|  |  |
| --- | --- |
|   |  |

|  |
| --- |
| Open call for tenders 02/2018/OP/EITPROCProvision of IT related servicesAnnex 3 Standard Submission Form |

Contents

[PREAMBLE 3](#_Toc504051089)

[PARTICIPATION IN LOTS 4](#_Toc504051090)

[SECTION 1. IDENTIFICATION OF THE TENDERER 5](#_Toc504051091)

[SECTION 2. EXCLUSION OF THE TENDER 9](#_Toc504051093)

[SECTION 3. SELECTION OF TENDERERS / -ECONOMIC AND FINANCIAL CAPACITY 16](#_Toc504051094)

[SECTION 4. SELECTION OF TENDERERS / TECHNICAL AND PROFESSIONAL CAPACITY 17](#_Toc504051095)

[SECTION 5. EVALUATION OF THE OFFER – TECHNICAL EVALUATION 23](#_Toc504051100)

[SECTION 6. EVALUATION OF THE OFFER – FINANCIAL EVALUATION 23](#_Toc504051102)

[SECTION 7. ANNEXES 25](#_Toc504051103)

PREAMBLE

Tenderers are requested to include in their tenders all the information and documents requested in the forms attached, in accordance with Tender Specifications and the instructions below:

All forms must be dated, signed by a person authorised to sign on behalf of the tenderer.

Each consortium partner must sign a Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest (Section 2). Each subcontractor must also sign the Declaration of Honour.

Each proposed subcontractor must complete and sign the Letter of Intent included in Attachment 6.

If the tenderer relies on the economic, financial, technical and professional capacity of the proposed subcontractor(s) to meet the selection criteria, then the subcontractors shall also complete the forms included under Sections 3 (if applicable). The forms included under Sections 4 and 5 shall be completed by the tenderer or by the partners in case of consortium or group of companies on behalf of the whole consortium.

Tenderers’ technical offer shall be prepared in accordance with form in Attachment 3 and shall be submitted in separate envelope (Envelope B) clearly stating “Technical part” and Lot.

Tenderers’ financial offer shall be prepared in accordance with form in Attachment 5 and shall be submitted in separate envelope (Envelope C) clearly stating “Financial part” and Lot.

# PARTICIPATION IN LOTS

Open call for tenders 02/2018/OP/EITPROC

**Name of the tenderer: ……………………………………………………………**

**No of LOT for which you are submitting an offer: ………………. (Lot1 or Lot2)**

Please note that this standard submission form has to be completed per lot separately. Answers per lot must also be given in separate folders. If needed, use copies of these sections to provide the necessary information for each participant.

# SECTION 1. IDENTIFICATION OF THE TENDERER

Single legal person or company

In case a single legal person or company submits a tender alone, all the questionnaires must be completed as required.

□ The offer is submitted by a **sole tenderer**. If applicable, please specify below:

* Company: ……….……………….…

NB: This company shall fill in all sections of the questionnaires

**Joint offers
Check one of the boxes below as appropriate:**

□ The offer is a joint offer submitted by a **group of tenderers**. If applicable, please specify below:

* Company acting as **main point of contact** for the group of tenderers:

……….…………………

NB: This company shall fill in all sections of the questionnaires:

* **Other companies** taking part in the joint tender:

…….….…………………

 ……….……………….…

* Does a consortium or a similar entity already exist?

□ YES. Please make sure that the offer contains further information to this effect.
Reference: …………………………..

□ NO. Please note that, in case of award, the EIT may require the formal constitution of a consortium.

**Subcontracting**

**Check one of the boxes below as appropriate:**

□ The offer foresees **no subcontracting** of activities.

□ The offer foresees **subcontracting** of activities. If applicable:

* List of subcontractors:

……….…………………

………………………….

………………………….

