

**DIRECTORATE-GENERAL FOR INNOVATION AND
TECHNOLOGICAL SUPPORT (DG ITEC)**

SPECIFICATIONS

OPEN PROCEDURE

INVITATION TO TENDER

PE/ITEC- ITS17
External provision of
enterprise architecture, methodology,
quality assurance and audit services

Contents

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PART I – GENERAL INFORMATION

1. INTRODUCTION

These specifications are an integral part of the documents drawn up for the invitation to tender for the contract referred to. The documents relating to the invitation to tender comprise:

- the contract notice;
- a letter of invitation to tender;
- conditions for submitting a tender ;
- specifications and the annexes thereto;
- and a model contract and the annexes thereto.

These specifications are supplemented by the forms and the evaluation questionnaire to be found in **Part III** and the following annexes, which are an integral part thereof.

Annex I Framework Contract's detailed conditions and compulsory forms

1. Draft Specific Contract
2. Performance Bond Model
3. Reimbursable Expenses
4. Invoicing Procedures and Monthly Activity Reports
5. Financial model, including the Price list and Evaluation model
6. List of modifications to the contracts to be performed by contract amendment
7. Acceptance Sheet Form
8. Time Sheet Form
9. Subcontracting Request Form
10. Request for Offer Form (RFO)
11. Subtask Form

Annex II Specifications

1. Specification of Services
2. Profiles
3. Case studies
4. Service Requirements
5. Service Level Agreement
6. European Parliament's IT environment
7. EMAS Environmental policy
8. European Parliament's work calendar

Annex III: Label to be affixed to the outer and inner envelopes when a tender is sent

2. SUBJECT OF THE CONTRACT

In accordance with the provisions of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the European Union, the European Parliament has decided to issue this invitation to tender for **external provision of enterprise architecture, methodology, quality assurance and audit services, hereinafter referred to as IT services.**

In connection with this invitation to tender, Contract Notice has been published in the Official Journal of the European Union.

3. DESCRIPTION, PURPOSE AND ESTIMATED VALUE OF THE CONTRACT

The purpose of this call for tenders is to purchase services as described in **Annex II.1. Specification of Services and in Annex II.4. Service Requirements** with the associated Service Level Agreement that define the service levels required by the European Parliament (see **Annex II.5. Service Level Agreement (SLA)**).

This call for tenders covers the provision of on-site (intramuros), near-site (on Tenderer's premises close to Brussels, Luxembourg and Strasbourg) and off-site (extramuros), on a Time and Means, Quoted Time and Means and Fixed Price basis. The purpose of this tendering procedure is the selection of up to three contractors as external service providers for the provision of the IT services mentioned under point 2 above.

The contracts resulting from the present call for tenders will be a multiple Framework Contract in cascade concluded with the European Parliament. For more information regarding the cascade mechanism, see **point I.12 Performance of the Framework Contract** below and **Article I.7 of the Draft Framework Contract** which is an integral part of the invitation to tender. The maximum duration of the contract will be:

One (1) year, with one (1) possible extension of maximum 1 year (1+1). The extension will be implemented in a tacit form. The total maximum duration of the framework contract is hence maximum 2 years

Performance of the contract shall not begin until the framework contract is signed. Any renewal of the contract shall take place in accordance with the terms laid down in the contract.

The European Parliament may exercise the option to increase the original expenditure ceiling by a maximum of 50 % of the original contract value via a negotiated procedure with the successful tenderer in accordance with Art. 134 (1) (e) of the Rules of Application of the Financial Regulation. The new services will be awarded according to the conditions applied for the original contract, as laid down in the procurement documents. No new framework contract will be signed but a supplementary agreement will be signed with a view to amend the original expenditure ceiling.

The total maximum quantities of services for this contract is as follows:

Table 0: Maximum quantities of services

Specification of services	Total man-days
Enterprise architecture, methodology, quality assurance and audit	27.224

4. PARTICIPATION IN THE TENDER PROCEDURE

Participation in this invitation-to-tender procedure is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities of a third country which has concluded a specific public-procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender and on the terms laid down by that agreement.

In order to ascertain the eligibility of tenderers, they must indicate in their tenders the country in which they have their registered office or in which they are domiciled. They must also submit the evidence required under their national law or other, equivalent proof enabling the European Parliament to check where they come from.

5. GROUPS OF ECONOMIC OPERATORS

If the tender is submitted by a group of economic operators, **Part III, Section 18, Form 3.2 a)** must be completed and included with it.

Groups of economic operators may submit a tender. The European Parliament reserves the right to require the group selected to have a given legal form if this is necessary for the proper performance of the contract. This requirement may be communicated by the European Parliament at any time during the contract award procedure, but at all events before the contract is signed.

