbers between 1 and 9;
- At least two of the five letters must be printed in capitals;
- There must be no repetition of letters or numbers;
- There must be no spaces between characters, punctuation marks, accents or any other symbols;
- It is left to the competitor to decide on the order of the letters and numbers.

The code must be printed in the following font:

- Font name: Arial
- Font size: 12
- Font colour: black
- Font style: normal

In addition to the documents used to assess the sketch labelled as indicated above, competitors must also submit an envelope bearing no mark of any kind or shape that would enable the competitor to be identified without the identification code.

The envelope must be totally opaque and completely sealed by any means chosen by the candidate in order to prevent tampering.

Neither the jury nor the institution may be held responsible if that envelope is opened accidentally.

Candidates must therefore choose a suitable method for sealing the envelope.

The envelope must contain no document of any kind apart from the declaration specifying the sketch identification code chosen and the undertaking document, which must be drawn up using the standard form that will be attached to the invitation to compete, and duly completed, dated and signed by the competitor's legal representative.

With the exception of this document in the envelope which will only be opened after the jury has taken a decision, none of the documents submitted in connection with the competition must under any circumstances make it possible to identify the competitor.

Documents must therefore not bear any logo, sign, symbol, annotation or, more generally speaking, mark of any kind or shape that would make it possible to identify the competitor.

Particular attention must also be paid to the properties of digital files and other digital items.

The submission of any document that does not comply with the above anonymity provisions will result in immediate rejection of the sketch file.

CHAPTER 3. CRITERIA FOR CATEGORISING AND ASSESSING SKETCHES

IV.3.1. CATEGORISING CRITERIA

With a view to keeping the European Parliament fully informed of the outcome of its proceedings in order to allow it to take a final decision (see below), the jury will make a distinction, on the basis of the following criterion, between demolition/reconstruction sketches and renovation sketches:

- A renovation project is taken to mean a project that retains at least 80% of the volume of the existing structure.
- A demolition/reconstruction project is taken to mean a project that retains less than 80% of the volume of the existing structure.

IV.3.2. EVALUATION CRITERIA

The jury will assess sketches by applying the following criteria with the weightings below.

A	INTEGRATION WITHIN AND LINKS WITH THE URBAN, NATURAL AND SOCIAL ENVIRONMENT	15%
	Symbolism	
	Relationship to the environment	
	Openness - welcome	
B	ARCHITECTURAL AND ENVIRONMENTAL CONCEPTION	32%
	Symbolism of the building and its indoor spaces	
	Architectural quality of the building and its indoor spaces	
	Bioclimatic and environmental approach	
	Quality of the Chamber	
	Unique visitor experience	
C	ACHIEVEMENT OF SPATIO-FUNCTIONAL AND SUSTAINABILITY OBJECTIVES	30%
	Functional proposal	
	Relationships between functions	
	Flows	
	Short and long-term flexibility	
D	TECHNICAL COHERENCE	23%
	Environmental objectives	
	Structural objectives	
	Accessibility objectives	
	Security objectives	

CHAPTER 4. CONTENT AND PRESENTATION OF THE SKETCH FILE

IV.4.1. CONTENT OF THE SKETCH FILE

PLEASE NOTE: All the following stipulations apply, in all instances, whether or not the competitor decides to submit either one or two sketches. (See Part IV - Chapter 1.)
Should the competitor decide to submit two sketches, they must be presented in two separate files made up in accordance with the rules set out below.
Both files will have the same identification code specified in Article IV.2.3.

- A. The sketch documents must be submitted partly in paper form and partly in digital form:
- The following must be submitted in paper form:
 - the checklist;
 - the sealed envelope complying with the requirements set out in Article IV.2.3 above and containing, also in paper form, the fully completed undertaking document, dated and signed by the competitor's legal representative, who must also initial all the pages of the document;
 - presentation panels;
 - all other documents (two copies of each).
 - The following must be submitted in digital form:
 - fixed-format presentation panels (pdf);
 - all other documents in a native and fixed digital format (pdf).

The sketch documents must be complete.

In view of the requirement to ensure that competitors enjoy anonymity and are on an equal footing, the European Parliament's Administration cannot ask the competitor to complete any file containing a sketch that is incomplete, illegible or not formatted as required.