 **TENDERERS IDENTIFICATION**

|  |
| --- |
| Identity |
| Name of the tenderer |  |
| Legal form of the tenderer |  |
| Date of registration |  |
| Country of registration |  |
| Registration number |  |
| VAT number |  |
| Address |
| Address of registered office of tenderer |  |
| Where appropriate, administrative address of tenderer for the purposes of this invitation to tender |  |
| Contact Person |
| Surname, forename: |  |
| Title (e.g. Dr, Mr, Ms) : |  |
| Function (e.g. manager): |  |
| Telephone number: |  |
| E-mail address: |  |
| Person(s) authorised to sign contracts (together or alone) on behalf of the company |
| Surname, forename |  |
| **Title** |  |
| Function |
| Declaration by an authorised representative of the organisation**[[1]](#footnote-2)**I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.Date and signature of authorised representative:  |

**Financial identity Form**

The tenderer's attention is drawn to the fact that this document is a model and that a specific form for each Member State is available at the following Internet address:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>

**Legal entity form**

Complete the legal entity form, which should be accompanied by a number of supporting documents, available on the Web site:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>

NB: Only original documents or certified copies less than 6 months old will be accepted

Statement on subcontracting

Please indicate (by ticking the appropriate box) whether the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ YES, the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ NO, the tenderer does not intend to subcontract all or part of the performance of the Contract, if awarded.

If YES, please specify which parts of the Contract, and the name and address of any subcontractor(s).

|  |  |  |
| --- | --- | --- |
| **Description** | **Percentage of the contract** | **Subcontractor** |
|  | % | Name:Address: |
|  | % | Name:Address: |
|  | % | Name:Address: |
|  | % | Name:Address: |

Signed (authorised signature) on behalf of the Tenderer

Full name:……………………………………..

Date:……………………………………………

Signature:……………………………………...

SECTION 2. EXCLUSION OF THE TENDER

2.1Did you enclose with your offer a declaration of honour that you meet the requirements of the exclusion phase? (Please see example below)

|  |
| --- |
| YES/NO **(mandatory)**Reference: |

2.2 Do you undertake to provide evidence related to the items mentioned the declaration of honour at the request of the AGENCY? Please note that you should be prepared to reply to such a request for evidence within a short deadline.

|  |
| --- |
| YES/NO **(mandatory)**Reference: |

**Declaration on honour on exclusion criteria**

The undersigned [*insert name of the signatory of this form*], representing:

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal persons*) the following legal person:  |
| ID or passport number: (‘the person’) | Full official name:Official legal form: Statutory registration number**:** Full official address: VAT registration number: (‘the person’) |

I – Situation of exclusion concerning the person

|  |  |  |
| --- | --- | --- |
| * declares that the above-mentioned person is in one of the following situations:
 | YES | NO |
| 1. it 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 national legislation or regulations;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement 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 credibity 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 selection criteria or in the performance of a contract; | [ ]  | [ ]  |
| (ii) entering into agreement with other persons with the aim of distorting competition; | [ ]  | [ ]  |
| (iii) violating intellectual property rights; | [ ]  | [ ]  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; | [ ]  | [ ]  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;***  | [ ]  | [ ]  |
| 1. it has been established by a final judgement that the person is guilty of the following:
 |  |
| (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; | [ ]  | [ ]  |
| (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract; | [ ]  | [ ]  |
| (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA; | [ ]  | [ ]  |
| (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council; | [ ]  | [ ]  |
| (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, 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 forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; | [ ]  | [ ]  |
| 1. the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 | [ ]  | [ ]  |
| 1. for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to:
2. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
3. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
4. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
5. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or
6. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
 | [ ]  | [ ]  |

II – Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person

***Not applicable to natural persons, Member States and local authorities***

|  |  |  |  |
| --- | --- | --- | --- |
| * declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:
 | YES | NO | N/A |
| Situation (c) above (grave professional misconduct) | [ ]  | [ ]  | [ ]  |
| Situation (d) above (fraud, corruption or other criminal offence) | [ ]  | [ ]  | [ ]  |
| Situation (e) above (significant deficiencies in performance of a contract ) | [ ]  | [ ]  | [ ]  |
| Situation (f) above (irregularity) | [ ]  | [ ]  | [ ]  |