The group of economic operators shall provide proof of its legal form by the time the contract - if awarded to it - is signed. This may take one of the following forms:

- an entity with legal personality recognised by a Member State;
- an entity without legal personality but offering sufficient protection of the European Parliament's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary partnership);
- the signature by all the partners of a type of 'power of attorney' or equivalent document confirming a form of cooperation **[See example in Part III, Section 18, Form 3.2 b)].**

The group's actual status shall be established by any document or agreement signed by the members of the group, which shall be appended to the tender.

Those documents or agreements may exceptionally be modified and/or submitted after the time limit for submission of a tender, but under no circumstances after the outcome of the invitation to tender has been communicated to the tenderers concerned. The European Parliament reserves the right to reject a tender if the terms of agreements between the

members of a group are modified during the procedure, if those terms make no provision for the joint and several liability of the group's members or if no agreement with legal force has been submitted with the tender.

The European Parliament may accept other legal forms not referred to above, provided that they ensure the parties' joint and several liability and are compatible with performance of the contract. At all events, it should be noted that, in the contract to be signed with the group, the European Parliament will refer expressly to the existence of such joint and several liability. In addition, it reserves the right to require, contractually, the appointment of an authorised representative who may represent the members and who is empowered, *inter alia*, to issue invoices on behalf of the other members.

Tenders from groups of economic operators must specify the role, qualifications and experience of each of the members of the group. **[See Part III, Section 18, Form 3.2 a)].** The tender shall be submitted jointly by the economic operators, who shall also assume joint and several liability for the tender submission.

All members of a group of economic operators shall fill in the Declaration on honour concerning the exclusion and selection criteria in **Part III, Section 19 Form 4.**

In the case of a group of economic operators, each member shall furnish proof of right of access to the contract (eligibility), as well as proof concerning compliance with the exclusion and selection criteria. With regard to the selection criteria, the European Parliament may rely on the capacity of the other members of the group in order to establish whether the tenderer will have the resources needed to perform the contract. In this case an undertaking shall be required from those members stating that they will make available to the other members the resources needed to perform the contract.

6. SUBCONTRACTING

Subcontracting is permitted.

If the tenderer uses subcontractors, information required in **Part III, Section 18, Form 3.3, Form 3.3. b and Form 4** below must be completed and included with the tender.

The tender shall give details, as far as possible, of that part of the contract which the tenderer proposes to subcontract and the identity of the subcontractors. During the contract award procedure or performance of the contract the European Parliament reserves the right to require tenderers to supply information about the financial, economic, technical and professional capacity of the proposed subcontractor(s). Likewise, the European Parliament will demand the requisite proof to establish whether the subcontractors comply with the requisite exclusion criteria. Tenderers are hereby informed that proposed subcontractors may not be in one of the situations described in Articles 106, 107 and 109 of the Financial Regulation, which entail exclusion from participation in a contract issued by the European Union.

The European Parliament shall verify whether the envisaged subcontractors, when subcontracting represents a significant part of the contract, fulfil the relevant selection criteria.

The European Parliament is entitled to reject any subcontractor who does not comply with the exclusion and/or selection criteria (see points 13 and 14 respectively).

Furthermore, the European Parliament must be informed by the Contractor of any subsequent use of subcontracting not provided for in the tender. The authorising officer responsible reserves the right to accept or reject the proposed subcontractor. In order to do so he may demand the requisite proof to establish whether the subcontractor(s) complies/comply with the requisite criteria. The European Parliament's authorisation will always be granted in writing.

If the contract is awarded to a tenderer who proposes a subcontractor in his tender, this equates to giving consent for the subcontracting.

Consequently,

Glossary: **The term "tenderer" is defined as :**

- | | |
|-------------------|---|
| Case (a) : | a single economic operator which makes a bid without co-contractors or declared subcontractors (" sole tenderer "); |
| Case (b) | a single economic operator which makes a bid with one or more declared subcontractors ; |
| Case (c) | a Group of economic operators composed by a number of co-contractors under any of the forms mentioned in point I.5 above or any other form provided they ensure the parties' joint and several liability and are compatible with performance of the contract and which are able to call on one or more declared subcontractors . |

In case (c), the **Group** must designate a **lead contractor**, who will be the sole contact person vis-à-vis the European Parliament.

The **Group of economic operators whatever form of the ones mentioned in point I.5 above it takes** must declare itself **jointly and severally liable** following **Article I.15** of the Framework Contract.

The **lead contractor** and the **co-contractors**, with whom legal responsibility for the Group lies, are referred to as "**members of the group**".