The invitation to compete will be accompanied by a CD-ROM containing a zip file labelled 'Esquisse - Dossier électronique'.

That file contains folders and subfolders in which competitors must save the documents requested in electronic form.

B. Content

The sketch documents will consist of the following:

- The checklist

The checklist will be drawn up using the model provided on the CD-ROM accompanying the invitation to tender.

It enables the competitors to ensure that their sketch documents are complete.

It enables the European Parliament to verify that competitors have made sure that their documents are complete.
- A sealed, anonymous envelope containing the undertaking document.

That document will include:

 - the declaration specifying the identification code chosen for the sketch;
 - the creator's declaration;

- an undertaking to carry out an assistance mission, should the European Parliament decide to confer such a mission on the competitor.

The undertaking document will be drawn up using the model provided on the CD-ROM accompanying the invitation to tender.

The undertaking document must be duly completed, dated and signed by the person(s) empowered to represent the competitor.

The sealed envelope must bear, purely for identification purposes, the code specified in Article IV.2.3.

- Presentation panels

Participants must provide a set of six DIN A1 panels that make up a sufficiently self-explanatory graphical document without text.

The footer should contain the document ID, the competitor's eight-character ID code and the panel numbering.

The presentation panels must also be submitted in a fixed digital format (pdf).

It must be possible to view each panel separately.

The graphical illustrations must not contain any text but may contain numerical references.

Two A3 panels must also be submitted, comprising the captions, on the basis of the model attached to the invitation to tender.

The DIN format panels must be made from 10-mm-thick foam board and should be used vertically.

- A sketch file comprising:

- A document labelled 'Document A : Rapport principal'

This document will set out the qualitative and functional characteristics of the project and explain the solution adopted for the urban planning and architectural concept. It will also demonstrate conformity with the requirements of the programme for renewal of the Paul-Henri Spaak Building.

The document will be used for descriptive and explanatory purposes and should be drawn up in A4 format. A limit is imposed on the number of one-sided A4 pages for each document¹⁸.

That number does not determine the number of pages that competitors may need for their presentation, which may be lower, but sets the maximum number of pages that will be taken into account by the jury, as any pages exceeding that limit cannot be presented.

The following document requirements must be complied with:

- The documents should have left- and right-hand margins of 1.5 cm and 1 cm respectively, be presented in a structured way, and be correctly bound. The font size must be at least 12 point. The footer should contain the document ID (letters and numbers), the competitor's eight-character ID and the page numbering. The native digital format to be used is Word.
- Text documents should be submitted in .doc format. Tables, lists and calculations should be in .xls or a compatible format.
- The graphical illustrations must not contain any text but may contain numerical references and a key in native digital format (Word or Excel).

The report must be made up of the following chapters:

A1. Overview

- Summary of the project (limited to three A4 pages (single-sided) of text and illustrations)

A2. Description of integration within and links with the urban, natural and social environment

¹⁸ Any double A4 page may be replaced by a one-sided A3 page.

- Explanatory note on the concept behind integration and links in terms of symbolism, effectiveness, openness and welcome. How does the building presented integrate into and reproduce links with its urban, natural and social environment? What perimeters does it interact within? How does the external approach reflect the three pillars of the vision? How and to what advantage does the project go beyond the bounds of the strict urban planning framework? (This note should be limited to eight A4 pages (single-sided) of text and illustrations);

A3. Description of the architectural and environmental conception

- A.3.1 Note explaining the symbolism of the building and its interior spaces (limited to two A4 pages (single-sided) of text and illustrations);
- A.3.2 Overall explanation of the architectural choices made, highlighting the architectural qualities of the building and the interior spaces. What are the priority components of the architectural conception? (This note should be limited to eight A4 pages (single-sided) of text and illustrations);
- A.3.3 Description of the building's external and internal bioclimatic approach (limited to eight A4 pages (single-sided) of text and illustrations);
- A.3.4 Description of the Chamber consisting primarily of virtual views of the proposed Chamber (white render model images¹⁹ in greyscale), a cross-section and a floor plan for each level. Those documents should remain legible in the format requested. The text should include an explanation of the design (limited to six A3 pages (single-sided) of text and illustrations);
- A.3.5 Description of the unique visitor experience. Why would a passer-by, a tourist, a student, a citizen interested in the life of the European Parliament, or any other person, come to see or visit the building, pay a return visit or recommend making a visit? (This note should be limited to six A4 pages (single-sided) of text and illustrations);

