

Tender Specifications

for

Interim Services

Framework Service Contract

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Introduction to ECDC

The European Centre for Disease prevention and Control (ECDC) is an agency of the European Union, established by the European Parliament and Council Regulation 851/2004 of 21 April 2004. Its purpose is to identify, assess and communicate current and emerging threats to human health from communicable disease. Within this broad mission statement, the main technical tasks of the Centre fall into the following four categories:

- The publication of independent scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;
- The provision of technical assistance to EU member states, communication of the Centre's activities and results and dissemination of information tailored to different audiences;
- The development of epidemiological surveillance at the European level and the maintenance of networks of reference laboratories; and
- Early Warning and Response based on 'round the clock' availability of specialists in communicable diseases.

Further information about the Centre can be found on the ECDC website www.ecdc.europa.eu.

The tender process

The purpose of competitive tendering for awarding contracts is two-fold:

- to ensure the transparency of operations;
- to obtain the desired quality of services, supplies and works at the best possible price.

The applicable regulations, namely Directive 2014/24/EU and Regulation 966/2012, oblige the ECDC to guarantee the widest possible participation, on equal terms in tender procedures and contracts.

1 Overview of this tender

1.1 Description of the contract

The services required by ECDC are described in the terms of reference in **section 2** of the present tender specifications.

In drawing up a tender, tenderers should bear in mind the provisions of the draft contract in **Annex I**. In particular, the draft contract indicates the method and the conditions for payments to the contractor.

Tenderers are expected to examine carefully and respect all instructions and standard formats contained in these specifications and the invitation to tender. An offer which does not contain all the required information and documentation may be rejected.

1.2 Timetable

Activity	Date	Comments
Launching of tender	06/03/2017	Dispatch of contract notice to the OJ
Site visit or clarification meeting (if any)		Not applicable to this tender
Deadline for request of clarifications	05/04/2017	<i>Six working days before deadline</i>
Deadline for submission of offers	18/04/2017	At 16:00 CET
Interviews (if any)	-	Not applicable to this tender
Opening session	20/04/2017	
Date for evaluation of offers	Opening date plus 1 week	Estimated
Notification of award to the selected Tenderer	Evaluation date plus 3 weeks	Estimated
Contract signature	Notification date plus 2 weeks	Estimated

1.3 Participation in the tender procedure

This procurement procedure is open to the natural or legal person wishing to bid for the assignment and established in the European Union, European Economic Area and Stabilisation and Association Agreements countries.

Tenderers must not be in any situation of exclusion under the exclusion criteria indicated in section 3.1 of these tender specifications and must have the legal capacity to allow them to participate in this tender procedure (see section 3.2.1).

Please note that any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or ECDC during the process of

examining, clarifying, evaluating and comparing tenders will lead to the rejection of his tender and may result in administrative penalties.

1.4 Participation of consortia

A consortium may submit a tender on condition that it complies with the rules of competition.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. Such grouping (or consortium) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to ECDC.

In addition, each member of the consortium must have access to ECDC's procurement procedures as stated in section 1.3, and provide the required evidence for the exclusion and selection criteria (see section 3). Concerning the selection criteria, the evidence provided by each member of the consortium will be checked to ensure that the consortium **as a whole** fulfils the criteria.

The participation of an ineligible member of the consortium will result in the automatic exclusion of that member, and the whole consortium will be excluded.

1.5 Subcontracting

If subcontracting is envisaged, the tenderer must clearly indicate in the tender which parts of the work will be subcontracted. The total value of the subcontracted part of the services cannot represent the total value of the contract value.

Subcontractors must satisfy the eligibility criteria applicable to the award of the contract.

If the identity of the subcontractor is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek ECDC's prior written authorisation before entering into a subcontract.

Where no subcontractor is given, the work will be assumed to be carried out directly by the tenderer.

1.6 Presentation of the tender

Tenders must be submitted through the electronic submission system (see point 3 in the Invitation to tender and Annex VII for further information).

Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. A tender received after the deadline indicated in the procurement documents will be rejected.

Contact details for helpdesk can be found at the following link:
https://webgate.ec.europa.eu/supplier_portal_toolbox/esubmissionFileProject/files/BT3/spotsHelpPage_en.html

See the e-Submission application testing to be done in advance under point 1.1 in Annex VII.