It is forbidden for a tenderer to submit more than one tender either alone or as part of a group of economic operators as well as to act as subcontractor/freelancer for another sole tenderer or group of economic operators. Moreover, an economic operator is not allowed to act as subcontractor for more than one tenderer. In such a situation, all the tenders concerned will be rejected.

Specific conditions regarding free-lancers

A freelancer is a (self-employed) person who sells services to companies without being part of any of the companies' permanent staff or having a long term commitment with any employer. The freelancer may have his own (one person) company or work as an individual on a self-employed basis. The freelancer must comply with the national legislation of the country where he is registered, as regards social security, professional identification or any other fiscal or administrative requirement related to his economic activity.

Freelancers may be authorised as subcontractor during the tendering procedure or added to the list of subcontractors at any time during the execution of the contract on the basis of the documents requested by the European Parliament.

To obtain the authorization for a freelancer to work as subcontractor, the contractor must add to the candidate-lists a letter of intent from each proposed freelancer indicating his agreement to work for the contractor. Failure to comply with these rules will lead to the rejection of the freelancer.

All prescriptions related to subcontractors are deemed to apply to freelancers when they act as such. Should they act as co-contractors, all the prescriptions related to co-contractors will apply to them.

7. VARIANTS

Variants are not permitted.

8. PRICES

Please refer to Articles I.4 and I.5 of the framework contract.

Prices shall be revised in accordance with the terms set out in the contract.

Pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union, the price quotation shall be submitted excluding VAT and other equivalent indirect taxes.

The price quoted must be all-inclusive and expressed in euros, including for countries which are not part of the euro zone. For tenderers in those countries, the amount of the tender may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and accept the risks or the benefits deriving from any variation.

Travel, accommodation and subsistence expenses incurred within and between the main locations of delivery (Brussels, Luxembourg, Strasbourg) are deemed to be included in the price offer, hence shall not be reimbursed.

Only travel, accommodation and subsistence expenses conducted following a request in writing from the European Parliament for locations **other** than the normal locations of delivery (Brussels, Luxembourg, Strasbourg) will be reimbursed. These expenses will be based on the standard European Parliament rules, appended to these specifications in **annex I.3**

9. FINANCIAL GUARANTEES

A performance guarantee will be required as provided in article I.6 of the framework contract.

10. ENVIRONMENTAL ASPECTS

The European Parliament's environmental policy

Tenderers shall undertake to comply with the environmental legislation in force in the field of the contract, should it be awarded to them. It should be noted in this connection that the European Parliament applies the EMAS environmental management system in accordance with Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009. Information about EMAS is provided by the authorising department in **Annex II.7** to these specifications. The successful tenderer will be required to ensure that the information provided by the European Parliament on the EMAS programme in general, and more specifically on the implementation of environmental measures in practice, is known by all his staff working for the European Parliament. At the European Parliament's request the successful tenderer may be required to certify that anyone assigned to work under the contract has received the appropriate professional training required (technical, safety and environmental training) concerning compliance with safety rules and correct handling of the equipment and products to be used, including action to be taken in the event of incorrect handling or any other incidents.

11. POLICY ON THE PROMOTION OF EQUAL OPPORTUNITIES

Tenderers shall undertake to observe a policy on the promotion of equality and diversity in the performance of the contract, should it be awarded to them, by applying the principles of non-discrimination and equality set out in the Community Treaties in full and in their entirety. More particularly, the tenderer awarded the contract shall undertake to establish, maintain and promote an open and inclusive working environment which respects human dignity and the principles of equal opportunities, based on three main elements:

- equality between men and women;
- employment and integration of disabled persons;
- the removal of all obstacles to recruitment and all potential discrimination based on sex, race or ethnic origin, religion or convictions, disability, age or sexual orientation.

12. PERFORMANCE OF FRAMEWORK CONTRACTS

The framework contracts will be performed on the basis of Specific Contracts, to be signed following the application of a system whereby orders are placed without competition being reopened.

The establishment of this system will entail a maximum of **three Framework Contracts** framework contracts being signed with the first three economic operators, ranked in descending order upon completion of the evaluation of the tenders submitted.

When an order is placed, and before the corresponding Specific Contract is issued, the European Parliament will contact the economic operator ranked first and, if he is unavailable, the second, and then, on the same terms, possibly the third, and so on until the final contractor.

Where an economic operator refuses to perform a specific order, he may not cite any reasons other than those laid down in the contract.

However, where there have been **three** refusals by the same operator during a period of **twelve months**, the contractor will be re-ranked in last position in the system and will be subject to the penalties provided for in article I.11 of the framework contract.