A4. Description of the achievement of spatio-functional objectives

- A.4.1 Explanation of the functional proposal, highlighting the priorities of the design linked to the functional approach and illustrating how the solution caters to the needs of the Paul-Henri Spaak Building renewal project and those of its future users (limited to eight A4 pages (single-sided) of text and illustrations);
- A.4.2 Diagram showing the project's internal flows for MEPs, visitors, protocol operations, the media and logistics, colour-coded according to function (see Annex 4) (limited to five one-sided A3 pages of graphics);
- A.4.3 Description of the building's flexibility in the short and long term. How can spaces be adapted to different activities? How can the building evolve over time? What will facilitate those adaptations? (This note should be limited to six A4 pages (single-sided) of text and illustrations);

A5. Description of the technical concept

- A.5.1 Environmental concept: description of the environmental approach, the way that is incorporated into the architectural design, and the potential developed or that could be developed by the project with regard to the objectives in the charter (Annex 1) (limited to six A4 pages (single-sided) of text and illustrations);
- A.5.2 Main technical solutions proposed for the structure of the building (limited to two A4 pages (single-sided) of text and illustrations);
- A.5.3 'Design for all' concept: description of how the project factors in accessibility for persons with reduced mobility (PRM) from the outer areas of the site to the entrances to the building

¹⁹ It should be noted that the competition does not specify the finishing materials to be used.

and to the interior of the building (limited to three A4 pages (single-sided) of text and illustrations);

- A.5.4 Description of how the project factors in security aspects in line with the information to be communicated as part of the invitation to compete (limited to three A4 pages (single-sided) of text and illustrations).

A6. Table of surface areas and ratios

- A.6.1 A table showing the premises' surface areas and other quantitative data with function codes in line with the form to be sent as part of the invitation to compete;
- A.6.2 A table showing the surface areas of the building envelope and their type in line with the form to be sent as part of the invitation to compete.

- A document labelled 'Document B: Dessins et autres documents graphiques'

The documents that make up Document B must meet the following requirements:

- Document B will contain graphical material, to be presented in the original DIN A1 format, folded into A4 format and placed in separate plastic envelopes, with an unfolded reduced-format A3 copy.
- Graphical material must not contain any text, but may contain alphanumeric references and a key. The key should be presented in A3 format. The digital format to be used is Word or Excel.
- The digital format of the drawings must be .dwg, produced using AutoCAD or compatible. Drawing scale: 1 drawing unit = 1 cm.
- The BIM model(s)²⁰ used to produce the drawings must be provided in a format that allows the model to be explored with a standard viewer.

		Scale	Minimum number of documents	Maximum number of documents	DIN format
1.	Development plan for the European District site and an overall view of the building with access ways and circulation areas, as well as cross-sections of the relief of the site at Rue du Luxembourg and Rue Wiertz	1/1000	1	2	A0
2.	At least four significant remote urban viewpoints, as set out in the invitation to tender		4	10	A4
3.	Plans of all above-ground and basement levels for the architectural design project, with delimitation, annotations and colouring of the different types of spaces in accordance with the programme	1/500			To be determined by the architect
4.	Minimum of two cross-sections with floor levels indicated	1/500	2	6	To be determined by the architect

²⁰ In particular, the design elements of the structure, envelope, functions, and total and detailed volumes, making it possible to generate floor area schedules and perspectives as the basis for producing virtual images.

5.	External elevations of the building	1/500	4	6	To be determined by the architect
6.	A minimum of four close-up white render model views of the building as seen from outside, showing its integration into the existing environment		4	8	A3
7.	A minimum of four white render model views of the most striking areas of the project, including the Chamber, the 'cour d'honneur', and the 'structuring' spaces of the project		4	8	A4
8.	Diagrams showing flows for visitors, MEPs, protocol operations and logistics		1	2	A0
9.	'Design for all' concept explained by means of a diagram (showing accessible areas in colour)		1	2	A1
10.	White render model views of the structure		3	10	A3

IV.4.2. PRESENTATION OF THE SKETCH FILE

The sketch file must be submitted in the form of a covering letter in paper format, together with:

- a sealed envelope containing the undertaking document;
- one or more folders bearing the label 'classeur A / [identification code]' and containing:
 - the checklist;
 - the documents making up Document A;
 - one or more CD-ROMs, marked 'Document A - [identification code] - Original' directly on the CD-ROM(s) containing the documents making up Document A in digital format;
 - one or more CD-ROMs, marked 'Document A - [identification code] - Copie' directly on the CD-ROM(s) containing the documents making up Document A in digital format.

