European External Action Service

RESTRICTED PROCEDURE

EEAS-348-DIVA3-SER-FWC

EIPSOS

EEAS ICT

Projects, Support and Operations Services

Information Document:

Additional information and forms

Version: Final
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Disclaimer

Whenever this document mentions a specific product name or trademark and a sufficiently precise and fully intelligible description is not possible, such mention should be understood as referring to that product or its equivalent.
1. SUMMARY

<table>
<thead>
<tr>
<th>Awarding authorities</th>
<th>European External Action Service hereafter referred to as EEAS.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Procedure</td>
<td>Restricted procedure with publication of a contract notice.</td>
</tr>
<tr>
<td>Purpose</td>
<td>Selection of a contractor for EEAS Information and Communication Technology (ICT) Projects, Support and Operations Services hereafter referred as EIPSOS.</td>
</tr>
<tr>
<td>Lots</td>
<td>This call for tenders has one single lot.</td>
</tr>
<tr>
<td>Volume (indicative)</td>
<td>In March 2014 EEAS provided ICT services for a total of 7230 users (1925 users at EEAS Headquarters and 5305 users at the over 140 EU Delegations and Offices). The budget of the EIPSOS related services is estimated between 7.5M€ and 11M€ per year. It should be stressed that framework contracts involve no direct commitment and, in particular, do not constitute orders per se. Instead, they lay down the legal, financial, technical and administrative provisions governing the relationship between EEAS and the contractor during their period of validity. The estimate given above is purely indicative and does not bind the EEAS in any way. The figure may be subject to revision. The EEAS may exercise the option to increase the estimated market amount at a later stage via negotiated procedure with the successful tenderer(s) in accordance with Art. 134 (1) (f) of the Implementing Rules of the Financial Regulation.</td>
</tr>
<tr>
<td>Contracts</td>
<td>EEAS will sign a single framework contract with the successful tenderer without a cascade system.</td>
</tr>
<tr>
<td>Submission of offers</td>
<td>Each tenderer can only submit one offer.</td>
</tr>
<tr>
<td>Duration of framework contract</td>
<td>The duration of the framework contract shall be four (4) years. The framework contract may be renewed two (2) times for a period of one (1) year each.</td>
</tr>
<tr>
<td>Main places of delivery</td>
<td>The majority of services are delivered in Brussels, but some services can be requested worldwide by EEAS.</td>
</tr>
<tr>
<td>Variants</td>
<td>Not permitted.</td>
</tr>
<tr>
<td>Joint offers</td>
<td>Permitted.</td>
</tr>
<tr>
<td>Subcontracting</td>
<td>Permitted. However, any intention to subcontract must be clearly announced in the request to participate.</td>
</tr>
</tbody>
</table>

This document follows the publication of a contract notice 2014/S 147-263342 in OJEU S 147 of 02/08/2014.
2. INFORMATION CONCERNING THE PROCUREMENT PROCEDURE

2.1. Background

The creation of the European External Action Service (EEAS) is one of the most significant changes introduced by the Treaty of Lisbon (http://europa.eu/about-eu/basic-information/decision-making/treaties/), which entered into force on 1 December 2009. It aims at making the EU’s external action more coherent and efficient, thereby increasing the European Union's influence in the world.

The EEAS supports the High Representative of the European Union in implementing EU Foreign and Security Policy. It works in cooperation with the diplomatic services of the Member States.

The EEAS builds upon the network over 140 EU Delegations and Offices around the World. Their number and location varies related to the political activities and can be followed at http://eeas.europa.eu/delegations/. For over 50 years, these EU Delegations and Offices have acted as the eyes, ears and mouthpiece of the European Commission vis-à-vis the authorities and population in their host countries. With the creation of the EEAS, these entities have been transferred to the EEAS and their mandate has been enlarged.

The purpose of this call for tenders is to establish a framework contract for the ICT support services, the ICT infrastructure services and related ICT projects, hereafter called EIPSOS in order to replace the services offered to the EEAS by the current framework contract ITSDEL1, which will be phased out end of 2014.

More comprehensive information on the background and the purpose of this call for tenders and more detailed descriptions are contained in Section 6 – General description of the technical specifications and on the EEAS website (http://eeas.europa.eu/jobs/tenders/index_en.htm).