In principle, the ranking of the contractors will remain unchanged throughout the duration of the framework contract unless the re-rankings provided for in the preceding paragraph take place.

METHOD OF EVALUATION

The European Parliament will perform the tender evaluation applying the criteria in no particular order. Failure to pass a stage will result into the non-evaluation of the remaining evaluation stages. These stages will be executed in the order preferred by the European Parliament at the time of the evaluation of the tenders, which are given here in random order.

- minimum technical requirements
- technical evaluation
- price evaluation
- selection and exclusion criteria verification

PART II – EXCLUSION, SELECTION AND AWARD CRITERIA

13. EXCLUSION CRITERIA

The full texts of Articles 106, 107 and 108 of the Financial Regulation on exclusion criteria and their application are available in the Official Journal of the European Union, N° L-286 published on 30th October 2015, pages 1-29.

Article 106 of the Financial Regulation (extracts): only sections 1, 4, 7 and 8 are reproduced hereafter.

1. The contracting authority shall exclude an economic operator from participating in procurement procedures governed by this Regulation where:
 - a) the economic operator is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
 - b) it has been established by a final judgment or a final administrative decision that the economic operator is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;
 - c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 - i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - ii) entering into agreement with other economic operators with the aim of distorting competition;

- iii) violating intellectual property rights;
 - iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;
 - v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- d) it has been established by a final judgment that the economic operator is guilty of any of the following:
- i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995¹;
 - ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997 ², and in Article 2(1) of Council Framework Decision 2003/568/JHA³, as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;
 - iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA⁴;
 - iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council⁵;
 - v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA⁶, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;
 - vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council⁷;

¹ OJ C 316, 27.11.1995, p. 48

² OJ C 195, 25.6.1997, p. 1

³ Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54).

⁴ Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

⁵ Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

⁶ Council Framework Decision 2002/475/JHA of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3).

⁷ Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101, 15.4.2011, p. 1).

- e) the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, OLAF or the Court of Auditors;
 - f) it has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95⁸.
4. The contracting authority shall also exclude the economic operator where a person who is a member of the administrative, management or supervisory body of that economic operator, or who has powers of representation, decision or control with regard to that economic operator, is in one or more of the situations referred to in points (c) to (f) of paragraph 1. The contracting authority shall also exclude the economic operator where a natural or legal person that assumes unlimited liability for the debts of that economic operator is in one or more of the situations referred to in point (a) or (b) of paragraph 1.
7. The contracting authority, (..), shall not exclude an economic operator from participating in a procurement procedure where:
- a) the economic operator has taken remedial measures specified in paragraph 8 of this Article, thus demonstrating its reliability. This point shall not apply in the case referred to in point (d) of paragraph 1 of this Article;
 - b) it is indispensable to ensure the continuity of service, for a limited duration and pending the adoption of remedial measures specified in paragraph 8 of Article 106;
 - c) such an exclusion would be disproportionate (...).

In addition, point (a) of paragraph 1 of this Article shall not apply in the case of the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities or the liquidators in an insolvency procedure, an arrangement with creditors, or a similar procedure under national law.

(...)

8. The measures referred to in paragraph 7, which remedy the exclusion situation may include, in particular:
- a) measures to identify the origin of the situations giving rise to exclusion and concrete technical, organisational and personnel measures within the relevant business area of the economic operator, appropriate to correct the conduct and prevent its further occurrence;
 - b) proof that the economic operator has undertaken measures to compensate or redress the damage or harm caused to the Union's financial interests by the underlying facts giving rise to the exclusion situation;

⁸ Council Regulation (EC, Euratom) No 2988/95 of 18 December 1995 on the protection of the European Communities financial interests (OJ L 312, 23.12.1995, p. 1)

- c) proof that the economic operator has paid or secured the payment of any fine imposed by the competent authority or of any taxes or social security contributions referred to in point (b) of paragraph 1.

Article 107 of the Financial Regulation (extracts): only sections 1 and 2 are reproduced hereafter.

Rejection from a given procurement procedure

1. The contracting authority shall not award a contract for a given procurement procedure to an economic operator who:
 - a) is in an exclusion situation established in accordance with Article 106;
 - b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;
 - c) was previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.
2. Before taking a decision to reject an economic operator from a given procurement procedure, the contracting authority shall give the economic operator the opportunity to submit its observations, unless the rejection has been justified in accordance with point (a) of paragraph 1 by an exclusion decision taken with regard to the economic operator, following an examination of its observations.