1.6.1 Language

Offers must be submitted in one of the official languages of the European Union. ECDC prefers, however, to receive documentation in English. Nonetheless, the choice of language will be not play any role in the consideration of the tender.

1.7 Contacts between ECDC and the tenderers

Contacts between ECDC and tenderers are prohibited throughout the procedure, except in the following circumstances:

1.7.1 Written clarification before the deadline for submission of offers

Requests for clarification regarding this procurement procedure or the nature of the contract should be done **in writing only** through the eTendering website at <https://etendering.ted.europa.eu> in the "questions and answers" tab, by clicking "create a question".

Each request for clarification sent to ECDC should indicate the publication reference and the title of the tender.

The deadline for clarification requests is indicated in the timetable under section 1.2. Requests for clarification received after the deadline will not be processed.

At the request of the tenderer, ECDC may provide any additional information or clarification resulting from the request for a clarification on the eTendering website (see above).

ECDC may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the contract notice or in the tender specifications by publishing a corrigendum.

Tenderers should regularly check the eTendering website for updates.

1.7.2 After the closing date for submission of tenders

If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the submitted tender must be corrected, the ECDC may contact the tenderer, although such contact may not lead to any alteration of the terms of the submitted tender.

1.7.3 Visits to ECDC premises

No site visits at ECDC's premises are deemed necessary for this procedure.

1.7.4 Interviews

The Evaluation Committee will not conduct interviews for this procedure.

1.8 Division into Lots

The tender will be divided into 2 Lots:

1. General Interim Services
2. Scientific Interim Services

1.9 Variants

Not applicable.

1.10 Confidentiality and public access to documents

All documents presented by the tenderer become the property of the ECDC and are deemed confidential.

In the general implementation of its activities and for the processing of tendering procedures in particular, ECDC observes the following EU regulations:

- Council Regulation (EC) No. 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents; and
- Council Regulation (EC) No. 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The tender process will involve the recording and processing of personal data (such as a tenderer's name, address and CV). Such data will be processed pursuant to Regulation (EC) No. 45/2001.

Unless indicated otherwise, a tenderer's replies to questions and any personal data requested by ECDC are required to evaluate the tender in accordance with the tender specifications and will be processed solely for that purpose by ECDC. A tenderer is entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete.

If you have any queries concerning the processing of your personal data, you may address them to the ECDC Data Protection Officer dpo@ecdc.europa.eu. You also have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data

1.11 Contractual details

A draft contract is attached to these technical specifications as **Annex I**.

Signature of the framework contract imposes no obligation on the Centre to order services. Only the implementation of the framework contract through specific contracts/order forms is binding for ECDC.

Each specific contract/order form will contain details of deliverables and timelines for particular services to be provided.

1.12 Electronic exchange of documents

Please refer to the draft contract attached to these technical specifications as Annex I. The related documentation can be found at: http://ec.europa.eu/dgs/informatics/supplier_portal/index_en.htm. Other applications currently under development may be implemented on a voluntary basis during the contract execution.

1.13 Additional information

By virtue of article 134(1)(e) and article 134(4) of the Rules of Application of the Financial Regulation, ECDC reserves the option to launch further negotiated procedure, with the contractor chosen as a result of the present call for tender, for new services consisting in the repetition of similar services during the three years following the signature of the original contract.

2 Terms of reference

The terms of reference will become an integral part of the contract that may be awarded as a result of this tender procedure.

2.1 Introduction: Background to the invitation to tender

The European Centre for Disease Prevention and Control (ECDC) is a multi-cultural European Agency. ECDC employs approximately 300 staff.

ECDC may need interim staff as a complement to its statutory staff, for the following reasons:

- To temporarily replace staff because of maternity leave, parental leave, sickness or other reasons;
- To cope with peak periods which require additional workforce for a fixed period of time
- To carry out, on a temporary basis, tasks which require specific competences which are not readily available within ECDC;
- To carry out, on a temporary basis, additional tasks resulting from specific projects.

Approximately between 25 and 30 interim staff work for ECDC at any given month.

2.2 Description of the services & scope of the contract (Lot 1 & Lot 2)

ECDC wishes to conclude a single framework contract in order to use interim services in line with the below competency profiles. ECDC reserves the right to add additional profiles during the course of the contract, should the need for them arise.