III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

|  |  |  |  |
| --- | --- | --- | --- |
| * declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:
 | YES | NO | N/A |
| Situation (a) above (bankruptcy) | [ ]  | [ ]  | [ ]  |
| Situation (b) above (breach in payment of taxes or social security contributions) | [ ]  | [ ]  | [ ]  |

IV – Grounds for rejection from this procedure

|  |  |  |
| --- | --- | --- |
| * declares that the above-mentioned person:
 | YES | NO |
| 1. has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.
 | [ ]  | [ ]  |

V – Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – Evidence upon request

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| *Insert as many lines as necessary.* |  |

VII – Selection criteria

|  |  |  |  |
| --- | --- | --- | --- |
| * declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:
 | YES | NO | N/A |
| 1. It fulfills the applicable economic and financial criteria indicated in section 7.2.1. of the tender specifications;
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable technical and professional criteria indicated in section 7.2.2. of the tender specifications.
 | [ ]  | [ ]  | [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| * if the above-mentioned person is the **sole tenderer** or the **leader in case of joint tender**, declares that:
 | YES | NO | N/A |
| 1. the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated asseessment will be made as provided in the tender specifications.
 | [ ]  | [ ]  | [ ]  |

VII – Evidence for selection

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| *Insert as many lines as necessary.* |  |

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name Date Signature

SECTION 3. SELECTION OF TENDERERS / -ECONOMIC AND FINANCIAL CAPACITY

3. 1 ***Have you enclosed copies of Profit and Loss Account/Income Statements for the last two closed financial years?***

|  |
| --- |
| YES/NOReference: …. |

If not, have you enclosed equivalent documentation?

|  |
| --- |
| YES/NO (Mandatory if previous reply is NO) Reference: …. |

3.2 Do you intend to rely on the capacities of other entities (e.g. your parent company)?

|  |
| --- |
| YES/NO |

If yes, have you enclosed a declaration from this parent company stating that it will fully support your tender?

|  |
| --- |
| YES/NO (Mandatory if previous reply is YES) Reference: …. |

# SECTION 4. SELECTION OF TENDERERS / TECHNICAL AND PROFESSIONAL CAPACITY

Tenderers are required to prove that they have sufficient technical and professional capacity to provide the services described in the Tendering Specifications.

## Suitability of the tenderer’s organisational structure to allow the delivery of the required services

***In case of a joint offer, provide the information for each company***

**Tenderer’s organisational structure (max 1 page in A4 format)**

Have you described your organisational structure detailing the departments and allocated number of staff on all levels of your company(ies), as well as the division(s) responsible for the delivery of services requested in this lot of the present call for tenders ?

(If relevant, include the relationships between the tenderer and other companies of the same group, including those that could participate (e.g. as sub-contractor) in the delivery of the requested services)

|  |
| --- |
| YES/NO (mandatory) Reference: |

**Technical knowledge management (max 1 page in A4 format)**

Do you have an internal technical knowledge base relevant to the delivery of the requested services?

YES/NO (mandatory)

Reference:

If YES,

* indicate the way of organisation of this technical knowledge base.
* describe the functioning of the technical knowledge base (how information is entered, how information can be consulted, where the information is stored, how the quality of the information is guaranteed):
* how does the tenderer provide its staff with access to this technical knowledge base?

Reference:

If NO, how do you guarantee the availability of information relevant to the technical knowledge for the services required?

Reference:

**Training Program (max 2 pages in A4 format)**

#### Do you have training program(s) that supports the quality of the services required?

|  |
| --- |
| YES/NO  |

##### If YES,

##### indicate the way of organisation and maintenance of the training programme

|  |
| --- |
| Reference: ……….. |

##### give an overview of the courses in the training program(s) by providing the following information for each course (for technical training only in relation to the field of the lot).

|  |  |  |  |
| --- | --- | --- | --- |
| Course reference code | Course name | Company/institute organising the course | Course table of contents |
|  |  |  |  |
|  |  |  |  |

##### If NO, how do you guarantee the training program and the staff competence that supports the quality of the services required? (Do you have formalized competence management process? Please explain)

|  |
| --- |
| Reference: ………. |

**Staff selection (max 1 page in A4 format)**

Have you described the process of selection of technical staff?

