

**TENDER SPECIFICATIONS**

**No EEAS-598-DELEUAU-SUP-DIR**

**Purchase of**

**4 off-road cars (4X4 - 4WD)**

**For the EU Delegation to the African Union,**

**and 1 off-road car (4X4 - 4WD) plus 1 pickup (4X4 - 4WD) car**

**for the EU Delegation to Ethiopia**

**Supplies contract**

**OPEN PROCEDURE**

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## **1. INTRODUCTION**

The European Union ('the Union'), represented by the European Union Delegation to the African Union ('the lead contracting authority') and the following contracting authority 'European Union Delegation to Ethiopia ('collectively, the contracting authority'), represented for the purposes of signing this contract by Mr. Ranieri Sabatucci, Head of Delegation of the European Union Delegation to the African Union.

The contracting authority plans to conclude a supply contract for the supply of vehicles, in accordance with the specifications set out in the procurement documents.

## **2. SUBJECT OF THE CONTRACT**

The contracting authority plans to conclude a supply contract for four off-road cars (4X4–4WD) for the EU Delegation to the African Union and 1 off-road car (4X4–4WD) plus 1 (4X4) pickup car for the EU Delegation to Ethiopia, in accordance with the specifications set out in the procurement documents.

The place of performance is Addis Ababa, Ethiopia.

## **3. DESCRIPTION OF PUBLIC PROCUREMENT PROCEDURE**

The economic operators interested in this contract shall submit their complete tenders, including all documents as described in point 8 by the deadline indicated in the letter of invitation to tender.

An e-mail address and/or a fax number of the tenderer shall be provided in the cover letter. It is the responsibility of the tenderer to regularly consult the e-mails received.

The website on which all procurement documents are published will be updated regularly and it is the tenderer's responsibility to check for updates and modifications during the tendering period.

The evaluation of tenders will be made in the following order:

- access to public procurement,
- exclusion criteria,
- selection criteria,
- award criteria.

## **4. GROUPS OF ECONOMIC OPERATORS AND SUBCONTRACTING**

Tenders can be submitted by a single economic operator or jointly by two or more economic operators.

### **4.1. Joint tender**

A joint tender is a situation where a tender is submitted by a group of economic operators; in other words, by several legal entities (natural or legal persons) regardless of the link they may have between them.

Each legal entity of the group shall assume joint and several liabilities with all its resources towards the contracting authority for the fulfilment of the terms and conditions of the contract.

The group shall nominate one legal entity ('the leader') who will have full authority to bind the group and each of its members, and will be responsible for the administrative management of the contract (invoicing, receiving payments, etc.) on behalf of all other entities.

The cover letter to the tender must be signed by the legal representative of each legal entity of the group and will identify the leader with its name, e-mail address and/or fax number.

The tender will clearly identify the division of tasks amongst the different members.

Any change in the composition of the group during the procurement procedure may lead to the rejection of the tender. Any change in the composition of the group after the signature of the contract may lead to the termination of the contract.

The group will not be required to adopt a specific legal form in order to submit a tender.

The contract shall be signed by all legal entities or by the leader duly authorised to bind the group and each of its members (a power of attorney in favour of the leader is to be attached to the contract).

#### 4.2. Subcontracting

Subcontracting is allowed but the contractor will retain full liability towards the contracting authority for implementation of the contract.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract and are required to identify all subcontractors whose share of the contract is above 10%.

The subcontractors whose share of the contract is above 10% must comply with the same exclusion and selection criteria on economic and financial capacity and technical and professional capacity applicable to tenderers and shall present the documentary evidence.

Any change in subcontracting during the procurement procedure may lead to the rejection of the tender. Any change in subcontracting after the signature of the contract may lead to the termination of the contract. During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the contracting authority (see art.II.10 of the contract).

### 5. ELIGIBILITY OF ECONOMIC OPERATORS

#### 5.1. Access to public procurement

Participation in this tender procedure is open on equal terms to all natural and legal persons:

- in one of the European Union Member States;
- in a third country which has a special agreement with the European Union in the field of public procurement<sup>1</sup> on the conditions laid down in the agreement;
- in a country registered as a signatory of the Government Procurement Agreement (GPA) concluded within the WTO<sup>2</sup>;

<sup>1</sup>

Regardless the estimated value of the tender: **FYROM, Albania, Montenegro, Serbia and Bosnia and Herzegovina** (under the Stabilisation and Association Agreement), **Iceland, Norway and Liechtenstein** (under the EEA Agreement);

Only for tenders with an estimated value as from EUR 135 000 for services and supplies or EUR 5 225 000 for works: **Mexico, Chile, Colombia, Peru, Ecuador, Iraq**, and Central American countries of **Honduras, Nicaragua, Panama, Costa Rica, El Salvador and Guatemala**.