For Lot 1 (General Interim Services) profiles may include the following:

- 1) Administrative Assistant
- 2) Financial Assistant
- 3) Procurement Assistant
- 4) HR Assistant
- 5) Events Assistant
- 6) Legal Officer
- 7) Web Editor
- 8) Editor/ Information Assistant
- 9) Communication Officer
- 10) Graphic Designer
- 11) IT Helpdesk Assistant
- 12) Administrative Officer/ Project Officer
- 13) Manager

For Lot 2 (Scientific Interim Services) the profiles include:

- 1) Junior Scientific Expert
- 2) Scientific Expert

2.2.1 Contract objectives and scope

The objective of the assignment is to provide ECDC with the necessary interim staff.

2.2.2 Description of the work/tasks

For the detailed description of interims' profiles, please see *Annex IX 'Interim Profiles'*

Interims will work under the supervision of ECDC staff members. They shall neither represent the ECDC nor behave in any way that would give such an impression. In the exceptional case of attending external meetings and going on business trips, the interim needs to be supervised by a staff member who will formally represent the ECDC.

2.2.3 Working conditions

To this end the contractor shall comply with the relevant Swedish laws on employment, taxes, health insurance, and pension contributions. The contractor will ensure the fulfilment of all legal and financial obligations towards the interim staff, which include, in addition to the gross salary, all health insurance, pension and tax contributions foreseen by the Swedish law for the employer.

The contractor shall take all necessary measures to ensure that interim does not acquire any legal rights with ECDC under Swedish employment law.

Working at ECDC, interim staff shall work subject to the ECDC holidays calendar, which may differ from the Swedish bank holidays calendar. Should ECDC working days fall on Swedish bank holidays, the normal hourly rate should be charged. Any extra-rate payment due to employees under Swedish employment law is at the expense of the employer. Public holidays in force at the Agency called "ECDC Holidays" shall be communicated to the contractor in writing, on an annual basis, before the end of the current year, for the next year (see Annex X).

The normal working week shall be 40 hours/week. The period encompassing the working day is Monday to Friday from 7:00 to 20:00. Core hours are 9:30 (10:00 Mondays) – 12:00 and 14:00 -15:30 (15:00 Fridays).

ECDC will not pay for any hours worked above a weekly total of 40 hours, unless overtime work is expressly requested in advance and ordered by ECDC, in writing.

Since ECDC offers flexible working hours to interims, requests for overtime will only be made in very exceptional cases and will be ordered in writing in advance.

Interim staff shall be required to clock in/out of the time management system provided by ECDC.

This will enable them to benefit from the flexible working-hours management tool, which allows for adapting working hours outside the core hours and the possibility to gain additional hours over the current month. Interims should report their presence and absences by full or half days to the ECDC within the interim agency's formal time management system (not by the hour).

These additional hours cumulated during a month may be taken as time off as full or half days (max. of 2 days per month). This system, called Flexitime, is always subject to ECDC line manager approval and shall not be used as a way to accumulate excess hours to request recuperation, but rather to allow for more flexibility in the morning and afternoon. A full working day for interims will always be 8 hours.

Interims are bound by the internal rules governing confidentiality, ECDC internal rules on authorship, as well as the Independence Policy. Interims are requested to sign a confidential declaration upon working for ECDC.

The place of performance will be ECDC premises and Interims are not allowed to telework

In exceptional cases, interim staff might be requested to go on business trips, called *Missions*, under the supervision of an ECDC staff member. In these cases, ECDC will book flights and accommodation for the interim and provide a daily allowance at the standard rates set for external meeting participants in accordance with the applicable rules. Payments from ECDC to the interim resulting from the travel do neither constitute any form of salary nor establish any kind of employment relationship with the interim. ECDC will inform the contractor in advance when an interim is required to travel.

Interims travelling on behalf of ECDC are covered by the ECDC travel insurance.

2.2.4 Deliverables, reporting and project schedule

The contractor shall be able to replace an interim within 24 hours upon ECDC's request. Orders may be terminated with 24 hours' notice if required, for example for reasons related to the performance and conduct of an interim.

LOT 1:

ECDC will send its request for interim staff to the contractor at least 10 calendar days prior to the foreseen start date. ECDC will specify the required profile and the expected contract duration. The contractor will provide ECDC with CVs of candidates matching the requested profile within 5 calendar days of receiving the request. ECDC will have the right to invite one or more of the proposed candidates for interviews and tests at its premises. ECDC will inform the contractor of its decision concerning the proposed candidates at least 2 working days prior to the planned start date. Exceptionally, in case of emergency or great urgency, the time frame stated above may be shortened.