2.2. Selected procedure: restricted procedure

Due to the very sensitive nature of the EEAS activities, this call for tenders is based on a restricted procurement procedure after publication of a contract notice in accordance with Article 104 of the Financial Regulation2 and Article 127 of the Implementing Rules3.

The restricted procurement procedure is composed of two distinct phases:

- A first phase concerns the selection of candidates following the publication of a contract notice in the Official Journal;
- A second phase concerns the evaluation of tenders submitted by the candidates selected in the first phase.

The assessment of the candidates in the candidature phase and of the tenders in the tender phase will comprise the following stages:

2 REGULATION (EU, EURATOM) No 966/2012 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 25 October 2012 on the financial rules applicable to the general budget of the Union
• In the candidature phase (phase 1):
  
  (1) Access to the Market  
  (2) Exclusion of candidates  
  (3) Selection of candidates  
      (a) Economic and financial capacity  
      (b) Technical and professional capacity  

• In the tender phase (phase 2):
  (1) Evaluation of tenders  
      (a) Technical evaluation  
      (b) Financial evaluation

This document ("Information Document: Additional information and forms") concerns phase 1.

2.3. Opening of the requests to participate

The opening of the requests to participate will not be public. However, all candidates will be informed of the decision regarding their request to participate as soon as the selection is completed.

Only selected candidates will receive the "Tendering Specifications", which will contain further instructions related to the administrative procedure, contractual and financial issues, (guarantees, terms of payments, draft framework contract and draft specific agreement), the awarding procedure and the detailed technical specifications.

3. PREPARATION OF THE REQUESTS TO PARTICIPATE

3.1. Clarifying the document "Information Document: additional information and forms"

During the candidature stage, you may ask questions, about specific issues arising from this document.

To this effect you should formulate your questions by e-mail to: MDR-A3@eeas.europa.eu.

Questions received less than 5 working days before the final date for submission of requests to participate will not be answered.

3.2. General conditions

Requests to participate must be:

- written in one of the official languages of the European Union;
- clear and concise, with continuous page numbering and assembled in a coherent fashion (e.g. bound or stapled, etc.);
- perfectly legible in order to rule out any doubt whatsoever concerning the words or figures;
- drawn up in the format of the forms and questionnaires annexed to this document, the text of the forms and questionnaires should not be changed;
- complete;
• submitted in the requested quantity, to the addressee and by the deadline indicated in the contract notice;
• accompanied by a cover letter signed by the person(s) empowered to represent the candidate.

Requests to participate must include the following information:

– all the information and documents requested by EEAS in order to assess the request to participate;
– the name of a contact person in relation to the submission of the request to participate shall be mentioned in the Candidate Form - Annex 1A.

3.3. How to submit a request to participate

Please consult Section VI.3) Additional information of the Contract Notice.

4. STRUCTURE OF THE REQUEST TO PARTICIPATE

All requests to participate must be presented in three sections:

1. Administrative information
2. Exclusion criteria
3. Selection criteria
   3.1. Economic and financial capacity
   3.2. Technical and professional capacity

4.1. Administrative information

4.1.1. Collaboration with other companies

Where a request to participate involves several economic operators, they may choose between:

(1) Joint requests to participate, in which case all the economic operators must be considered as candidates.

Requests to participate can be submitted also by a group of economic operators who will not be required to adopt a particular legal form prior to the contract being awarded but may be required to do so after the award. However, when in a group, one member must be nominated as the leader and be in charge of the administrative management of the contract (contact point, invoicing, receiving payments, etc) on behalf of all members of the group. The leader shall receive power of attorney from the other members in this sense. Each member of the group assumes a joint and several liability towards the Contracting Authority.

For the documents required by every member of the group, please refer to section III.2 of the Contract Notice.

During the evaluation of the request to participate, it can be decided to accept only one or some of the group members, as one or some can be excluded because they did not satisfy the criteria set for this first phase.
2. Subcontracting, in which case certain tasks provided for in the contract may be entrusted to subcontractors, but the contractor retains full liability towards EEAS for the performance of the contract as a whole.

Accordingly:

- **EEAS** will treat all contractual matters (e.g. payment) exclusively with the contractor, whether or not the tasks are performed by a subcontractor;
- Under no circumstances can the contractor avoid liability towards EEAS on the grounds that the subcontractor is at fault.

