

ANNEX 3 TO THE INVITATION TO SUBMIT A REQUEST TO PARTICIPATE

Call for Tenders n° PR/2017-06-SEC/TAL

1st PHASE OF THE RESTRICTED PROCEDURE – APPLICATION PHASE

REQUEST TO PARTICIPATE

IDENTIFICATION, EXCLUSION AND SELECTION CRITERIA

Unless otherwise specified, each box in the right-hand column must be filled in with the reference number of the document provided with the request to participate.

PART A – DOCUMENTS TO BE PROVIDED WITH THE REQUEST TO PARTICIPATE		
IDENTITY OF THE CANDIDATE		
A.1	Name or business name of the tenderer Official address of the tenderer: Telephone: Fax: E-mail:	Provide information in the box to the left
A.2	Normal administrative address (if different from official address) of the tenderer.	
A.3	Contact person for this call for tenders: Surname: First Name: Position: Telephone: Fax: E-mail: Address:	
A.4	Organisation Chart	See doc. n°
A.5	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.	See doc. n°
DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA		
A.6	Declarations of Honour on Exclusion criteria and Selection criteria duly filled in, dated and signed and including the supporting documents for sections 1 to 5 when applicable. In the case of joint tender, one declaration per entity.	See Annex 2 to the invitation to submit a request to participate

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PART B – DOCUMENTS TO BE SUBMITTED UPON REQUEST				
EXCLUSION CRITERIA		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
The ways of proving compliance with Exclusion Criteria in each Member State are provided on e-Certis: http://ec.europa.eu/markt/ecertis/login.do				
B.1	Production of a recent extract from the judicial record: For situations described in (a), (c), (d) or (f) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.	X	Where applicable	X if >20%
B.2	Production of recent certificates issued by the competent authorities of the State concerned. For the situation described in point (a) or (b) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.	X	Where applicable	X if >20%
B.3	If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation. Please indicate clearly the procedure number..	X	Where applicable	X if >20%
SELECTION CRITERIA – LEGAL AND REGULATORY CAPACITY		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.4	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	X	Where applicable	N/A
B.5	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	X	N/A	N/A
SELECTION CRITERIA – FINANCIAL AND ECONOMIC CAPACITY		Main Contractor group leader in joint tender	All partners in joint tender	Sub-contractor
B.6	a declaration of the overall annual turnover for the last three available financial years or, failing that, since the firm was founded in the case of new firms, with a minimum turnover of about 200.000,00 EUR	Combined annual turnover of the grouping in case of a joint tender or tender with subcontracting		
B.7	balance sheets or extracts from balance sheets for the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established	X	X	X if >20%
B.8	a copy of the insurance policy or other insurance document confirming that a tenderer is insured for civil liability in respect of its business activities for the duration of the execution of the contract, to a value not lower than 200.000,00 EUR. In the case of an insurance contract being of a shorter duration, the tenderer shall submit an appropriate declaration with an undertaking to extend the validity of the insurance policy	X	X	X if >20%
SELECTION CRITERIA – TECHNICAL CAPACITY		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor

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B.9	<p><u>Criterion 1:</u> Professional experience in similar services.</p> <p><u>Minimum requirement:</u> The tenderer must prove his experience in the field of guarding services, with a minimum value for each project of 60.000,00 €.</p> <p>As evidence, the tenderer will provide a list of at least 3 contracts for the provision of similar services carried out in the past three years in the domain, with the sums, dates and recipients, together with documents from the recipients proving the efficiency and reliability of the services performed, from which minimum two provided for diplomatic representations).</p>	X	Where applicable	If >20%
B.10	<p><u>Criterion 2:</u> Workforce and organisation</p> <p><u>Minimum requirement:</u> The average workforce with direct involvement in services similar to those requested under these specifications must be at least 20 persons in each of the last 3 years</p> <ul style="list-style-type: none"> the tenderer's current organizational chart referring to internal operational management and stipulating ways of interaction between management and operational levels, internal communication channels, tasks distribution and levels of decision making description of on-going Security Guard's training programme, in line with national requirements (types, areas, timing, duration, personnel involved, etc.) the internal code of good conduct for staff involved in the execution of the contract the list of the workforce (number of Security Guards) with direct involvement in services similar to those requested under these specifications. As evidence they will provide figures reflecting the relevant average workforce of the firm during the last three years or, failing that, since the firm was founded in the case of new firms. The minimum required capacity is at least 20 persons in each of the last 3 years. 	X	Where applicable	If >20%