YES/NO

Reference: ……….

## Manpower and qualification of staff relevant to the required services

***The tenderers are required to fill in the sheet “Connection Table” and “Technical Expertise Table” in Attachment 4 and provide CVs using the form in Attachment 2.***

***In case of a joint offer, the required information should be provided for the tenderer as a whole.***

*Staff of subcontractors is indicated separately.*

Please note that **only staff with a direct, individual and regular employment contract with the tenderer can be quoted as "tenderer's staff"**. **The staff figures related to freelancers and the staff of other (corporate) subcontractors declared in the list of subcontractors in the tender form have to be indicated separately.**

a) In case of a consortium, the thresholds mentioned below will apply on the level of the consortium and not on an individual basis (including subcontractor's staff).

b) The tenderer's number of staff has to be indicated on the date of preparation of the offer, and the subcontractors staff and the total staff (exact sum of tenderer's staff and subcontractors staff) as well. The thresholds apply on the total.

c) In case of a branch-company responds in the name of a group, a written endorsement of the group is necessary with the names of all affiliated companies that participate effectively.

d) Staff without an employment contractual relation to a company (e.g. freelancers or staff from other subcontractors) may only be quoted as subcontractor staff. Only declared freelancers or subcontractors can be counted.

In the “Connection Table” (Attachment 4 to this document), indicate the reference of the people that will be working on in the context of the tender.

Please indicate an identifier, the related profile, the reference to the CV, the Surname and Surname of the person. Indicate the company from whom are Employed or if they are Freelance.

The profiles must conform to the description in Section 3.4 of the Tender specifications.

Indicate if the person is employed by the tenderer or is subcontracted (Including freelance).

Have you enclosed the Connection table for staff?

YES/NO (mandatory)

Reference: ……….

Note that CVs will only be asked for a part of the staff mentioned in the table, but the AGENCY may request the CV of any person from the list during the evaluation phase of the offers.

By using the template provided in Attachment 2 "CV Form" each tenderer has to provide minimum number of CVs mentioned in Attachment 4 (Connection table) in table ‘Staff capacity’.

**An individual person can be counted only in one profile, but may have several expertise.**

Have you enclosed the CVs requested above, using the attached CV form and included the CV numbers and other attributes in the connection table?

|  |
| --- |
| YES/NO Reference: |

The tenderers who do not provide the requested CVs with the minimum qualification levels for all profiles will be judged as not having the minimum technical capacity to deliver the required services.

**Staff Capacity**

The tenderer shall be providing the minimum number of staff per profile according to table “Staff capacity” in Attachment 4 to this document.

*Please note that the Staff Capacity is automatically generated after filling the Connection and the Technical Expertise Tables. Before submission please verify that the minimum criteria is satisfied.*

**Technical Expertise Table**

In the “*Technical Expertise Table*” (Attachment 4. in Annex 3. to this document), indicate for each person of the connection table the relevant technologies of expertise in the context of the tender.

*In the field of the tender, a good expertise of the technologies listed in table* “Technical Capacity” in Attachment 4. in Annex 3. to this document is required.

*In this context, to have expertise in a product means to have worked with the specified product or software for at least one year (12 months).*

**Technical Capacity**

***Minimum No of staff per expertise required***

***Tenderers that do not comply with these thresholds (according to table “Technical Capacity” in Attachment 4. in Annex 3. to this document) will be judged as not having the minimum technical capacity to deliver the required services.***

*Please note that the Technical Capacity is automatically generated after filling the Connection and the Technical Expertise Tables. Before submission please verify that the minimum criteria is satisfied.*

*In order to verify the responses EIT could ask the tenderer to provide the list of employees that are included in the “Technical Expertise Table” in Attachment 4. in Annex 3. to this document (with respect of confidentiality).*

*These minima (as in “Technical Capacity” in Attachment 4 to this document) apply to the total number of staff (tenderer's and subcontractors staff) indicated in the column (Total available per profile) of the table “Staff capacity” in Attachment 4. in Annex 3. to this document.*

The tenderers who do not provide the requested documents with at least the minimum required qualification for all profiles will be judged as not having the minimum technical capacity to deliver the required services.