The contractor must have the capacity to carry out in parallel several individual selection processes for a variety of profiles. The contractor must be capable of providing the services ordered rapidly and with a high degree of quality.

LOT 2:

As a rule, ECDC will send its request for scientific experts to the contractor at least 15 calendar days prior to the foreseen start date. ECDC will specify the expected area of work, expected tasks, as well as the anticipated contract duration.

The contractor will provide ECDC with CVs of candidates matching the requested expertise within 10 calendar days of receiving the request. ECDC will have the right to interview one or more of the proposed candidates for interviews and tests at its premises. ECDC will inform the contractor of its decision concerning the proposed candidates at least 5 working days prior to the planned start date. Exceptionally, in case of emergency or great urgency, the time frame stated above may be shortened.

2.2.5 Duration of the contract

The framework contract will initially be concluded for a period of 12 months with automatic renewal up to a maximum of 48 months for the entire duration of the framework (see Annex I – Draft contract - Article 1.2 for details). Renewal does not imply any modification or deferment of existing obligations.

The framework contract will be implemented through Order Forms (see the model order form in Annex I – Draft contract).

2.2.6 Place of performance of the contract

The place of performance will be the ECDC premises. In exceptional cases, interim staff might be requested to go on business trips (please see above under 2.2).

2.2.7 Reference documents

Not applicable.

2.3 Prices

2.3.1 Currency of tender

The Financial Proposal Form in **Annex V** must be used to submit a tender.

The price for the tender must be quoted in euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to assume the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union. The amount of VAT may be shown separately.

2.3.2 All-inclusive prices

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract (e.g. to include delivery, supply and installation, maintenance, travel, subsistence, etc). No expenses incurred in the performance of the services will be reimbursed separately by ECDC.

2.3.3 Price revision

Prices submitted in response to this tender shall be fixed and not subject to revision.

2.3.4 Costs involved in preparing and submitting a tender

ECDC will not reimburse any costs incurred in the preparation and submission of a tender. Any such costs must be paid by the tenderer.

2.3.5 Protocol on the Privileges and Immunities of the European Union

The Centre is, as a rule, exempt from all taxes and duties, and in certain circumstances is entitled to a refund for indirect tax incurred, such as value added tax (VAT), pursuant to the provisions of articles 3 and 4 of the Protocol on Privileges and Immunities of the European Union. Tenderers must therefore quote prices which are exclusive of any taxes and duties.

2.3.6 Payments

The distribution of payments and the mandatory reporting is detailed in Annex I – Draft Contract.

2.3.7 Financial guarantees

ECDC may require a pre-financing guarantee or a performance guarantee from the Contractor chosen as a result of this tendering procedure. When such guarantee is requested, the specific conditions related to the provision of a guarantee are included in the draft contract (Annex I). The costs for the guarantee shall be borne by the Contractor.

3 Exclusion and selection criteria

3.1 Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex II), duly signed and dated by an authorised representative of the tenderer, stating that they are not in one of the situations of exclusion listed in the Annex II.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex II before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender.

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

3.2 Selection criteria

All tenderers shall provide the declaration on their honour (see Annex II), duly signed and dated by an authorised representative of the tenderer, stating that they fulfil the selection criteria applicable to them.

3.2.1 Legal capacity

Requirement

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

Evidence required

The tenderer shall provide a duly filled in and signed Legal Entity Form (see **Annex III**) accompanied by the documents requested therein.

(Where the tenderer has already signed another contract with ECDC, they may provide instead of the legal entity file and its supporting documents a copy of the legal entity file provided on that occasion, unless a change in his legal status occurred in the meantime).

3.2.2 Economic and financial capacity

Requirement

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

The tenderer must have for each of the past three financial years for which accounts have been closed, an average annual turnover of at least 5.000.000 EUR.¹

¹ In the case of tenderers from outside Eurozone, ECDC will calculate amounts of turnovers using exchanges rates for December of the relevant financial year as published in the Official Journal of the European Union:

Evidence required

For-Profit Organisations (whose primary goal is making a profit) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VIII
- copy of the profit & loss account and balance sheet for the last three years for which accounts have been closed.

Non-Profit Organisations (formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VIII,
- copy of the statement of financial activities and statement of the financial position for the last three years for which accounts have been closed.

