

ANNEX IV TO THE INVITATION TO TENDER
Call for Tenders n° PO/2016-12/A2

Part A: Checklist of Documents to be Provided with the Tender:

This form must be filled in by the Tenderer, according to the detailed instructions under the relevant points in the Tender Specifications (Annex I to the Invitation to Tender)

Unless otherwise specified, each box under 'Reference to document in tender' must be filled in with the n° of the relevant document or the page n° of the tender where the document can be found.

– Technical Tender

	Description
A.1	Technical Tender, see point 6 of Tender Specifications.

– Financial Offer

	Description
A.2	Financial Offer (Annex VI), see point 7 of Tender Specifications.

– Identity of Tenderer

		Reference to document in tender
A.3	<p><u>Identification Form:</u></p> <p>Name or business name of the tenderer or group leaders and members: Official address of the tenderer: Telephone: Fax: E-mail:</p> <p>For <u>Joint tenders</u>: A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), and the legal form the cooperation will take, should they be awarded the contract and if this change is necessary for proper performance of the contract or if required by national legislation.</p>	<p>Provide information in the box to the left (for this heading only):</p> <p>See doc. n° on page(s)</p>
A.4	Normal administrative address (if different from official address) of the tenderer or group leader and members of the group in case of joint tender.	See doc. n° on page(s)
A.5	<p>Contact person for this call for tenders:</p> <p>Surname: First Name: Position: Telephone: Fax: E-mail: Address:</p>	Provide information in the box to the left (for this heading only):
A.6	Organisation Chart	See doc. n° on page(s)
A.7	<p>Contact details of the legal representative designated to sign the contract and the related certificate issued by the signing company or extract from the articles of association or extract from the commercial register.</p> <p>Contact details of the leader of the group and the legal representative designated to represent the grouping and sign the contract in the name of the group members (if applicable). The related power of attorney signed by the legal representative of each group member should also be provided, including a commitment to execute the services in the tender, clearly indicating their role, qualifications and experience.</p>	See doc. n° on page(s)
A.8	<p><u>Subcontracting</u>: A document duly dated and signed by the tenderer stating clearly the identity, roles, activities and responsibilities of each subcontractor, and specifying the proportion (in % of the value of the contract) of the tasks of each subcontractor.</p> <p>A letter of intent by each subcontractor identified in the tender stating their unambiguous undertaking to collaborate with the tenderer if they win the contract and the extent of the resources that they will put at the tenderer's disposal for the performance of the contract</p> <p><u>If the tenderer does not intend to subcontract</u>:</p> <p>A document should be provided stating that the tenderer does not intend to subcontract and that they will inform the</p>	See doc. n° on page(s)

	Commission of any change in this situation. The Commission reserves the right to judge if such a change is acceptable.	
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- Declaration of Honour on Exclusion and Selection Criteria

	Evidence	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor	Page n°
A.9	Declaration(s) of Honour on Exclusion criteria and Selection criteria (Annex III) duly filled in, dated and signed and including the supporting documents for sections 1 to 5 when applicable.	8.	X	Where applicable	X if >20%	See doc. n° on page(s)

For statistical purposes only, please kindly confirm whether your company is an SME:

SMEs are defined in Commission Recommendation 2003/361/EC as companies

- with fewer than 250 staff
- and a turnover not exceeding 50 million euros.

	YES	NO
Single tenderer	<input type="checkbox"/>	<input type="checkbox"/>
For joint tenders, please confirm the status for each economic operator.	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> ...

Part B: Documents which do not need to be submitted with the tender but which you need to be prepared to submit without delay upon request

- Legal and Regulatory Capacity:

	Evidence:	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.1	Legal Entity File (LEF) duly completed and signed by the tender, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm	8.2a	X	Where applicable	N/A
B.2	Bank Account File (BAF) duly completed and signed by the tenderer, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm	8.2a	X	N/A	N/A

- Financial and Economic Capacity:

	Evidence of Financial and Economic standing must be provided by the following documents:	Point	Main Contractor group leader in joint tender	All partners in joint tender	Sub-contractor
B.3	A statement of overall turnover during the last three financial years, with a minimum of one million per year	8.2b	May be the combined annual turnover of the grouping in case of a joint tender or tender with subcontracting		
B.4	Balance sheets or extracts from balance sheets for the last three years for which accounts have been closed, where publication of the balance sheet is required under company law of the country in which the economic operator is established.	8.2b	X	Where applicable	X if >20%

- Technical Capacity:

	The tenderer must demonstrate convincingly that they have the ability to undertake the tasks requested by providing the following:	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.5	<p><u>Criterion 1:</u> Professional experience in similar services.</p> <p>Minimum Requirements:</p> <p>Professional experience in similar services: the tenderer must prove his experience in the field of media events and media relations, including web events, with a minimum value for each project of 50.000 €.</p> <p><u>Evidence:</u></p> <p>As evidence, the tenderer must provide a list of minimum 10, maximum 15 relevant services carried out in the past three years, with the approximate sums, dates and recipients, showing at best his capacity in organising seminars, webinars and online information sessions and MOOCs (massive open online courses) and in media relations in general and for various audiences.</p>	8.2c	X	Where applicable	If >20%
B.6	<p><u>Criterion 2:</u> Necessary human resources to perform the contract in line with best professional practice.</p> <p>Minimum Requirements:</p> <p>Necessary human resources to perform the contract in line with best professional practice:</p> <ul style="list-style-type: none"> • One central contract manager, with at least 5 years relevant experience (project/ account management) which will be appointed as contact point for the Commission. The contract manager needs native-level or equivalent English (C2) and working knowledge of French or German (B2 or above). • At least one senior communication strategist, with at least 3 years proven experience in setting up, managing media relations for large clients. The communication strategist needs native-level or equivalent English knowledge (C2) and working knowledge of French or German (B2 or above). • At least two online community managers and online strategists, with minimum 3 years proven experience in setting up, managing and delivering online and social media outreach activities. They need native-level or equivalent English knowledge (C2). Basic experience in setting up or managing up MOOCs (massive open online courses) or webinars required (at least 6 months). • At least two editors, with 3 years' experience as journalist or equivalent. The editors must be able to draft at native-level proficiency in both English and French. It is acceptable that one of the editors is proficient in English and the other in French. • At least two project managers for individual actions. They need to have proven University-level education or equivalent with specialisation in project management or at least a 2-year proven experience in relevant fields. The project managers must have native-level or equivalent English (C2) and working knowledge of French or German (B2 or above). • At least two researchers charged to identify relevant media and wider audiences, guest speakers a.s.o. They need to have at least 1 year experience in a similar position and native-level or equivalent English and working knowledge of French or German (B2 or above). Any other EU official language is welcome. <p><u>Evidence:</u></p> <p>As evidence, the tenderer will provide the educational references and professional qualifications of the persons who will provide the services for this tender (CVs), including the management staff. Each CV provided should indicate the intended function in the delivery of the services. All language levels are self-assessed in accordance with the Common European</p>	8.2c	X	Where applicable	If >20%

	Framework of Reference for Languages.				
B.7	<p><u>Criterion 3:</u> Necessary technical resources to perform the contract in line with best professional practice.</p> <p>Minimum Requirements:</p> <p>Possession of, or immediate and complete access to, a complete solution (web platform, maintenance, updates, etc.) for the delivery of online activities and services described in the present specifications.</p> <p><u>Evidence:</u></p> <p>As evidence, the tenderer will provide documents attesting the access to the proposed platform.</p>	8.2c	X	Where applicable	If >20%