If several folders are used, they should be numbered 1 to x and bear the label 'classeur A - [identification code] - n° x'.

The labels used must be white, 192 mm x 39 mm, and be affixed to the spine of the folders.

They must be printed in black, in Arial font, in normal style and in font size 12.

If several CD-ROMs are used, they must be numbered from 1 to x and be marked either 'Document A - [identification code] - Original - Disque x' or 'Document A - [identification code] - Copie - Disque x' directly on the CD-ROM(s).

- One or more folders bearing the label 'classeur B' and containing:
 - the documents making up Document B, bearing the label 'classeur B / [identification code]';
 - one or more CD-ROMs, marked 'Document B - [identification code] - Original' directly on the CD-ROM(s) containing the documents making up Document B in digital format;
 - one or more CD-ROMs, marked 'Document B - [identification code] - Copie' directly on the CD-ROM(s) containing the documents making up Document B in digital format.

If several folders are used, they should be numbered 1 to x and bear the label 'classeur B - [identification code] - n° x'.

The labels used must be white, measure 192 mm x 39 mm, and be affixed to the spine of the folders.

They must be printed in black, in Arial font, in normal style and in font size 12.

If several CD-ROMs are used, they must be numbered from 1 to x and be marked either 'Document B - [identification code] - Original - Disque x' or 'Document B - [identification code] - Copie - Disque x' on the CD-ROM(s).

- the six presentation panels.

CHAPTER 5. DEADLINES AND ARRANGEMENTS FOR SUBMITTING THE SKETCH FILE

IV.5.1. DEADLINES AND ARRANGEMENTS FOR SUBMITTING THE SKETCH FILE

The closing date and time for sending or handing in sketch files (see Article IV.5.2) will be set out in the letter of invitation to tender. **Any sketch file sent or handed in after that date will be automatically rejected.**

IV.5.2. ARRANGEMENTS FOR SUBMITTING SKETCH FILES

In order to safeguard the confidentiality and integrity of sketch files, applications must be submitted under double cover.

The two envelopes must be sealed.

Competitors are asked to use the labels provided along with the invitation to tender letter; they should be printed out and affixed to the envelopes to facilitate delivery of the sketch file to the relevant department at the European Parliament.

Depending on size, the term 'envelope' is taken to mean – by extension – package, parcel, box or other container. The dimensions of the container should be those that best suit the contents.

At all events, irrespective of the type of packaging used, competitors are asked to pay attention to the quality of the envelopes or packaging used to submit their sketch file, in order to ensure that they do not arrive torn, thereby no longer ensuring the confidentiality or integrity of their contents.

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape. The signature of the sender may take the form of either a handwritten signature or a company stamp.

If the confidentiality of the contents of a sketch file has not been maintained prior to being opened, it will be automatically rejected.

The external envelope must bear the identification code chosen by the competitor.

Competitors may submit their sketch files:

- either by courier service to the address given on the labels provided, with the date on the delivery slip issued by the courier service taken as being the reference date;
- or by handing them in to the Official Mail Unit, either directly or through a representative, no later than the closing date and time laid down above. A signed and dated receipt must be obtained in duplicate from the European Parliament's Official Mail Unit as proof of submission of the sketch file. The date and time given on the receipt will serve as the reference date and time. The opening hours of the Official Mail Unit, to which sketch files must be submitted, are as follows:

**open Monday to Thursday, 9.00 to 12.00 and 14.00 to 17.00,
and Friday, 9.00 to 12.00,**

closed on Saturday and Sunday and on public holidays and European Parliament office closing days.

The European Parliament cannot guarantee receipt of sketch files submitted by whatever method outside the Official Mail Unit's opening hours given above.

The European Parliament may not be held liable for not having notified competitors of any changes to the Official Mail Unit's hours which come into effect after the documents relating to the invitation to tender are dispatched. Candidates must verify stated opening hours prior to submitting a sketch file in person.

