

**TENDER SPECIFICATIONS**

**No EEAS-091-BASI4-SER-DIR-2018**

**Direct Services Contract**

**NEGOTIATED PROCEDURE**

**External Evaluation of the Housing Policy  
In Delegations of the European Union**

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## **1. INTRODUCTION**

The contracting authority is the European External Action Service («the EEAS»), represented by the Head of Division BA.SI.4 or its duly authorized representative.

The EEAS are in charge of managing the EU's external policy. It includes an Infrastructure Division (BA.SI.4) that ensures the execution of all the actions related to staff accommodation, infrastructure management and logistics for the 1600 people at Headquarters as well as for the 5,000 people working in the 142 EU Delegations to third countries. In this context, the organisation is responsible for defining and implementing a housing policy for its expatriate staff.

The contracting authority plans to conclude a direct service contract for the external evaluation of the EEAS' abovementioned housing policy, in accordance with the specifications set out in the procurement documents.

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

The tenderer shall provide the human and material resources necessary to provide the services in the non-exhaustive list below.

Reviewing and assessing the EEAS' existing housing policy for their network of European Delegations across the world. The general objective of this review is threefold:

1. Analysing regulations, methods, practice and tools currently in place with the purpose to enable and action the current legal framework;
2. Benchmarking the current housing policy against a selection of equivalent diplomatic and international organisations;
3. Providing a holistic review of housing markets in relevant countries (142);
4. Develop key recommendations including possible strategies and improvements to existing tools.

The timeframe for this contract shall not exceed 6 months.

The place of performance is Brussels, as well as 3 locations outside of the European Union (see point 6.5).

## **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 evaluation of tenders will be made in the following order:

- access to public procurement,
- exclusion criteria,

- selection criteria,
- award criteria.

If the tender does not pass a category, it will not be evaluated under the following category/ies.

#### **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.

##### **4.2. Subcontracting**

Subcontracting is allowed but the tenderer 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%.

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.

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 and 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.

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<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**.

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 perform the services 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.

Tenderers must provide only a declaration on selection criteria attached to the tender specifications duly filled in, signed and dated by the legally authorised representative. The selection criteria are to be met respecting the requirements of the summary tables here below.

The successful tenderer will be requested to provide the documents mentioned as supporting documents on selection criteria in the declaration on their honour and in this tender specifications before the signature of the contract and within a deadline given by the contracting authority.

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 guarantees, 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*

No specific legal and regulatory capacity and evidence is required from the economic operators for this call for tenders

### *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:

#### **Criterion 5.3.2.a) Turnover.**

##### **Minimum capacity level:**

The average annual turnover for the last three financial years for which accounts have been closed must be at least EUR 250 000.

The exchange rate used to convert the turnover into EUR will be the rate of December of the year of the financial statement as published at [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/inforeuro/inforeuro\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

### *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:

#### **Criterion 5.3.3.a): Previous contracts.**

##### **Minimum capacity level:**

At least one service contracts managed by the economic operator relevant to point 2, during the past three calendar years.

##### **Supporting document(s)/evidence requested:**

The tenderer must present one client's reference letter of a service contract relating to point 2 performed during the past three calendar years specifying whether the services have been carried out in a professional manner in compliance with the contractual terms.

#### **Criterion 5.3.3.b): Experts.**

##### **Minimum capacity level:**

The profile of at least three members of the tenderer's staff who will perform consultancy services as per Point 2 must meet the minimum requirements as stated in point 6.4 of the tender specifications.

##### **Supporting document(s)/evidence requested:**

CVs of the abovementioned tenderer's staff

Those criteria are applied to: The tenderer. In case of joint tender this selection criterion will be applied to the group as a whole. The evidence pertains to: At least one of the economic operators who will perform consultancy services as per point 2.

## **6. TECHNICAL SPECIFICATIONS**

### **6.1. Groundwork and Methodology**

The tenderer will clearly indicate (and apply) a methodology to address the issues under examination in a clear and coherent manner. This methodology shall clearly present a way of thinking behind assumptions, as well as demonstrate the capacity to delve into specificities and complexities. It shall indicate on what basis final choices were made together with all cons and pros, and highlight how uncertainties will be integrated into the analysis.

The tenderer should have an intrinsic understanding of diplomatic specificities, including but not limited to the need for careful use of public financial resources, the necessities to meet ethical requirements, the demands of representational duties, the duty of care of the employer.

The tenderer should also describe the approach and the tools to be used for collecting, benchmarking and assessing the evidence to respond to the tasks, and indicate the data sources, data collection methods and data analysis approaches (e.g. ground research, consultation, statistics) that will be used in order to meet the objectives of the call.

### **6.2. Description of Tasks**

#### **Task 1 – Workplan Definition**

The tenderer shall present a draft detailed workplan that will be discussed and finalised with the Contracting Authority. This workplan will be based on the present technical specifications as well as the tenderer's technical offer as described in Annex 3 of this call for tender.

