**ANNEX XIV - TECHNICAL PROPOSAL FORM**

The technical proposal must be consistent with the Technical Specifications (see Article 2 of the Tender Specifications). In preparing the technical proposal the tenderers should bear in mind the award criteria against which it will be evaluated (see Article 4.2 of the Tender Specifications).

Tenderers shall use the following format to submit their technical proposals.

Name of the tenderer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Authorised signature on behalf of the Tenderer** |
| Name and address of the tenderer |   |
| Name and function of the authorised representative |  |
| Signature |   |
| Date |   |

The tenderers shall answer the questions below and shall provide the required information in the text boxes provided. Tenderers can extend the answers to questions in the Technical Proposal form on as many pages as needed and there is no restriction on how long the answers can be. The text boxes can be expanded for as long as needed and additional information/documents can be attached if necessary. In case additional information is provided as annex(es) to this technical proposal form, a reference to the annex(es) should be included in the box corresponding to the relevant question.

This technical proposal form is divided in five mandatory parts and one optional parts, as follows:

* Part 1: Checklist of minimum (mandatory) requirements
* Part 2: Quality and relevance of the methodology proposed for Task 1 (max 20 points)
* Part 3: Quality and relevance of the methodology proposed for Task 2 (max 20 points)
* Part 4: Quality and relevance of the methodology proposed for Task 3 (max 20 points)
* Part 5: Quality of the proposed services with respect to the organisation of the tasks (max 40 points)
* Part 6: Proposed optional services – this section will not be assessed for the purposes of the Technical evaluation and is provided for information only

# Checklist of minimum (mandatory) requirements\*

\* **Important**: Please note that the questions in “Checklist of minimum (mandatory) requirements” require an unconditional answer. In order for the tender to be evaluated against the award criteria, it should first meet all the minimum (mandatory) requirements, i.e. all the answers to the below question must be positive. If no answer is given or if an affirmative answer is qualified in any way (e.g. a “yes, but …” answer), it will be deemed as a negative answer and your offer will be disqualified and not evaluated any further.

|  |  |  |
| --- | --- | --- |
| Ref.[[1]](#footnote-1) | Mandatory (minimum) requirements | Compliance*(please tick)* |
| YES | NO |
| 2.1.A | The contractor shall comply with all the terms and conditions established for **Task 1: Pre-recruitment medical examinations** as detailed in the tender specifications and in the corresponding Annexes. |  |  |
| 2.1.B | The contractor shall comply with all the terms and conditions established for **Task 2: Annual Medical check-ups** as detailed in the tender specifications and in the corresponding Annexes. |  |  |
| 2.1.C | The contractor shall comply with all the terms and conditions established for **Task 3: Occupational medical advice and other services** as detailed in the tender specifications and in the corresponding Annexes. |  |  |
| 2.2. | The contractor shall comply with the reporting requirements as detailed in the tender specifications. |  |  |
| 2.3 | The contractor shall be available to participate in meetings (one kick-off meeting and co-ordination meetings) as detailed in the tender specifications. |  |  |
| 2.4.1 | The contractor shall appoint a contract manager in line with the terms and conditions established in the tender specifications. |  |  |
| 2.4.1 | The contractor shall comply with all the terms and condition regarding working hours and holidays/absences arrangements as detailed in the tender specifications. |  |  |
| 2.4.1 | The contractor shall comply with requirements related to appointments’ timetable and scheduling as detailed in the tender specifications. |  |  |
| 2.4.2 | The contractor shall be based in Budapest and easily accessible by means of private and public transportation and it shall comply with the other requirements related to its location as detailed in the tender specifications |  |  |
| 2.4.3 | The contractor shall carry out all communication in English, the working language of CEPOL and the EIT. |  |  |
| 2.4.4 | The contractor shall respect the medical deontology required under Hungarian law for the accomplishment of the tasks foreseen in the framework contract as detailed in the tender specifications. |  |  |
| 2.4.5 | The contractor shall comply with requirements related to liability as detailed in the tender specifications. |  |  |
| 2.4.6 | The contractor shall comply with requirements related to the keeping of medical and administrative documents in accordance with the provisions laid down in the tender specifications. |  |  |
| 2.4.7 | The contractor shall comply with requirements related to the confidentiality of medical information and medical files and with the protection of personal data in accordance with the provisions laid down in the tender specifications. |  |  |
| 2.4.8 | The contractor shall comply with requirements related to the hand-over plan at the end of the duration of the framework service contract as detailed in the tender specifications. |  |  |

# Technical tender

The technical tender will be evaluated against the pre-defined award criteria as indicated in article 4.2 of the Tender Specifications.

In order for the Contracting Authority to evaluate each criterion, the tenderer is requested to provide the information indicated below.

The mere repetition of information already found in the Tender Specifications will not be considered in the scoring.

The Contracting Authority shall assess the quality, suitability and relevance of the proposed services as well as the comprehensiveness and clarity of the description and transparency of the processes.

# Quality and relevance of the methodology proposed for Task 1

*Having in mind the requirements specified in article 2.1.A of the Tender Specifications, please describe the methodology you are proposing for the execution of Task 1: Pre-recruitment medical examinations*

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| *Tenderers reply or reference to where in the tender the information is provided:* |

# Quality and relevance of the methodology proposed for Task 2

*Having in mind the requirements specified in article 2.1.B of the Tender Specifications, please describe the methodology you are proposing for the execution of Task 2: Annual Medical check-ups*

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| *Tenderers reply or reference to where in the tender the information is provided:* |

# Quality and relevance of the methodology proposed for Task 3

*Having in mind the requirements specified in article 2.1.C of the Tender Specifications, please describe the methodology you are proposing for the execution of Task 3: Occupational medical advice and other services*

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| *Tenderers reply or reference to where in the tender the information is provided:* |

# Quality of the proposed services with respect to the organisation of the tasks.

*Having in mind the requirements specified in the Tender Specifications, please describe the organisation of the tasks for the proposed services. The following aspects will be assessed in particular:*

* *Flexibility in appointments (4 points),*
* *Time to book an appointment (4 points),*
* *Duration of medical examination (4 points),*
* *The way privacy of the Agencies’ staff members is ensured during the medical examination (4 points),*
* *Quality of the system (e.g. privacy statements) in place to ensure compliance with data protection requirements (4 points),*
* *Time to dispatch the certificate/results (4 points),*
* *Procedure for review of medical results/opinions (4 points),*
* *Administrative arrangements for invoicing (4 points),*
* *Resource allocation within the team and time management (4 points),*
* *Measures proposed for monitoring and quality control (4 points).*

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| *Tenderers reply or reference to where in the tender the information is provided:* |

# (if applicable) Proposed optional services

*Having in mind the paragraph dedicated to Optional Services in Article 2.1 of the tender specifications, please describe the optional services you are proposing to staff members and their families’ members, if applicable.*

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| *Tenderers reply or reference to where in the tender the information is provided:* |

1. Section of the tender specifications [↑](#footnote-ref-1)