Evaluation of the exclusion criteria

1. All tenderers must submit the declaration on the tenderer's honour, duly dated and signed, which is set out in **Part III Section 19 Form 4** Declaration on honour concerning the exclusion and selection criteria
2. The tenderer to whom the contract is to be awarded will be required, within **10 calendar days** calendar days of the date of notification of the provisional award of the contract and before the contract is signed, to supply the following documentary evidence:
 - a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in its country of establishment showing that the economic operator to whom the contract is to be awarded is not in one of the situations referred to in Article 106(1)(a), (c), (d) or (f) of the Financial Regulation; the same shall apply to persons listed in Article 106 (4) of the Financial Regulation;
 - a recent certificate issued by the competent authority of the State concerned proving that the tenderer is not in the situation referred to in Article 106(1)(a) and (b) of the Financial Regulation;

- where the documents or certificates referred to above are not issued in the country concerned, and in respect of the other exclusion situations referred to in Article 106 of the Financial Regulation, they may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of establishment.
3. The tenderer to whom the contract is to be awarded shall be exempt from the requirement to submit the documentary evidence referred to in paragraph 2 in case of international organisations acting as tenderer, if the contracting authority can access documentary evidence on a national database free of charge or if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and they are still valid. In such cases, the tenderer shall attest on his honour that the supporting documents have already been provided in a previous procurement procedure, which he shall identify, and that no changes in its situation have occurred.

14. SELECTION CRITERIA

Please refer to **Part III Section 19 Form 4** - Declaration on honour concerning the exclusion and selection criteria.

14.1. Legal and regulatory capacity

The tenderer is required to fulfil the following conditions:

- Be enrolled in a relevant professional or trade register, except for international organisations;

In the case of groups of economic operators, each member will furnish proof of authorisation to perform the contract

14.2. Financial and economic capacity

Tenderers shall have sufficient economic and financial resources to enable them to perform the contract in compliance with the contractual provisions, given the value and scope thereof. If, on the basis of the information supplied by the tenderer, the European Parliament has doubts about a tenderer's financial resources, or if these are insufficient for performance of the contract, the tender may be rejected without the tenderer being entitled to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender, the European Parliament furthermore requires tenderers to have a minimum financial and economic capacity, which will be assessed on the basis of the following information:

- ; average annual total turnover for the past three financial years must exceed or be equal to **EUR 15.000.000 €**
- subscription of a professional risk indemnity insurance

Financial and economic capacity will be assessed on the basis of the information included in the following documents, to be supplied by tenderers:

- a statement of overall turnover and turnover in the area covered by the contract during a period which may be no more than the last three financial years available. (see **Part III Section 20.2 Table 1 below**)
- evidence of professional risk indemnity insurance

If the tenderer is unable to provide the references requested, he may prove his economic and financial capacity by any other document which the European Parliament considers appropriate.

The tenderer may also rely on the capacity of other entities, irrespective of the legal nature of the links between him and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party or about that party's financial capacity. Parliament may require the tenderer and those other entities to be jointly liable for performance of the contract.

On the same basis, a group of economic operators may rely on the capacity of members of the group or of other entities.

Tenderers may also rely on the economic capacities of one or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the European Parliament will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract.

14.3. Technical and professional capacity

Tenderers must have sufficient technical and professional capacity to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale. If, in the light of the information supplied by the tenderer, the European Parliament has doubts about a tenderer's technical and professional capacity, or if it is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following technical and professional capacity:

- a) Pursuant to article 110.1 c) of the Financial Regulation and article 148.6 of the Rules of Application, the tenderer must not be subject to conflicting interest which may negatively affect the performance of this contract
- b) Tenderer's training programs
- c) Agreements/alliances with third parties in the technical domain of the contract
- d) Tenderer's manpower for the required services with sufficient educational and professional qualifications

- e) Experience in the domain of the contract with references to similar contracts
- f) Quality assurance and control mechanisms

Minimum capacity

Taking into account the nature and value of the contract, the European Parliament will require the **following minimum capacity**:

- a) Pursuant to Article 110.1.C of the Financial regulation and article 148.6 of its Rules of application, the tenderers **must not be a contractor** of the framework contracts of the European Parliament referenced as PE/ITEC-ITS14 Lot 2 (Development and maintenance of dissemination information systems), Lot 3 (Development and maintenance of production information systems) and Lot 4 (Test of developments) , either as sole contractor, as a member of a group of economic operators or as a subcontractor proposed in the offers in response to the Call for Tenders PE/ITEC-ITS14 Lots 2, 3 or 4 or proposed by the contractor during the execution of the contracts ITS14 Lot 2, 3 or 4. Such tenderers will be rejected.
 - b) The average number of training days attended per profile/role in 2016 must be minimum 3 days
 - c) The minimum number of agreements/alliances with third parties in the technical domain of the contract must be minimum 3 and maximum 5
 - d) The average annual manpower must be above 110 persons. At least 80% of this manpower must be with a permanent contract. The number of staff with experience in the field of the contract shall be according to the conditions detailed in table 4 of Section 20.3.3. Those CV's of experts must fulfil the individual requirements laid down for each profile/role (e.g. educational training, number of years of documented professional experience, language skills) as defined in **Annex II.2 Profiles**.
 - e) The tenderer shall provide references fulfilling the conditions detailed in **Section 20.3.4 References below**
 - f) Established procedures for the management of quality assurance and control mechanisms.
 - 50% of the proposed personnel for the PPRM profile must be recognized certificate holders in Project Management (PMI, PRINCE2, PM2 or equivalent)
 - 80% of the proposed personnel for the PEAR profile must recognized certificate holders in Enterprise Architecture (TOGAF, BABOK or equivalent)
- Depending on the nature, quantity or scale and purpose of the supplies, services or works to be provided, the technical and professional capacity of economic operators will be **substantiated** by one or more of the following documents
- a) A declaration that the tenderers are not subject to conflicting interest which may negatively affect the performance of this contract (provide by answering **question in Part III Section 20.3.1 below**)

- b) A description of the training programs (provide by answering **questions in Part III Section 20.3.2.1 and Table 2 below**)
- c) A description of agreements/alliances with third parties in the technical domain of the contract (provide by answering questions in **Part III Section 20.3.3.2** and attaching the requested documents)
- d) A description of the tenderer's manpower and qualification of staff relevant to the required services: staffing tables, CVs for profiles and roles (provide by answering **questions in Part III Section 20.3.3 and Table 3 and 4 below**)
- e) References of customers that are or have been making use of services similar in scope and size to the service requirements (provide by answering **questions in Part III Section 20.3.4 below** and attaching the requested documents)
- f) A description of the quality assurance and control mechanisms: project management methodology and enterprise architecture methodology (provide by answering **questions in Part III Section 20.3.5 below** and attaching the requested documents (certificates) mentioned under **point f) "Minimum capacity" above**).

The tenderer or candidate may also rely on the capacity of other entities, irrespective of the legal nature of the links between himself and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing a commitment by those entities to that effect. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party or about that party's professional and/or technical capacity.

At all events, tenderers may always rely on the economic capacities of one or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the European Parliament will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract.

If it establishes that a tenderer faces a conflict of interest which could affect the performance of the contract, the European Parliament may conclude that the tenderer is not of the calibre required to perform the contract.

15. AWARD CRITERIA

The contract will be awarded to the tender offering the best price-quality ratio.

To determine the tender offering the best price quality/ratio, tenders will be evaluated on the basis of the following criteria:

15.1. Quality (PQ)

The quality evaluation will be performed on the basis of the answers to the evaluation questionnaire, **Part III Section 21.1 below and Annex II.3 Case Studies**. Tenders will be evaluated on the basis of the following criteria:

Quality of the proposal in the domain of the contract based on the Case Studies

15.2. Price (PF)

The price evaluation will be performed on the basis of the answers to the evaluation questionnaire, **Part III Section 21.2 and the “Financial Model” in Annex I.5** to the Tender specifications filled in by the tenderers and on the basis of the methodology set out below.

Please note that the methodology and the detailed electronic version of Annex I.5 -Financial Model containing the formulas complement each other and clarify each other mutually. Should there be any discrepancies between them the Excel model shall take precedence.

The **Annex I.5 -Financial Model** provides a scenario to calculate the total cost of the services provided under this contract for a total maximum duration of the contract which shall be two years.

The formula for the calculation of the average weighted price for each profile in the Price List is detailed in Annex I.5.

Please also note that the constituent items and their quantity used for comparison of the prices are indicative and do not constitute any kind of legal obligation nor obligation to purchase for the European Parliament. However, the tenderer is bound by his public price list(s) and any other figures provided at the time of the submission of his tender for the future execution of the contract.

A maximum of 100 points will be awarded for the price criterion. The tender with the lowest global price will be given maximum points. The other tenders will be awarded points in proportion to their divergence from the tender with the lowest global price. The formula to be used for awarding points under the price criterion will be as follows:

$$PF = (P_m / P_o) * \text{maximum number of points to be awarded}$$

PF: points awarded for the price criterion

P_m: price of the tender with the lowest global price

P_o: global price of tender being evaluated

15.3. Award of the contract

The number of points obtained for the qualitative criterion (PQ) is added to the number of points obtained in the evaluation of the price criterion (PF).

Quality and Price will be given a weighting; the quality ratio weighting will be 70% and the price ratio weighting will be 30 %.