#### **Task 2a – Review, Analysis & Benchmarking**

The tenderer will review and evaluate:

- Legal Framework currently in place by the EEAS for the definition of its housing policy:
  - Staff Regulations
  - Administrative Decisions
  - Other internal instructions and guidance
- Internal Processes
  - Desk research methods
  - Dotation lists
  - Management Packages
  - Other relevant methods
- Practical tools used for the daily management of the EEAS housing policy
  - Housing management tools
  - Housing threshold calculation tool
  - Processes for selection of Residencies

- Practical conditions laid down in Standard Lease Contracts
  - Other tools as determined during Phase I of the Project
- Other possible mechanisms

The Tenderer will carry out field visits to:

- The United States of America: New York and/or Washington
- Switzerland: Geneva and/or Bern
- A third location in an EU neighbourhood country (Eastern Europe, Central Asia or North Africa – as agreed during Kick-Off meeting – see Point 6.5)

The Tenderer will benchmark data and practices against Three to Five similar diplomatic and/or international organisations, as agreed during Kick-Off meeting – see Point 6.5.

#### Task 2b – Data Analysis

- The Tenderer will have to present a thorough, fit-for-purpose analysis of the EEAS' current Baseline Data on housing , including but not limited to:
- Comprehensive analysis of values of current housing allowance thresholds
  - Collection of data for countries not currently covered by the tenderer
  - Identification of any potential gaps
  - Provision of a comprehensive data download on housing costs across countries

Task 3 – Development of Recommendations including possible strategies and improvements to existing tools.

- Production of a final study report according to point 6.6

### 6.3. Input by the Contracting Authority

The EEAS will support the tenderer in performing its tasks and will provide him with the information available and relevant to the contract.

### 6.4. Profile of Consultants

The team delivering the service should include a Project Manager and a combination of senior and junior experts. As a minimum, the following profiles are requested:

- The Project Manager will have the ultimate responsibility for the whole project, including timely delivery of the outputs and quality control of all the reports prior to the submission to the contracting authority. The minimum qualification required from the Project Manager is:
- A graduate/post-graduate degree;
  - Excellent oral and writing skills in English;
  - Minimum of 10 years post-degree relevant professional experience, including at least two projects with a multinational dimension and at least two projects in one or more areas covered by this contract;
  - Minimum of 5 years' experience with management responsibilities in projects of similar size and character. The management responsibilities include overseeing project delivery, quality control of delivered service and client orientation in a team of at least 5 people.

- One Expert in diplomatic environments with minimum of 5 years post-degree relevant professional experience.
- One data collection Specialist.

The core team members should have excellent oral and writing skills in English.

### 6.5. Deliverables and timing

The tenderer will ensure that all reports and deliverables under the contract are clear, concise and comprehensive. The language of delivery is English and all deliverables must be proof-read. Technical explanations should be provided in annexes.

Each deliverable should be delivered in the relevant digital format. Final report should be in addition provided in the PDF format. Format of guidance documents (Task 1) will be proposed by the tenderer and agreed with the Contracting Authority. Each progress report will be paired with relevant meetings with and feedback from the Contracting Authority.

The total timeframe shall not exceed 6 months.

The tenderer is requested to present:

<b>Deliverable</b>	<b>Minimum content/scope</b>	<b>(Indicative) Timing</b>
<b>Kick-Off Meeting</b>		Tbd with the contracting Authority
<b>Inception Brief</b>	(1) A fine-tuned methodology proposed in the offer, reflecting discussion held at the kick-off meeting. (2) A detailed work plan (3) A proposal for the selection of markers and possible other entities involved.  <i>Note: the Inception Brief will serve as basis for the 1<sup>st</sup> Interim payment</i>	Within 3 weeks from Kick-Off Meeting
<b>1<sup>st</sup> Progress Report &amp; Data Collection Report</b>  <i>After completion of Task 2a &amp; 2b</i>	Presentation of results of (1) mapping of current framework (2) mapping of implementation gaps (3) assessment of implementation tools (4) comprehensive data assessment  <i>Note: the reports will serve as basis for the 2<sup>nd</sup> Interim payment.</i>	Within 3 months from Inception Brief
<b>Draft Final Report</b>	Presentation of a Study Report according to point 6.6	Within 1 month from 1 <sup>st</sup> Progress Report
<b>Final Report</b>	Incorporates comments on the draft final report as well as potential other feedback  <i>Note: the report will serve as basis for the final payment.</i>	Within 1 month from the Draft Final Report

## 6.6. Format of Final Study Report

The final study report should be submitted in paper (3 bound hard copies) and digital forms. It should include at least the following:

- An executive summary of maximum 5 pages;
- A main body consisting of clear, concise, yet comprehensive presentation of the benchmarking exercise;
- Key recommendations;
- Annexed data and information research and mapping;
- Annexed description of methodology;
- Other annexes as deemed relevant;
- Specific identifiers which must be incorporated on the cover page provided by the Contracting Authority;
- the following disclaimer:

*“The information and views set out in this report are those of the author(s) and do not necessarily reflect the official opinion of the European External Action Service. The European External Action Service does not guarantee the accuracy of the data included in this study. Neither the European External Action Service nor any person acting on the European External Action Service's behalf may be held responsible for the use which may be made of the information contained therein.”*

## 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 tenders will be evaluated on the basis of the documents provided by the tenderers in the technical tender with regard to the award criteria described in the table below.