- exceptionally, in Ethiopia and *Djibouti*.

Participation is also open to international organisations.

Economic operators, including each member of a joint tender, must confirm that they have their headquarters or domicile in one of the abovementioned States and present the supporting evidence normally acceptable under their own law.

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to candidates or tenderers from the UK depending on the outcome of the negotiations. In case such access is not provided by legal provisions in force candidates or tenderers from the UK could be rejected from the procurement procedure.

## **5.2. Non-exclusion of economic operators**

Economic operators who have access to public procurement are evaluated on the basis of the information provided in their tenders for exclusion criteria.

Economic operators shall provide a declaration on honour on exclusion criteria and selection criteria (declaration on honour) (attached to the tender specifications) duly filled in, signed and dated by the legally authorised representative.

The declaration on honour shall be provided by each member of the group in case of joint tenders, and by an entity on whose capacity the tenderer or candidate intends to rely by all identified subcontractors whose share of the contract is above 10%.

Whenever requested by the contracting authority, the candidate or tenderer, as well as all entities which provided the abovementioned declaration on honour, shall provide the supporting documents confirming the declaration on honour.

The successful tenderer, including each member of the group in case of joint tender, to whom the contract is to be awarded shall provide, within a time limit defined by the contracting authority and preceding the signature of the contract, the evidence referred to in paragraph "Evidence upon request", confirming the declaration on honour.

The contracting authority may waive the obligation for a candidate or tenderer to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year earlier and are still valid at the date of their request by the contracting authority. In such cases, the candidate or tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that there has been no change in the situation.

The contracting authority may also waive the obligation for a candidate or tenderer to submit the documentary evidence if it can access it on a national database free of charge.

## **5.3. Selection of economic operators**

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to deliver supplies subject to this call for tender by meeting the selection criteria and minimum requirements listed in points 5.3.1, 5.3.2 and 5.3.3 hereafter.

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<sup>2</sup> Please check the list of countries at: [https://www.wto.org/english/tratop\\_e/gproc\\_e/memobs\\_e.htm](https://www.wto.org/english/tratop_e/gproc_e/memobs_e.htm).

All tenderers shall submit with their tenders all the supporting evidence on selection criteria as mentioned in the declaration on their honour and as requested in point 5.3 of the tender specifications and its subpoints 1, 2 and 3.

If a tenderer is relying on the capacities of other entities (e.g. parent company, other company in the same group, or third party) in order to achieve the required level of economic, financial, technical and professional capacity, its tender 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 tenderer for the performance of this contract. The contracting authority will verify whether the entities on whose the tenderer intends to rely fulfil the relevant selection criteria. The tenderer may only rely on the technical and professional capacities of other entities where the latter will perform the services or works for which these capacities are required.

If an entity provides the whole or a very large part of the economic and financial capacity to the tenderer, the contracting authority may demand that the said entity be jointly liable for the performance of the contract. It may require that it signs the contract or that it provides a joint and several first-demand guarantee, should that tenderer be awarded the contract. If this entity is required to sign the contract, it has to have access to public procurement and shall not be in an exclusion situation as indicated in point 5.1 and 5.2 of the tender specifications.

#### 5.3.1. *Legal and regulatory capacity criteria and evidence*

The economic operators are required to have the following:

#### **Evidence on selection criteria: Legal and regulatory capacity**

5.3.1. Legal and regulatory capacity	<p><b>The criterion must be met by the following <i>economic operator(s)</i></b></p> <p><i>"Economic operator"</i> is an entity which submits a tender or a request to participate, including members of a joint tender or subcontractor(s) (if required under point 4.2 Subcontracting).</p>
5.3.1 a) Evidence on enrolment in a relevant professional or trade register, except for international organisations.	Each economic operator involved in the tender separately
5.3.1 b) Statement from the relevant authority of the country in which the economic operator has its domicile or headquarters proving that it is in the business of selling vehicles overseas, as described under point 2, in that country.	At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)

#### 5.3.2. *Economic and financial capacity criteria and evidence*

Tenderers must prove the financial and economic capacity to perform this contract by meeting the following criteria:

#### **Evidence on selection criteria: Economic and financial capacity**

5.3.2. Economic and financial capacity	<p><b>The criterion must be met by the following <i>economic operator(s)</i></b></p> <p><i>"Economic operator"</i> is an entity which submits a tender or a request to</p>
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	participate, including members of a joint tender or subcontractor(s) (if required under point 4.2 Subcontracting).
5.3.2 a) Financial statements or their extracts for the last three financial years for which accounts have been closed	At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)
<b>Minimum capacity level required:</b>  The financial statements shall contain a balance sheet and a statement of income. If the extracts are provided, the information in them shall correspond to the information usually provided in a balance sheet and a statement of income.	At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)
5.3.2 b) A declaration of the annual overall turnover of each of the last three financial years for which accounts have been closed	At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)
<b>Minimum capacity level required:</b>  The amounts declared for the overall turnover, at least, must be verifiable with the amounts in the financial statements submitted under point 5.3.2 a) above	At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)
5.3.2 c) A declaration of the annual overall turnover concerning the sale of New vehicles (overseas and/or local) subject to this tender (see the list under point 2) of each of the last three financial years for which accounts have been closed concerning the sale legal entity as under points a) and b) above	At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)
<b>Minimum capacity level required:</b>  The average annual turnover concerning the supplies subject to this tender (see the list under point 2) for the last three financial years for which accounts have been closed must be at least EUR 400.000. The exchange rate used to convert the turnover into Euros will be the rate of December of the year of the financial statement as published at <a href="http://ec.europa.eu/budget/contracts_grants/inforeuro/inforeuro_encfm">http://ec.europa.eu/budget/contracts_grants/inforeuro/inforeuro_encfm</a>	Cumulative for all economic operators involved in the tender

The declaration b) may have a form of the following table:

	Year 201X	Year 201X	Year 201X	Average for these three years
Annual overall turnover				
Annual turnover concerning the services subject to				

this tender				
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### 5.3.3. *Technical and professional capacity criteria and evidence*

Tenderers must prove the technical and professional capacity to perform this contract by meeting the following criteria:

#### **Evidence on selection criteria: Technical and professional capacity**

<b>5.3.3. Technical and professional capacity</b>	<p><b>The criterion must be met by the following <i>economic operator(s)</i></b></p> <p><i>"Economic operator"</i> is an entity which submits a tender or a request to participate, including members of a joint tender or subcontractor(s) (if required under point 4.2 Subcontracting).</p>
<p>5.3.3 a) A list of contracts by the economic operator to sell and export/sell locally new cars as described in point 2, during at least one of the past three financial years for which financial statements have been submitted (see point 5.3.2. a)). Each sales contract from the list must specify the contract value (inclusive of insurance and freight – if any), the client, the destination.</p> <p><b>Minimum capacity level required:</b></p> <p>The economic operator must provide at least two clients' reference letters for purchase in Ethiopia and/or import into Ethiopia of vehicles as described in point 2 during at least one of the last three financial years specifying whether the sale has been carried out in a professional manner in compliance with the contractual terms. These proofs letters must relate to any of the contracts included in the list under point a).</p>	<p>At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)</p> <p>Cumulative for all economic operators involved in the tender</p>
<p>5.3.3 b) A declaration on the average annual manpower employed by the economic operator in each of the last three financial years for which financial statements have been submitted (see point 5.3.2. a)):</p> <ul style="list-style-type: none"> <li>- in total;</li> <li>- in relation to selling and exporting and/or local sales of vehicles as described under point 2</li> </ul> <p><b>Minimum capacity level required:</b></p> <p>The average annual number of staff in the fields related to the activity as described under point 2 over the last three financial years for which financial statements have been submitted (see point 5.3.2. a)) must be at least 10.</p>	<p>At least one economic operator involved in the tender (it shall be the one who will be performing a specific task or part of the contract)</p> <p>Cumulative for all economic operators involved in the tender</p>



The declaration b) may have a form of the following table:

	Year 2015	Year 2016	Year 2017	Average for these three years
Average annual manpower in total				
Average annual manpower in the fields of related to the services as described under point 2				