4.1.2. Identification of the candidate(s)

To identify himself/themselves, the candidate(s) should fill in the **Candidate Form**, to be completed with the names of all economic operators involved in the call for tenders clearly indicating their role (Annex 1 B).

Changes to the composition of the economic operators involved in the tender during the second step of the procedure “evaluation of tenders submitted by selected candidates” may in exceptional circumstances be considered in relation to the selection criteria applied.

Applicants are asked to prove that they are authorized to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organization, express authorisation, or entry in the VAT register.

4.2. Exclusion criteria and evidence of non-exclusion

*Please refer to section III.2.1, 2A and 2B of the Contract Notice.*

4.3. Selection criteria

This part of the tender concerns the criteria and evidence relating to the technical and professional capacity and economic and financial capacity of the economic operators involved. It should also contain any other document that the candidate/s wishes/wish to include by way of clarification.

An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In that case, evidence must be provided that it will have at its disposal the resources necessary for performance of the contract, for example by producing a clear undertaking on the part of those entities to place those resources at its disposal.

4.3.1. Selection criteria

<table>
<thead>
<tr>
<th>1. ECONOMIC AND FINANCIAL CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Evidence of relevant professional risk indemnity insurance</td>
</tr>
<tr>
<td>1.2 Financial statements for the last three (3) financial years for which accounts have been closed</td>
</tr>
<tr>
<td>1.3.a. A statement of the annual overall turnover of the last three financial years for which accounts have been closed. The amounts declared for the overall turnover, at</td>
</tr>
</tbody>
</table>
least, must be verifiable with the amounts in the financial statements.

1.3.b. A statement of the annual turnover concerning the services covered by the contract during the last three financial years for which accounts have been closed;

The candidate's average annual turnover specific to the object of the contract, for the last 3 financial years for which the accounts have been closed (2011, 2012 and 2013), must exceed 30 million Euros. If the currency is not EURO, the change rate used for the conversion is the INFO EURO rate of December of each year.

In case of joint candidatures, the sum of the figures of the individual members will be taken into account. Members of such groups are required to fill in the Annex 5 individually.

1.4 If the candidate is relying on other entities (e.g. parent company, other company in the same group, or third party) in order to achieve the required level of economic and financial capacity, its request to participate must contain a signed and dated statement by the concerned entity declaring firmly that the relevant resources shall be made at the disposal of the candidate for this contract.

2. TECHNICAL AND PROFESSIONAL CAPACITY

2.1 Organisational structure.
2.2 Tenderer's manpower and qualifications.
2.3 Geographical coverage of the tenderer's existing structure.
2.4 Reference involving similar contracts.
2.5 Capacity for research and analysis in some of the IT fields required.
2.6 Quality control.

4.3.2. Evidence of the economic and financial capacity of the service provider(s)

All candidates must provide proof of their economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract.

Evidence of the economic and financial capacity of all the economic operators involved in the request to participate shall be provided on the basis of:

- The Questionnaire on economic and financial capacity (Annex 3, Questions 1.1 to 1.4) to be filled in by the candidate, and, in case of a group, by each of its members. NB: Question 1.5 of Annex 3 must be answered by the group leader in case of a joint candidature. Please note that if the answer to a mandatory question mentioned in this questionnaire is 'no', the application is not meeting the economic and financial criteria. Therefore, the application will not be evaluated further and will be excluded from the procurement procedure. Attached to the Questionnaire should be:
  1. Proof of professional risk indemnity insurance of the candidate.
  2. Financial statements for three (3) financial years for which accounts have been closed.

- The "Financial and Economic Capacity Overview form" (Annex 5), filled in for the last three financial years; attached to it there should be a statement of overall turnover and turnover related to the services to be covered by the contract during the last three (3) financial years.
4.3.3. Evidence of the technical and professional capacity of the economic operator(s)

The ability of economic operators to perform services will be assessed in particular with regard to their know-how, efficiency, experience and reliability.

Evidence of the technical and professional capacity of the economic operators involved in the request to participate shall be provided on the basis of the Questionnaire in Annex 4 and supported by the relevant documents.