The award is based on the following formula:

$$\mathbf{PT = (PQ * 70\%) + (PF * 30\%)}$$

The tenders will be ranked on the basis of the points PT. The tender obtaining the highest number of points PT, will be deemed to be the tender offering the best price-quality ratio. If exactly the same number of highest overall points is awarded to more than one tender, the contract will be awarded to the tender with overall points having received the highest number of points PF for the price.

PART III - SUPPORTING DOCUMENTS TO BE SUBMITTED

16. DOCUMENTS IDENTIFYING THE TENDERER

Tenderers must fill in the Tender Form Summary in Form 0 providing an overview of their participation.

Tenderers must fill in the identification data in Form 1 requesting:

- information to be included in the contract if awarded;
- practical information regarding the contact persons for the Sole Tenderer or the Group Leader.

The assessment of the tender will consider the overall abilities of the group.

FORM 0 - TENDER FORM SUMMARY

<input type="checkbox"/> Sole Tenderer with no declared subcontractor*	<input type="checkbox"/> Sole Tenderer with declared subcontractor(s)*	<input type="checkbox"/> Group of economic operators with no declared subcontractor*	<input type="checkbox"/> Group of economic operators with declared subcontractor(s)*
---	---	--	--

Name of the Sole Tenderer or Group of economic operators (in the absence of a name for the group of economic operators, please list under this field the name of all the members of the group):

.....

Name of the Group Leader (if applicable):

.....

Name of co-contractor(s) (if applicable):

.....

.....

.....

.....

.....

.....

.....

Name of subcontractor(s) (if applicable):

.....

.....

.....

.....

.....

.....

.....

Name in full and position:

Signature**:

Date:

* Please tick the correct box ☐ and complete as required.

** Please append to this form the documents substantiating the power of signature of the person(s) mentioned here.

FORM 1 - TENDERER IDENTIFICATION FORM

Identification of the Sole Tenderer/Group Leader Information to be included in the contract if awarded			
<input type="checkbox"/> Natural person*		<input type="checkbox"/> Company <input type="checkbox"/> Public-law entity*	
Name :		Name of the company/entity :	
Position of profession :		Represented by **:	
		Position :	
Identity details		Response	
Legal Form:			
Country of registration ***:			
Registration number:			
VAT number:			
Official address of the Sole Tenderer/Group Leader's registered office:			
Internet address (where applicable):			
Person(s) designated to sign the contract [name(s) in full and position(s)]:			
Is/are the person(s) designated to sign the contract authorised to sign independently or jointly?****:			

* Please tick the correct box ☐ and complete as required.

** Please append to this form the documents substantiating the power of representation of the person(s) mentioned here.

*** If the headquarter is located inside the EU, please provide the evidence of the country of origin. If the headquarter is located outside the EU, please provide the evidence of the country of origin and the reference of the specific public-procurement agreement with the EU giving access to the contract.

**** Please append to this form the documents substantiating the power of signature of the signatory(ies).

The Tenderer is a small and medium-sized enterprise (SME) as defined in Commission Recommendation 2003/361/EC (http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2003:124:0036:0041:en:PDF)	Yes/No*
--	---------

* Please surround the right answer.

FORM 1 - TENDERER IDENTIFICATION FORM
--

Contact persons for the Sole Tenderer or the Group Leader	
Contact person for administrative matters	Response
Name in full and title :	
Position :	
Name of company :	
Address in full :	
Telephone :	
Fax :	
E-mail address (it is the tenderer's responsibility to provide a valid e-mail address and to check this e-mail address regularly) :	
Contact person for technical matters	Response
Name in full and title :	
Position :	
Name of company :	
Address in full :	
Telephone :	
Fax :	
E-mail address :	

17. LEGAL ENTITY AND FINANCIAL IDENTIFICATION

This form is crucial for registering tenderer's details in the European Parliament accounting system. Unless a tenderer is correctly registered, it will be impossible to sign the contract or for any payments to be made under it.

This information concerns only the Sole Tenderer or the Group Leader.

Please complete the attached "Legal Entity" document in Form 2.

In case of a group of economic operators without legal personality, please indicate:

- under the field "NAME(s)", the name of the group of economic operators. In the absence of a name for the group of economic operators, please list under this field the name of all the members of the group;
- under the field "ACCOUNT NAME", the name of the Group Leader or the name of the group of economic operators if this latter has a specific bank account.

The information in this document must be strictly identical to the information on the official documents (articles of association, trade register, VAT registration, identity card, etc.)

Any payment under the contract will be made solely to the bank account indicated in this document. The information regarding the tenderer provided in this document must be strictly identical to the bank's information on the account holder.