## 6. TECHNICAL SPECIFICATIONS

### DETAILED AND EXHAUSTIVE TECHNICAL SPECIFICATIONS AND OPTIONS FOR OFF-ROAD CAR:

Minimum requirement	off-road cars (4X4– 4WD)	Yes/No
General framework	<ul style="list-style-type: none"> <li>- Maximum delivery term 5 months</li> <li>- Requirement to have available maintenance options in Addis Ababa by brand-trained mechanics</li> <li>- except the customs clearance in Ethiopia, all the other costs incurred by the tenderer will be included in the price</li> </ul>	
Vehicle type	<p>5 (five) off-road cars (<b>4X4 -4 wheel drive</b>)</p> <p>Left hand drive</p> <p>Fully tropicalized</p> <p>5 seats carrying passenger capacity, multi position adjustment</p> <p>5 doors</p> <p>Dimensions:  Minimum width: 78 (in.)  Minimum length: 195 (in.)  Minimum luggage capacity in normal configuration (2 rows of seats accommodating 5 adults) of 540 litres</p> <p>Fuel: Gasoline</p> <p>Fuel tank capacity: minimum 80 litres</p>	
Engine	Minimum 2700 cc	
Transmission	Automatic	

Suspension system	Heavy duty suspension front and rear	
Mandatory features:	<p>White color paint</p> <p>Multi position adjustment of seats</p> <p>Rear seat back with central arm rest</p> <p>Head rests for 2<sup>nd</sup> row seats</p> <p>All seats must be fitted with seat-belts</p> <p>Airbags for driver and passenger</p> <p>Various storage pockets</p> <p>Upholstery of appropriate tissue quality</p> <p>Spare wheel</p> <p>Anti-theft system (Vehicle alarm and/or immobilizer)</p> <p>Anti-Lock Brake System (ABS)</p> <p>Electronic Stabilisation Programm (ESP)</p> <p>AM/FM stereo with USB/MP3 and Bluetooth connectivity and with front and rear speakers</p> <p>Heating ventilation and air conditioning/electronic climate control</p> <p>Frontal and lateral airbags for driver and all passengers (Min 5)</p> <p>Electrical command of windows</p> <p>Folding electrical rear view mirrors</p> <p>Interior car rear view non-reflecting mirror</p> <p>Xenon or LED headlights</p> <p>Front fog lamps</p> <p>Front and rear floor mat set, rubber</p> <p>Front and Rear parking distance sensors with acoustic warning</p> <p>Power assisted steering</p> <p>Built in navigation system</p> <p>Dark tinted windows from 60 % to 80 % (back and back</p>	

	<p>sides windows)</p> <p>Tool kit and appropriate car jack and crank handle</p> <p>First aid kit with warning triangle</p> <p>Trip meter and odometer in km/h</p> <p>The vehicle must be in accordance with the civil/road transport regulations applied in Ethiopia</p>	
Others	<p>Brand maintenance by qualified trained brand agents</p> <p>Brand Manufacturer warranty on defect in material or workmanship of minimum 2 years and paint warranty of minimum 2 years;</p> <p>Owner's manual in English</p> <p>Fire extinguisher</p> <p>Trauma kit</p> <p>2<sup>nd</sup> spare wheel</p> <p>Jumper cables</p>	

**DETAILED AND EXHAUSTIVE TECHNICAL SPECIFICATIONS AND OPTIONS FOR A PICK-UP 4X4 VEHICLE:**

Minimum requirement	Pick-up vehicle (4X4–4WD)	Yes/No
General framework	<p>- Maximum delivery term 5 months</p> <p>- Requirement to have available maintenance options in Addis Ababa by brand-trained mechanics</p> <p>- except the customs clearance in Ethiopia, all the other costs incurred by the tenderer will be included in the price</p>	
Vehicle type	<p>1 (one) long bed pick-up vehicle (4X4–4WD)</p> <p>Left hand drive</p> <p>Fully tropicalized</p> <p>4 seats carrying passenger capacity, Multi position adjustment</p> <p>3 doors</p> <p>Dimensions:</p>	

	<p>Minimum width: 75 (in.) Minimum length: 240 (in.)</p> <p>Fuel: Gasoline</p> <p>Fuel tank capacity: minimum 60 litres</p>	
Engine	Minimum 2700c	
Transmission	Automatic	
Suspension system	Heavy duty suspension front and rear	
Mandatory features:	<p>White color paint</p> <p>Multi adjustment of seats</p> <p>Head rests for 2<sup>nd</sup> row seats</p> <p>All seats must be fitted with seat-belts</p> <p>Airbags for driver and passenger</p> <p>Various storage pockets</p> <p>Upholstery of appropriate tissue quality</p> <p>Spare wheel</p> <p>Anti-theft system (Vehicle alarm and/or immobilizer)</p> <p>Anti-Lock Brake System (ABS)</p> <p>Electronic Stabilisation Programm (ESP)</p> <p>AM/FM stereo with SUB/MP" and Bluetooth connectivity and with speakers</p> <p>Electronic temperature control (AC) – automatic</p> <p>Frontal and lateral airbags for driver and passengers</p> <p>Electrical command of windows</p> <p>Interior car rear view non-reflecting mirror</p> <p>Front fog lamp</p> <p>Front and rear floor mat set, rubber</p> <p>Front and Rear parking distance sensors with acoustic warning</p>	