You are invited to provide all questionnaires filled in, in paper form. The identification of the candidate must be given by the indication of the name on top of each page of the questionnaire.

In case of joint requests to participate, the participants must complete the questionnaire related to the technical and professional capacity collectively.

If the candidate is relying on other entities (e.g. parent company, other company in the same group, or third party) in order to achieve the required level of technical and professional capacity, its request to participate must contain a signed and dated statement by the concerned entity declaring firmly that the relevant resources shall be made at the disposal of the candidate for this contract.

5. ASSESSMENT OF THE CANDIDATURE

The assessment will be based on the information provided by the candidates via the forms and questionnaires that are part of the requests to participate and of the accompanying documents. In addition, EEAS reserves the right to use any other information from public or specialist sources.

All the information will be assessed in the light of the criteria set out in this document. The procedure for the selection of the candidates, which will concern only admissible requests to participate, will be carried out in two successive stages. Only requests to participate meeting the requirements of stage 1 will be examined in stage 2.

The aim is:

1. to check, in the first stage (exclusion criteria), whether candidates can take part in the tendering procedure.
2. to check, in the second stage (selection criteria), the economic and financial capacity and the technical and professional capacity of each candidate who has passed the exclusion stage.

The number of selected candidates will be limited to ten (10). In case the number of candidates eligible for further evaluation (phase 2) exceeds this number, the elimination will be based according to the following criterion:

Please consult section 3.1 of Annex 4.

5.1. Assessment of joint candidatures and joint tenders

Joint candidatures will be assessed as follows:
the exclusion criteria and the selection criteria for economic and financial capacity will be assessed in relation to each economic operator individually, except annual turnover specific to the object of the contract which will be assessed in relation to the tendering group as a whole; the selection criteria for technical and professional capacity will be assessed in relation to the combined capacities of the tendering group as a whole.
6. GENERAL DESCRIPTION OF THE TECHNICAL SPECIFICATIONS

This chapter provides a general description of the technical specifications, sufficiently detailed to allow candidates to understand the services to be delivered. More detailed technical aspects will be provided to the selected candidates in the second step of the procedure.

6.1 Objectives of EIPSOS

To be able to fulfil its mission, it is of the utmost importance for the EEAS to provide to its staff ICT services that will enable, both in Headquarters in Brussels and in all EU Delegations and Offices around the world:

- the fast and reliable processing, storage and exchange of information in conditions that guarantee its confidentiality, integrity and availability;
- the rapid, effective and permanent resolution of incidents/problems reported by users and the fulfilment of service requests, according to the best practices of the ICT Service Management industry;
- the conception, initiation, deployment and closure of ICT infrastructure projects of different scale, making the most efficient use of time and resources, according to globally recognized PM Methodologies.

6.2 Required Services

The set of required services covered by the future contract should comprise the following:

(1) Mandatory Services (global scale):

- IT Service desk services to end users, on a 24/7 basis (either in or out of the customer premises):
  - Call answering / Email handling FOR ALL users, irrespective of their location
  - Resolution by phone or by remote connection
  - Ticket creation/assignment/handling/follow-up/escalation/closure
  - Support for use of EEAS or EC Information Systems
  - Support for use of EEAS Classified systems (EU - Restricted)
- IT equipment inventory (scanning, upload in DB, update, etc.)
- Shipment & reception of Supplies to/from delegations & 3rd parties
- Antivirus protection (configuration/maintenance/update/monitoring)

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4 this is an indicative and non-exhaustive list
5 only in Brussels
6 as antivirus protection it is meant protection against all malware (including but not limited to spam)
- Collaborative tools/platforms configuration & management (e.g. SharePoint for exchange of information internally in the Helpdesk and other EEAS support groups)
- RDBMS administration/management
- Patching (servers, workstations, etc.) & preventive security
- Reference Configuration (creation/maintenance/update/deployment)
- Security management (incl. intrusion detection, firewall configuration, auditing, penetration testing, etc.)
- User provisioning
- Infrastructure monitoring
- Audio/Video-Conference services (installation, configuration & assistance to users)
- Telephony services support (PABX, VOIP, UC, etc.)
- Writing procedures, policies and/or training manuals
- Missions to Delegations, if/when necessary
- Project Management

(2) Mandatory Services (Brussels and a sub-set of delegations):

- Proximity support to end-users including:
  - Installation/punctual move of IT equipment inside a building
  - Office & other RC applications support
  - PC & H/W parts replacement due to failure (keyboard, screen, mouse, etc.)
  - Equipment borrowing (gsm, local printer, etc.)