## Quality Control

***In case of a joint offer, provide the relevant information for each company***

Have you given a description of your procedures for ascertaining the quality of the services you delivered to clients and the conformity of the deliveries with their orders? (max two (2) pages in A4 format)

|  |
| --- |
| YES/NO: (mandatory)Reference:  |

Have you enclosed title and contents list of your quality assurance manual.

|  |
| --- |
| YES/NO Reference:  |

**Quality standards certifications**

Do you have quality procedures for your delivery organisation conforming to the EN29000 (ISO 9000) series of quality standards or equivalent?

|  |
| --- |
| YES/NO: Reference:  |

##### IF YES,

(a) Specify the year and the country for which the accreditation has been obtained.

|  |
| --- |
| Reference: |

(b) State the name of the certification body.

|  |
| --- |
| Reference: |

(c) Have you enclosed a copy of the certificate?

|  |
| --- |
| YES/NO: Reference:  |

(d) Have there been any follow-up audits? If yes specify.

|  |
| --- |
| YES/NO: Reference: |

What other norms (not only UNI-ISO) do you follow?

|  |
| --- |
| Reference: |

Have you given a description of your project management methodology applicable to the required services? (two pages (2) in A4 format)

|  |
| --- |
| YES/NO: Reference:  |

***Do you have any tool to support quality in IT infrastructure management (LOT 1) or software development & maintenance (LOT 2)?***

|  |
| --- |
| YES/NO: Reference:  |

## References in relation to similar projects/contracts

Please provide the description of reference services similar to those requested for this lot, by using the template of attachment 1. in Annex 3. “Projects Reference Form”. You should have provided these services during the last 3 years.

***In case of a joint offer, the required information can be provided by the tenderer as a whole. However, the exact name of the company providing the service must be clearly mentioned in the project form. The use of the standardised project reference form is mandatory.***

***Please note that in Lot 1 you have to fill Attachment 4.1 Project List sheet and indicate there at least 8 projects matching the minimum requirement in the 5 different areas to be considered as meeting the minimum criteria as regards “References in relation to similar projects/contracts” as set out in section 7.2.2 of the Tender Specifications.***

***Please note that in Lot 2 you have to fill Attachment 4.2 Project List sheet and indicate there at least 10 projects matching the minimum requirement in the 5 different areas to be considered as meeting the minimum criteria as regards “References in relation to similar projects/contracts” as set out in section 7.2.2 of the Tender Specifications.***

***For evidence you must include in your offer the minimum number of required completed Project Reference Forms as specified in the “Min to submit” cell of the “Project Evaluation” sheet of ANNEX 3 Attachment 4.1 for Lot 1 and 4.2 for Lot 2.***

***You must use the Project Reference Form in Attachment 1 of Annex III. Please, note that the Contracting Authority may request the tenderers, at any time during the evaluation of tenders, the submission of evidence for all projects included in Attachments 4.1 and 4.2.***

A framework contract with different specific contracts must be considered as a single reference of the tenderer as a whole.

Departments, divisions, directorates, etc. are regarded as the same customer. For example, a specific European Institution or ministry or company is considered as one customer.

The references must concern contracts for which at least 220 person-days per technology were executed in the period 2015 to ***2017***. ***Projects started earlier than 2015 can be accepted provided that at least 220 days were spent in the period 2015-2017. Projects ended after 2017 can be accepted provided that at least 220 days were spent in the period 2015-2017.***

Tenderers not complying with the above thresholds will be judged as not having the minimum technical capacity to deliver the required services.