CHAPTER 6. COMMUNICATION OF THE RESULTS

The European Parliament will inform all competitors by e-mail, simultaneously and individually, of any action to be taken regarding their sketch.

Where competitors have been declared unsuccessful, the notification they receive will indicate any possible means of appeal.

Notification of results issued to the successful competitor will not constitute a commitment on the part of the institution to the tenderer, either in terms of the selection of their project for implementation, or in terms of an obligation on the part of the institution to confer on them any subsequent mission.

PART V. SUB SEQUENT STAGES OF THE PROCEDU RE

CHAPTER 1. SELECTION BY THE BUREAU

The winning project as well as the best project involving the other approach – renovation or demolition/reconstruction – will be presented to the Bureau of the European Parliament, which is the political body responsible for managing the administrative, organisational and financial matters concerning the operation of the institution.

Presentation will be based on the jury's report on the merits, advantages and disadvantages of the project(s) submitted. It will include the conclusions of an independent assessment of the costs of the two projects selected, that assessment being produced on a common basis details of which will be provided with the invitation to compete. The fact of participating in the competition means that competitors must accept the outcome of the assessment.

On that basis, the Bureau will decide which project is to be subsequently developed.

Once that has been done, all the envelopes containing the identification codes for the various sketches will be opened in order to be able to identify who produced each sketch.

In return for the transfer, as defined in the final paragraph of Article II.1.7, of the rights to reproduce and make public any images and photographs of the renewed building, and in return for the waiver provided for in that paragraph, the competitor whose submission has been selected for realisation will be paid EUR 100 000, net of VAT, against receipt of an invoice in full and final settlement, following a procedure under point (b) of Article 11.1. of Annex 1 to the Financial Regulation.

CHAPTER 2. ASSISTANCE MISSION

V.2.1. GENERAL CONSIDERATIONS - MISSION

The European Parliament reserves the right, without being bound to do so, to initiate, together with the winner of the competition, a negotiated procedure with a view to signing a service contract for a mission to follow up the concept in the context of the procedure for appointing the design-and-build operator, and of its development.

If the European Parliament were to decide to initiate that procedure, this would be done in accordance with the provisions of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, and in particular point (d) of Article 11.1. of Annex 1 to that Regulation.

The European Parliament also reserves the right to initiate a negotiated procedure with the creator of the other design submitted to the Bureau in accordance with the provisions of Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, and in particular point (b) of Article 11.1. of Annex 1 to that Regulation.

V.2.2. THE MISSION

Subject to conclusion of a contract, the mission will be detailed in the draft contract and the technical specifications relating to the mission, which will be communicated at the beginning of the negotiated procedure.

It will include, but not be limited to, the following phases:

- assistance during preparation and conduct of the competitive dialogue;
- assistance prior to applying for permits;
- assistance while permits are being processed;
- assistance with managing modifications.

Where a contract is concluded, only the provision of assistance to the European Parliament during preparation and conduct of the competitive dialogue will be a mandatory component of the mission; the provision of other services will remain optional.

V.2.3. COMPETITIVE DIALOGUE

Without prejudice to the provisions of the following paragraph, the creator(s) of the design selected by the European Parliament for realisation may not under any circumstances take part in the competitive dialogue procedure that the European Parliament reserves the right to launch at the close of the competition, or contact or accept any contact whatsoever from participants in that competitive dialogue procedure.

Any contract signed between the European Parliament and the creator(s) of the design selected by the European Parliament for realisation will provide for any derogations from this general rule and lay down any implementing arrangements for them.

CHAPTER 3. PUBLIC EXHIBITION OF THE SKETCHES

Following either the sketch competition or the negotiated procedure with the successful candidate, should the Parliament decide to initiate such a procedure, the European Parliament will hold a public exhibition of all of the competitors' sketches that were declared admissible.

All competitors will be invited to the opening of the public exhibition.

After the sketch exhibition has ended, unsuccessful candidates may collect their sketches, by appointment, within 30 calendar days.

Requests may be e-mailed to: INLO.AO.DIR.D@ep.europa.eu

PART VI. LIST OF ANNEXES

- Annex 1:** Charter for an Exemplary Building from an Environmental Perspective
Annex 2: Table of functions
Annex 3: Provisional schedule
Annex 4: Geographical location, site and views of the existing building
Annex 5: Technical disciplines