- VIP Support
- Meeting rooms support for Audio-VideoConference
- Stock management
- E-mail infrastructure (configuration/management - incl. related services like OWA – OMA etc.)
- Printer/scanner/MFD/peripherals installation/configuration

7 1st line of support only
8 This service may progressively be extended to all Delegations
- Mobile device management (patching, configuration, distribution, management, etc.)
- Active Directory management (incl. security, rights management, GPOs, etc.)
- Data backup (configuration/monitoring)
- Data Centre infrastructure management
- Network management (LAN/MAN, interface to WAN)
- Remote Access configuration & management (incl. Term. Server management)
- Server services (DNS, DHCP, DC, etc.)
- Storage, DFS, network drives/shares, logon scripts, etc.
- Virtualised environment

(3) Optional Services
As mentioned above Optional services are services that may be used by EEAS but **must** be offered by the Contractor:

- Near-shore services
  - A part of the services may be performed from the contractor premises. Two options are envisaged: close to EEAS premises or within an EU member state.
- In-house IT training/coaching:
  - for IT technicians
  - for VIP's
  - for end-users
- Preparation of the relevant training/coaching sessions.
- IT Consultancy
- Provision of ticketing tool

(4) Service Management

(5) Service Level Agreement
The quality of the provided services will be covered by a service level agreement (SLA) and may be associated to liquidated damages, depending on the service maturity. The objective is to integrate gradually more services in fixed price mode in the course of the EIPSOS framework contract.

More details will follow in the second phase of the tender procedure.
ANNEX 1 A – CANDIDATE FORM
(to be completed by a sole candidate or by the leader of a group of candidates)

REQUEST TO PARTICIPATE

Procurement Procedure No. EEAS-348-DIVA3-SER-FWC (EIPSOS)
EEAS ICT Projects, Support and Operations Services

Please give brief replies and/or references.

<table>
<thead>
<tr>
<th>Identification of the Candidate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>□ Sole candidate</td>
</tr>
<tr>
<td>Single legal person or company</td>
</tr>
<tr>
<td>□ Joint candidature</td>
</tr>
<tr>
<td>- Main point of contact for the group of entities [Company name A]</td>
</tr>
<tr>
<td>- Other entities taking part in the joint candidature [Company name B], [Company name C],</td>
</tr>
</tbody>
</table>

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, EEAS may require the formal constitution of a consortium.

Partners in joint candidature shall submit a letter of intent indicating the group leader.

Reference: …………………………..

□ Subcontracting

- Main contractor [Company name a]
- Subcontractor(s) [Company name b], [Company name c],

Please make sure that the offer contains a document clearly stating the identity, roles, activities and responsibilities of the subcontractor(s), the estimated value/proportion as well as the reasons why subcontracting is foreseen.

Reference: …………………………..

Subcontractors shall submit a letter of intent to collaborate as subcontractors in the call for tender EEAS-348-DIVA3-SER-FWC.

Reference: …………………………..
### ANNEX 1 B – INDIVIDUAL CANDIDATE IDENTIFICATION

(to be completed by each candidate, whether sole or member of a group of candidates or subcontractor)

#### QUESTIONS RELATING TO THE IDENTIFICATION OF THE CANDIDATE

**Name of candidate**

<table>
<thead>
<tr>
<th>Acting as:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>□ candidate</td>
<td></td>
</tr>
<tr>
<td>□ member of group (specify role……………………………………..)</td>
<td></td>
</tr>
<tr>
<td>□ subcontractor (specify role……………………………………..)</td>
<td></td>
</tr>
</tbody>
</table>

**Legal form of company**

<table>
<thead>
<tr>
<th>Date of registration</th>
</tr>
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<tbody>
<tr>
<td></td>
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<table>
<thead>
<tr>
<th>Country of registration</th>
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<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Registration number</th>
</tr>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>VAT number</th>
</tr>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Registered address of company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Usual administrative address of company</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Person(s) authorised to sign contracts (together or alone) on behalf of the company</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname, forename, title (e.g. Dr, Mr, Ms …), function (e.g. Manager…)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Contact person for this request to participate:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname, forename, title (e.g. Dr, Mr, Ms), function (e.g. Manager…) Telephone number, fax number, address, e-mail</td>
</tr>
</tbody>
</table>