Indicate in the attached the “Projects Evaluation” in Attachment 4. in Annex 3. the number of projects for the mentioned technologies (minimum 220 person-days since 2015), as well as the project reference number attached to your tender. *Please note that the Project Evaluation is automatically generated after filling the Project List Tables. Before submission please verify that the minimum criteria is satisfied.*

#### Have you attached the filled “Projects List and Projects Evaluation” in Attachment 4. in Annex 3. and the “Project Reference Form” in the Attachment 1. in Annex 3.

####  to this document?

|  |
| --- |
| YES/NO: **(mandatory)**Reference: ………. |

# SECTION 5. EVALUATION OF THE OFFER – TECHNICAL EVALUATION

The Tenderer has to provide **the technical evaluation questionnaire** covering all of the aspects relevant to the lot and mentioned in Attachment 3.1 for LOT1 or 3.2 for LOT2 in Annex 3. Please note that each aspects has to be covered, as they all will be considered in the evaluation.

Please note that this document can NOT make any reference to any other annex or document whatsoever, and that its structure, completeness, clarity, concision and readability are the sole responsibility of the tenderer.

Please structure the reply according to the questions listed in attachment 3.1 or 3.2. in Annex 3.

**NOTE: Document longer than requested in** attachment 3.1 or 3.2 in Annex 3. **will not be evaluated.**

### Lot 1. Have you provided a document, covering all issues of the lot listed in attachment 3.1 in Annex 3.?

|  |
| --- |
| YES/NO: Reference: ………. |

### Lot 2. Have you provided a document, covering all issues of the lot listed in attachment 3.2 in Annex 3.?

|  |
| --- |
| YES/NO: Reference: ………. |

# SECTION 6. EVALUATION OF THE OFFER – FINANCIAL EVALUATION

NB: Please provide this section of the Questionnaires along with the financial sheets in a separate sealed envelope

Please note that answering questions by doing cross-references to another answer is not permitted. Each question has to be answered individually.

Offers will be evaluated based on the figures derived from the evaluation scenario contained in the attached spreadsheet. For reasons of transparency and equal treatment, offers that do not use the template attached will NOT be evaluated.

Prices quoted must not include more than 2 decimals.

**Please provide print-out of the entire workbook as well as in electronic format. Note that, in case of doubt, the paper version will prevail.**

The price sheets given in the financial evaluation will be incorporated in the Framework Contract.

Lot 1. Did you fill in all the cells in the spreadsheet and joined the print out of all sheets ("Financial evaluation sheet” in Attachment 5.1 in Annex 3.)?

|  |
| --- |
| YES/NO: **(mandatory)**Reference: |

Lot 2. Did you fill in all the cells in the spreadsheet and joined the print out of all sheets ("Financial evaluation sheet” in Attachment 5.2 in Annex 3.)?

|  |
| --- |
| YES/NO: **(mandatory)**Reference: |

Do you confirm that the calculation of your prices quoted in the financial evaluation sheet is in accordance with the proposed pricing methodology?

|  |
| --- |
| YES/NO **(mandatory)** |

Do you confirm that your prices are all-inclusive and that you agree not to charge additional costs to the AGENCY?

|  |
| --- |
| YES/NO **(mandatory)** |

# SECTION 7. ANNEXES

## ATTACHMENT 1 PROJECT REFERENCE FORM

## ATTACHMENT 2 CV FORM

## ATTACHMENT 3.1 TECHNICAL EVALUATION QUESTIONNAIRE – LOT1

## ATTACHMENT 3.2 TECHNICAL EVALUATION QUESTIONNAIRE – LOT2

## ATTACHMENT 4.1 CONNECTION TABLE FOR PROFILES – LOT1

## ATTACHMENT 4.2 CONNECTION TABLE FOR PROFILES – LOT2

## ATTACHMENT 5.1 FINANCIAL EVALUATION SHEET – LOT1

## ATTACHMENT 5.2 FINANCIAL EVALUATION SHEET – LOT2

## ATTACHMENT 6 LETTER OF INTENT FROM A SUBCONTRACTOR

1. This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated. [↑](#footnote-ref-2)