Technical award criteria

<b>No</b>	<b>Description</b>	<b>Criteria</b>
1	<p><b><u>Submission of the Methodology applied to this contract</u></b></p> <p><i>Degree to which the methodology shows the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority, in particular the proposed strategy for a cost-efficient and sector-relevant benchmarking exercise</i></p> <p><b>60 points</b> <b>Minimum required: 30/60</b></p>	<ul style="list-style-type: none"> <li>- Suitability of methods proposed to meet the needs set out by the Contracting Authority in the Technical Specifications (under point 6). In particular, the approach to ensuring data consistency and extraction of sector-specific data</li> <li>- Completeness and coherence of the proposal against these specifications in terms of tasks to be addressed, key issues and barriers, as well as possible relevant solutions.</li> <li>- Demonstrated capacity to produce clear, concise yet comprehensive reports, including the presentation of data in a user-friendly manner.</li> </ul>
2	<p><b><u>Description of the Organisation of the services</u></b></p> <p><i>Appropriateness of the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) allocated to each task</i></p> <p><b>30 points</b> <b>Minimum required: 15/30</b></p>	<ul style="list-style-type: none"> <li>- Expertise and organization of the proposed team for maximum efficiency in terms of cost, timeliness and quality of services requested.</li> <li>- Quality control system applied concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a team member</li> <li>- Extensiveness and relevance of the tenderer's network and capacity to meet the coverage needs of the contracting authority (see Appendix I)</li> </ul>
3	<p><b><u>Indicative Timing of Deliverables</u></b></p> <p><b>10 points</b> <b>Minimum required: 05/10</b></p>	<ul style="list-style-type: none"> <li>- Capacity to resolve the questions in the tender in a realistic and well-structured manner</li> </ul>
	<p><b>TOTAL 100 points</b></p>	

Any tender not scoring the minimum quality threshold of 50% of the points for each criterion where indicated and 60 points for all the criteria combined will be eliminated.

## 7.2. Financial tender

This is a lump sum contract. The maximum contract value is fixed at € 143,500 (*one hundred and forty-three thousand five hundred Euros*) excluding VAT (including fees, travel and all other costs). Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure.

Only the financial tenders submitted by those tenderers who have obtained an overall technical score of 60 points or more and at least 50% of the maximum score allocated for each individual criterion will be considered for the award.

The prices for the tender must be tendered:

- in EUR;
- free of all duties, taxes and other charges, including VAT, as the EEAS is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union;
- 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 tenderers in order to fully implement the contract;
- using the price schedule (Annex A).

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.

## 7.3. Calculation of the overall score

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:

$$P_i = T_i * 0.6 + F_i * 0.4$$

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

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

## 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 services 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) and the supporting documents requested in point 5.3.3.

**In addition to the above, tenderers shall submit all the requested documents listed below under "technical envelope" and "financial envelope".**

### **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: Submission of the Methodology applied to this contract (Annex 3);
- (d) Award criteria n°2: Description of the Organisation of the services (Annex 4);

**Financial envelope**

- (a) the duly completed and signed price schedule (Annex A).

## **Annex 1 – technical tender**

**EEAS-0000-DIVBASI4-SER-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:

Signature:

Date:

## **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%**

## **Annex 3 – technical tender**

### **Award criteria n° 1: Submission of the Methodology applied to this contract**

- Suitability of methods proposed to meet the needs set out by the Contracting Authority in the Technical Specifications (under point 6). In particular, the approach to ensuring data consistency and extraction of sector-specific data
- Completeness and coherence of the proposal against these specifications in terms of tasks to be addressed, key issues and barriers, as well as possible relevant solutions
- Demonstrated capacity to produce clear, concise yet comprehensive reports, including the presentation of data in a user-friendly manner.

## **Annex 4 – technical tender**

### **Award criteria n°2: Description of the Organisation of the services**

- Expertise and organization of the proposed team for maximum efficiency in terms of cost, timeliness and quality of services requested.
- Quality control system applied concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a team member
- Extensiveness and relevance of the tenderer's network and capacity to meet the coverage needs of the contracting authority (see Appendix I)

## **Annex A – Financial tender**

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

	For the total duration of the contract
Total price in EUR	

When filling in this table, tenderers shall fill in the total price for the services and will not modify, add or subtract any item or part thereof. 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:**