Public sector entities (including public universities and international organizations), which according to the law of the country in which they are established are NOT required to publish balance sheets, shall:

- complete line 14 (Revenue) of the Simplified Financial Statement only (version for non-profit organisations) available in Annex VIII,
- provide extracts from their last three budgets (including the current one) as evidence of their average budget amounting to at least 5.000.000 EUR which satisfy the requirements under the Simplified Financial Statement.

Individuals shall:

- only complete line 14 (Revenue) of the Simplified Financial Statement (version for non-profit organisations), available in Annex VIII
- provide extracts from any available documents (e.g. income tax returns) as evidence on their average income for the last three financial years amounting to at least 5.000.000 EUR which satisfy the requirements under the Simplified Financial Statement.

When completing the Simplified Financial Statement tenderers are requested to observe the following:

1. It must be signed by the authorised representative of the tenderer or tendering entity.
2. In the case of a consortium submitting an offer, or in cases of subcontracting (if the tenderer relies on the capacities of subcontractor(s) to fulfil economic and financial requirement), the Simplified Financial Statement must be included in the offer for all consortium partners and subcontractors.
3. ECDC reserves the right during the tendering process and before award of contract to request further evidence of the tenderer's compliance with the economic & financial capacity requirement. In this instance copies of official financial statements (e.g. balance sheets and profit & loss accounts or financial position and financial activities statements) for up to three

financial years may be requested or any other document enabling ECDC to verify the tenderer's economic and financial capacity.

4. If additional evidence is not provided in response to ECDC's request within the deadline specified, or if the information provided is proved false, ECDC reserves the right to reject the tender as non-compliant with selection criteria.

3.2.3 Technical and professional capacity

Requirement(s)

The tenderer's technical and professional capacity will be evaluated using the following criteria:

A) Suitability of the organisation and staffing structure available for the activities covered by the contract (i.e. the company should provide an Account Manager and a Consultant Manager to work on ECDC's contract);

B) Relevant experience in the fields of *interim staff provision* and expertise of key personnel allocated to support ECDC. Experience in provision of interim staff to accommodate ECDC's needs. (i.e. a minimum of 50 interim placements concluded in 2016, and having at least 3 contracts with companies or public bodies) .

Evidence

The following documents or information shall be presented as evidence of compliance with the technical and professional capacity criteria:

A) Details of the structure of the organisation (including the number of staff) and relevant subcontractors. CVs of the employees that could be ECDC's main focal point.

B) Indication of the number of interim staff provided during the last year (2016) and the type of profiles of interim staff provided.

C) A presentation of at least three contracts with public and private organisations (in the last 3 years) in the area of interim services, preferably of organisations with an international or multinational profile (Name of clients, services provided, contract length).

4 Award of the contract

Offers are opened and evaluated by a committee, possessing the technical and administrative capacities necessary to give an informed opinion on the offers. The committee members are nominated on a personal basis by ECDC under guarantee of impartiality and confidentiality. Each of them has equal voting rights.

4.1 Technical proposal

The assessment of technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the terms of reference. To this end, the technical proposal shall contain the following information to allow evaluation of the tender according to the technical criteria mentioned in section 4.2:

Lot 1 and Lot 2

- The tender should include and explain the approach and methods for sourcing and selecting applicants prior to proposing candidates to ECDC;
- Demonstrate the ability to match request for interims in accordance with the requirements of ECDC and quality of candidates proposed.
- Include a draft invoice to ECDC together with a sample time report for one month.

Additionally for Lot 1

The tenderer is requested to include a standardised sample CV and two anonymised CVs of currently available interim staff for the profiles: 1, 2, 4, 5, and 12.

Additionally for Lot 2

Due to the high degree of specialisation required for LOT 2 Expert interims, it is unlikely that candidates for these assignments can always be recruited locally. The tenderer is asked to describe the administrative support that would be provided to the candidates to enable them to take up the assignment. This can be e.g. special assistance and advice for expert interims recruited from a variety of countries in terms of employment and registration (e.g. registration with the Swedish authorities, explanations about the Swedish labour laws, guidance in terms of social security, pensions and labour agreements etc.). The tenderer should also include a standardised sample CV and two anonymised CVs of currently available interim staff for profile 2.

The information in the technical proposal must be consistent with the terms of reference and must be signed by the tenderer.