**NB:** All candidates must provide evidence that they are authorised to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

**Reference:** ………………………
ANNEX 2 – EXCLUSION CRITERIA: DECLARATION ON HONOUR

*Please refer to section III.2.1, 2B)7 of the Contract Notice.*
**ANNEX 3 – SELECTION CRITERIA: ECONOMIC AND FINANCIAL CAPACITY**

**Important reminder when replying to mandatory questions**

You should pay particular attention to questions labelled “Mandatory”. These questions require an unconditional affirmative answer. If no answer is given or if an affirmative answer is qualified in any way (e.g. a “yes, but …” answer), your offer will be disqualified. If you are not in a position to answer affirmatively to all the mandatory questions, you should not submit an application.

**Questionnaire – Economic and financial capacity**

<table>
<thead>
<tr>
<th>Number</th>
<th>Description</th>
<th>Answer</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1</td>
<td>Have you enclosed the Financial and Economic Capacity Overview form? (ANNEX 5)</td>
<td>YES/NO (mandatory)</td>
<td></td>
</tr>
<tr>
<td>1.2</td>
<td>Have you enclosed evidence on professional risk indemnity insurance?</td>
<td>YES/NO (mandatory)</td>
<td></td>
</tr>
<tr>
<td>1.3</td>
<td>Have you enclosed:</td>
<td>YES/NO (mandatory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>either: the financial statements of the last three years (2011, 2012 and 2013), as approved and, where applicable, audited and/or published.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>or: a statement why it is not possible to provide this information. In this case, you have to provide relevant alternative evidence available.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1.4</td>
<td>Do you intend to rely on the capacities of other entities (e.g. the parent company)?</td>
<td>YES/NO</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If YES, have you enclosed a written undertaking on the part of those entities confirming that they will place the resources necessary for performance of the contract at the candidates’ disposal?</td>
<td>YES/NO (mandatory)</td>
<td></td>
</tr>
<tr>
<td>1.5</td>
<td>Have you enclosed a statement of your overall turnover and turnover concerning the services to be covered by the contract of the last 3 fiscal years (2011, 2013 and 2013)</td>
<td>YES/NO (mandatory)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Does the annual turnover concerning the services to be covered by the contract exceed 30 Million EUROS?</td>
<td>YES/NO (mandatory for single candidate or group leader)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>In case of a joint request to participate, are the documents mentioned in points 1.1-1.4 above enclosed, for each economic operator?</td>
<td>YES/NO (mandatory for single candidate or group leader)</td>
<td></td>
</tr>
</tbody>
</table>
ANNEX 4 – SELECTION CRITERIA: TECHNICAL AND PROFESSIONAL CAPACITY

Annex 4 is attached as a separate document.
**ANNEX 5 - FINANCIAL AND ECONOMIC CAPACITY OVERVIEW FORM**

<table>
<thead>
<tr>
<th>FINANCIAL AND ECONOMIC CAPACITY OVERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currency: <em>EURO</em></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Figures</th>
<th>2011</th>
<th>2012</th>
<th>2013</th>
</tr>
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<tbody>
<tr>
<td><strong>Total Balance Sheet</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>TRADE DEBTORS</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><em>Amounts due by commercial customers</em></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CAPITAL and RESERVES</td>
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</tr>
<tr>
<td>TRADE CREDITORS</td>
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<td>SHORT TERM DEBT</td>
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<tr>
<td>LONG TERM DEBT</td>
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<tr>
<td>LIQUIDITY</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| About PROFIT & LOSS                     |
| OVERALL TURNOVER                        |
| TURNOVER SPECIFIC TO THE OBJECT OF THE CONTRACT |
| INCOME TAX                              |
| NET RESULT                              |

**NAME OF THE CANDIDATE**

**LEGAL REPRESENTATIVE’S NAME**

**SIGNATURE**

**Comments:** Please explain BRIEFLY important variations from one year to another if appropriate. In case of negative equity or repeated losses, please explain how the future of the organization will be ensured.