	Power assisted steering Built in navigation system Dark tinted windows from 60 % – 80 % (back and backsides windows) Tool kit and appropriate car jack and crank handle First aid kit with warning triangle Trip meter and odometer in km/h The vehicle must be in accordance with the civil/road transport regulations applied in Ethiopia	
Others	Brand maintenance by qualified trained brand agents Brand Manufacturer Warranty on defect in material or workmanship of minimum 2 years and paint warranty of minimum 2 years; Owner's manual in English Fire extinguisher Trauma kit 2 <sup>nd</sup> spare wheel Jumper cables	

## 7. EVALUATION OF TENDERS ON THE BASIS OF THE AWARD CRITERIA

The tenderers shall provide the "Statement of compliance with the procurement documents" at Annex 1 duly dated and signed in order to be considered technically compliant.

The technically compliant tenders are evaluated in order to award the contract to the tender offering the best price / quality ratio. For this purpose, the tender will be evaluated technically and financially.

### 7.1 Technical tender

The technical quality of the tenderers will be evaluated on the basis of the documents provided by the tenderers in the technical tender with regard to the award criteria by filling in the table at Annex 1 a – Technical Tender.

Technical award criteria

No	Description	Max. number points
1		XX points

2		
3		
4		
	TOTAL	100 points

## 7.2 Financial tender

The prices for the tender must be tendered:

- in Euro

- free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under the Headquarters agreement and the Vienna Convention;

- all inclusive. This means that, unless otherwise mentioned in these tender specifications, prices tendered for shall include all the costs to be incurred by the tenderer in order to deliver the supplies;

- using the price schedule (Annexe A). Any change in the table as annexed to these tender specifications will lead to the rejection of the tender.

During the validity of the tender and the implementation of the contract, prices cannot be revised.

The price schedule (Annex A) is binding during implementation of the contract.

Only the financial tenders submitted by those tenderers who have obtained an overall technical score of 50 points or more will be considered for the award.

Financial tender will then be checked for arithmetical accuracy. Where arithmetical errors are found, tenderers will be requested to correct them.

## 7.3 Calculation of the overall score

In order to award the contract the contracting authority shall apply the weighting stated below:

1	Environmental characteristics and in particular CO2 emissions in relation to engine combined cycle: CO2 g/km	10
2	Fuel consumption: less than 10 litres/100 km	10
3	Aesthetic, safety and functional characteristics	10
4	Extra optional equipment offered for free	10
5	Guarantee duration above two years (Elaborate coverage offered for and above two years)	10
6	Individual front and rear electronic climate control/dual control	10
7	Global Positioning System (GPS)	10

8	Intelligent Parking assist system	10
9	Hands free mobile phone pre-equipment	10
10	Plug-in for electric charging in front and back of the car	5
11	Two individual front seats with central arm rest	5
	TOTAL	100

The tender chosen will be that which offers the best price quality ratio among the technically compliant tenders, namely the tender obtaining the best overall score  $P_i$  calculated as follows where the weighting is 60 % for the quality and 40 % for the price:

$$P_i = T_i * 0.60 + F_i * 0.40$$

$$T_i = (\text{technical quality score of the tender under consideration} / \text{score of the best technical quality tender}) * 100$$

$$F_i = (\text{cheapest total price for the scenario} / \text{price of the scenario of the tender under consideration}) * 100$$

During the validity of the tender and the implementation of the contract, prices cannot be revised.

The unit price schedule (Annex A) is binding during implementation of the contract.