4.2 Technical evaluation

The quality of technical offers will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

Lot 1: General Interim Services

No	Criteria	Max points
1	Quality of sourcing and selection services <ul style="list-style-type: none"> • Approach and method to establish a sufficient pool of candidates; • Selection methods prior to proposing candidates to the ECDC ensuring 	30

	<p><i>that the proposed candidates match the requested profiles and have the required skills, experiences and competences for the position.</i></p> <p><i>(The above aspects are of the same relative value)</i></p>	
2	<p>Ability of the tenderer to match the profile requested and demonstrate ability to provide suitable candidates</p> <ul style="list-style-type: none"> • <i>Quality of sample CVs provided for the selected profiles.</i> 	40
3	<p>Quality and level of support services (towards ECDC)</p> <ul style="list-style-type: none"> • <i>Tenderers will be evaluated based on the quality of the proposed standardised format for CVs;</i> • <i>Clarity of the proposed format of model invoice and model time report</i> • <i>Use of expertise of the team that would be at supporting ECDC (profiles and CVs of the possible focal points)</i> <p><i>(The above aspects are of the same relative value)</i></p>	30
	TOTAL	100

Lot 2: Scientific Interim Services

No	Criteria	Max points
1	<p>Quality of sourcing and selection services</p> <ul style="list-style-type: none"> • <i>Approach and method to establish a sufficient pool of candidates;</i> • <i>Selection methods prior to proposing candidates to the ECDC ensuring that the proposed candidates match the requested profiles and have the required skills, experiences and competences for the position.</i> <p><i>(The above aspects are of the same relative value)</i></p>	30
2	<p>Ability of the tenderer to match the profile requested and demonstrate ability to provide suitable candidates</p> <ul style="list-style-type: none"> • <i>Quality of sample CVs provided for the selected profile.</i> 	40
3	<p>Quality and level of support services (towards ECDC)</p> <ul style="list-style-type: none"> • <i>Tenderers will be evaluated based on the quality of the proposed standardised format for CVs;</i> • <i>Clarity of the proposed format of model invoice and model time report</i> • <i>Use of expertise of the team that would be at supporting ECDC (profiles and CVs of the possible focal points)</i> <p><i>(The above aspects are of the same relative value)</i></p>	20
4	Quality and level of support services (towards interim candidates)	10

	<ul style="list-style-type: none"> Support available to potential interim staff in arranging an employment contract with the interim agency. 	
	TOTAL	100

Only tenders scoring **70 points** or more (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated.

Offers scoring less than **60%** for any award criterion will be deemed to be of insufficient quality and eliminated from further consideration.

4.3 Financial proposal

The financial proposal should be presented in the format found in **Annex V**.

4.4 Choice of the selected tender

The contract will be awarded to the tenderer offering the best value for money, taking into account the awarding criteria listed above. No award criteria and sub-criteria other than those detailed above will be used to evaluate the offer.

The weighting of quality and price will be applied as follows:

Score for tender X	=	$\frac{\text{cheapest price}}{\text{price of tender X}}$	*	100	*	Price weighting (30%)	+	$\frac{\text{Total quality score (out of 100) for all criteria of tender X}}{\text{Total quality score (out of 100) for all criteria of tender X}}$	*	quality criteria weighting (70%)
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Price of tender X is “Reference Price lot x” - See Annex V – Financial Proposal Form

4.5 No obligation to award

Completing the procedure of the call for tenders in no way imposes on the ECDC an obligation to award the contract. ECDC shall not be liable for any compensation with respect to tenderers whose offers have not been accepted, nor shall ECDC be liable when deciding not to award the contract.

4.6 Notification of outcome

Each tenderer will be informed in writing about the outcome of the call for tender.

If tenderers are notified that a tender has not been successful, tenderers may request additional information by mail. At the discretion of ECDC, this information can be given in a follow-up letter providing further details in writing, such as the name of the tenderer to whom the contract is awarded and a summary of the characteristics and relative advantages of the successful tender. However, ECDC would like to stress that it is not free to disclose any information affecting the commercial interests of other tenderers.

List of Annexes

Annex I — Draft contract

Annex II — Declaration of honour on exclusion criteria and selection criteria

Annex III — Legal entity form, Financial identification form and curriculum vitae template

Annex IV — Authorised signatory form

Annex V — Financial proposal form

Annex VI — Tender submission checklist

Annex VII — E-Submission application guide

Annex VIII — Simplified Financial Statements (for profit and non-profit organisations)

Annex IX – Interim Profiles

Annex X – ECDC Holidays 2017