SELECTION CRITERIA – TECHNICAL CAPACITY (CONTINUED)		Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.11	<p><u>Criterion 3:</u> Average time for emergency interventions resulting from previous contracts;</p> <p><u>Minimum requirement:</u> The minimum average response time must be of 15 minutes</p> <p>Tenderers shall indicate in their tender the statistical average response time, in minutes, needed to reach the various sites, in the event of an alarm or an emergency, in name of the city concerned during the last 12 months (including total number of responses). Average response rates exceeding 20 minutes will not be selected.</p>	X	Where applicable	If >20%
B.12	<p><u>Criterion 4: Health and safety measures</u></p> <p><u>Minimum requirement:</u> Provide occupational health and safety Act, chapter 2, https://www.riigiteataja.ee/en/eli/530122016003/consolide</p> <p>The tenderer will detail health and safety measures at the workplace for protecting staff in accordance with local legal provisions concerning working conditions, particularly in an environment containing radiation sources; As evidence they will provide a certificate of authorisation to use the control appliances (baggage scanners, detector gates, mail scanners, ion-based explosives detectors).</p>	X	Where applicable	If >20%
B.13	<p><u>Criterion 5: Necessary infrastructure and technical resources to perform the contract</u></p> <p><u>Minimum requirement:</u> technical description of wireless communication equipment, IT tools, equipment for monitoring rounds, round-the-clock</p>	X	Where applicable	If >20%

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	<p>dispatch and control centre, photos of uniforms</p> <p>In order to be selected, tenderers must demonstrate that they dispose of the necessary equipment to perform the services covered by this contract, in particular:</p> <ul style="list-style-type: none"> • wireless communication equipment and systems making it possible for security staff to communicate with each other while executing their tasks and to communicate with the monitoring centre; • IT tools: description of system for real-time electronic communication between the contractor and the guards and/or supervisor (in relation to instructions, directives, miscellaneous information and receipt of reports from staff); • Equipment for monitoring rounds (Type-3 services): system for locating staff in real time. Costs of installation and maintenance of the system shall be borne by the Contractor; • a round-the-clock dispatch and control centre; • clean and appropriate to the status of the services required uniforms in sufficient quantities. <p>As evidence, the tenderer will provide a technical description of the relevant systems and infrastructure, including photographs of the uniforms proposed.</p>			
B.14	<p><u>Criterion 6: The team</u></p> <p>a) Managers working for the EU-House shall have:</p> <ul style="list-style-type: none"> ✓ a minimum of five years' experience in providing similar services in the specific sector ✓ thorough knowledge (minimum level C1 of the European Common Reference Levels) of the Estonian language and (minimum level B2 of the European Common Reference Levels) the English language <p>As evidence, tenderers will provide one CV of senior management responsible for the follow up of the contract to be awarded.</p> <p>b) Contact person/supervisor working for the EU-House shall have:</p> <ul style="list-style-type: none"> ✓ at least three years' experience as supervisor in the field of Security Guard services ✓ received appropriate professional training related to Security Guard services ✓ thorough knowledge (minimum level C1 of the European Common Reference Levels) of the Estonian language and (minimum level B2 of the European Common Reference Levels) the English language <p>As evidence, tenderers will provide at least two CVs of persons proposed to execute the tasks of supervising staff.</p> <p>c) Security Guards and reception service guards working in the EU-House shall have:</p> <ul style="list-style-type: none"> ✓ at least two years' work related experience ✓ received appropriate training ensuring the ability to retain control over conflict situations ✓ a <u>certificate</u>/official authorisation, in conformity with national requirements, to work as a Security Guard in Estonia ✓ received appropriate professional training related to Security Guard services, ✓ thorough knowledge (minimum level C1 of the European Common Reference Levels) of the Estonian language and (minimum level B1 of the European Common Reference Levels) the English language ✓ a clean police record <u>certificate</u> ✓ a <u>certificate</u> of authorisation to use the control appliances (baggage scanners, detector gates, mail scanners, ion-based explosives detectors) <p>As evidence, tenderers will provide at least four CVs of staff together with the three required certificates.</p>	X	Where applicable	If >20%

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IN ADDITION, IN THE CASE OF JOINT TENDERS AND TENDERS WITH SUBCONTRACTING

B.15	<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>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)
B.16	<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 Commission of any change in this situation. The Commission reserves the right to judge if such a change is acceptable.</p>	See doc. n° on page(s)