## 8. CONTENT OF THE TENDER

**The tenderers shall submit all the requested documents listed here.**

The tender will contain:

1. a cover letter presenting the name of the tenderer, including all entities in case of joint tender, and identified subcontractors whose share of the contract is above 10 %, and the name of the single contact person in relation to this tender. The cover letter must indicate the proportion of the contract to be subcontracted. In case of joint tender, the cover letter to the tender must be signed by the legal representative of each legal entity of the group and will identify the leader with its name, e-mail address and/or fax number. It is the responsibility of the tenderers to consult regularly the e-mails received;
2. a letter of intent for each subcontractor whose share of the contract is above 10 % stating their willingness to provide the supplies foreseen in the tender and in line with the present tender specifications;
3. a signed Legal Entity Form with its supporting evidence. The form is available at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm) . When the tenderer is a legal person, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced. When the tenderer is a natural person, a proof of registration on a professional or trade register or any other official document showing the registration number. The legally constituted consortium

must present its own Legal Entity Form which is different from the Legal Entity Form of each individual member of the group;

4. a signed financial identification form and its supporting evidence. The form is at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm), (bank account file - BAF). Even in case of joint tenders, one form must be submitted;
5. all the documents requested for the access to public procurement (point 5.1);
6. a declaration on honour on the exclusion and selection criteria (point 5.2 and 5.3);
7. all the documents requested for the selection criteria (point 5.3).

**In addition to the above, tenderers shall submit all the requested documents listed below under "technical envelope" and "financial envelope". If any of these documents is missing, the contracting authority shall not request it and will proceed to the evaluation exclusively on the basis of the submitted documents. No further documents or improvement of the content of the tender can be requested by the contracting authority.**

#### **Technical envelope**

- (a) Statement of compliance with the procurement documents duly filled and signed (Annex 1);
- (b) A description of the tender submitted. The tenderer will explain in detail its tender including detailing the tasks which will be performed by each member of a joint tender and each subcontractor whose share of the contract is higher than 10 % (Annex 2);
- (c) Award criteria n° 1: Warranty (Annex 3);
- (d) Award criteria n°2: CO2 Emissions (Annex 4);

#### **Financial envelope**

Statement of compliance with the procurement documents duly filled and signed (Annex 1).



## **Annex 1 – technical tender**

### **Statement of compliance with the procurement documents**

#### **EEAS-598-DELEUAU-SUP-DIR**

I,....., the undersigned, being the authorised legal representative of (to be completed with the name of the tenderer: for joint tenders, this must include all members), hereby declare that we have examined and accept without reserve or restriction all the terms and conditions set out in the invitation to tender, in the tender specifications and in the draft contract for the tender procedure referred to above and, where appropriate, waive the tenderer's own general or specific terms and conditions.

We offer to provide the services on the basis of our technical tender and our financial tender which do not diverge in any way from the requirements described in the procurement documents as drafted by the contracting authority. Our tender complies with all the technical requirements indicated in the tender specifications.

We also undertake to respect these requirements scrupulously during the performance of the contract in case we become the awardee of the contract.

***Name of the legal representative of the tenderer:***

***Date:***

***Signature:***

## **Annex 2 – technical tender**

**A description of the tender submitted. The tenderer will explain in detail their tender including detailing the tasks which will be performed by each member of a joint tender and each subcontractor whose share of the contract is higher than 10%**

The contractor shall also submit relevant technical data sheet and/or brochures issued by the manufacturer of offered equipment in order to allow verification of technical characteristics as indicated in Point 6.

## **Annex 3 – technical tender**

### **Award criteria n° 1: Warranty**

The bidder will explain how the warranty will apply to each of the supplies

## **Annex 4 – technical tender**

### **Award criteria n°2: CO2 Emissions**

The bidder will explain how the CO2 Emissions for each of the supplies

## Annex A – Financial tender

### Price schedule over the duration of the contract in EUR

Item	Description	Type of unit	Number of units over the duration of the contract	Unit price in EUR	Total price in EUR
1	2	3	4	5	6 = 4 x 5
A	<i>Off-road cars (4X4 – 4WD)</i>	<i>Vehicle</i>	5		
B	<i>Pickup (4X4-4WD)</i>	<i>Vehicle</i>	1		
<b>TOTAL</b>					

When filling in this table, tenderers shall fill in in column 5 the unit prices. Tenderers will carefully calculate the total in column 6. They will do so for each item, they will not add, suppress or modify any item. Failing this, their tender will be eliminated.

**Name of tenderer:**

**Name of the legal representative of the tenderer:**

**Date:**

**Signature:**

**Name of tenderer (to be filled in case of a joint tender):**

**Name of the legal representative of the tenderer:**

**Date:**

**Signature:**

## Annex 5

### Declaration on honour on exclusion criteria and selection 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

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) 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;	<input type="checkbox"/>	<input type="checkbox"/>
(b) 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;	<input type="checkbox"/>	<input type="checkbox"/>
(c) 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 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 selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>