**FORM 2 - LEGAL ENTITY AND
FINANCIAL IDENTIFICATION FORM**

Please use the Excel file provided.



Financial
identification form.x

18. DOCUMENTS RELATING TO SIGNATURE OF THE TENDER

The tender is signed using the following forms :

- **Form 3.1** Specimen signature form for the Sole Tenderer/Group Leader
- **Form 3.2 a)** Information sheet concerning groups of economic operators

In the case of co-contracting, the Group Leader must specify the role, qualifications and experience of each of the members of the group of economic operators. To this end, he must include an **organisation chart of the group** which:

- clearly specifies the role, qualifications and experience of each member of the group;
- describes the division of tasks and the percentage co-contracted.

- **Form 3.2 b)** Agreement / Power of Attorney designating one of the co-contractors as Leader and giving mandate to it. The Group Leader will be the sole contact person vis-à-vis the European Parliament for the invitation to tender and any contract awarded.
- **Form 3.3 a)** Declaration concerning subcontractors is signed by the Sole Tenderer/Group Leader.

In the case of subcontracting, the Sole Tenderer/Group Leader must give details, as far as possible, of the part of the contract which the tenderer proposes to subcontract and the identity of the subcontractors.

- **Form 3.3 b)** Letter of intent is signed by the subcontractor(s)

In the case of subcontracting, the Sole Tenderer/Group Leader must include a **letter of intent** from each declared subcontractor to put at the disposal of the main contractor the necessary resources for an adequate and satisfactory execution of the contract.

Remark:

For the members of the group and subcontractors which headquarters are located in a country outside the European Union, the tenderer is required to:

- specifically mention in Form 3.2 a) and/or Form 3.3.a) the country where their headquarters are located;
- submit the evidence required under their national law, or other equivalent proof enabling the European Parliament to check their country of origin;
- include the reference of the specific public-procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender.

Contractors or subcontractors whose headquarters are located outside the European Union are subject to the same obligations imposed to all contractors as regards evidence of compliance with the exclusion, selection and award criteria.

FORMS 3.1 - SPECIMEN SIGNATURE FORM FOR THE SOLE TENDERER OR GROUP LEADER (*)

I, the undersigned, declare that I am aware of all the terms and conditions of the contract and undertake to comply therewith in the event of my group/sole undertaking (delete as appropriate) being awarded the contract.

I, the undersigned, certify that the information given in this tender is correct and that the tender is valid until (closing date for submission of tenders + **9 months**)

[To be included only in case of groups of economic operators] I, the undersigned, declare that I am the Group Leader and the sole partner relating to the European Parliament for this invitation to tender and any contract awarded.

[To be included only in case of groups of economic operators] As co-contractors, all members of the group are jointly and severally responsible vis-à-vis the European Parliament for performance of the contract.

Name :

Company stamp :

Position :

Signature :

Date :

Co-signatory (if any)

Name :

Position :

Signature :

Date :

(*) The tender must include documents proving that the person(s) designated to sign the contract and the person(s) signing the tender are authorised to do so.

FORM 3.2 A) - INFORMATION SHEET CONCERNING GROUPS OF ECONOMIC OPERATORS (1/2)

Official name of the member authorised by the group⁹:

.....

Official address:

.....

Legal form of the group¹⁰:

.....

I, the undersigned, Mr/Ms, representing the authorised representative of the group of operators submitting this tender, hereby declare that I have noted the conditions laid down by the European Parliament for submission of a tender by a group and that the submission of a tender and the signing of this declaration imply acceptance of those conditions:

‘The group of economic operators shall furnish proof of its legal form in the tender. This may take one of the following forms:

- an entity with legal personality recognised by a Member State;
- an entity without legal personality but offering sufficient protection of the European Parliament’s contractual interests (depending on the Member State concerned, this may be, for example, a group or a temporary association);
- the signature by all the partners of a type of 'power of attorney' or equivalent document confirming a form of cooperation.

The document supplied must prove the **group's actual status**. In that document or in an annex thereto, the economic operators making up the group shall undertake, as tenderers, to bear joint and several liability during performance of the contract, should it be awarded to them.

The European Parliament may accept other legal forms not referred to above, provided that they ensure the parties’ joint and several liability and are compatible with performance of the contract. However, in the contract to be signed with the group of economic operators, the European Parliament will refer expressly to the existence of such joint and several liability. In addition, it reserves the right to require, contractually, the appointment of an authorised representative who may represent the members and who is empowered, inter alia, to issue invoices on behalf of the other members.

⁹ State the name and address of the member authorised by the other members of the group to represent it. If no authorisation has been given, all group members must sign this declaration.

¹⁰ To be indicated if a precise form has been chosen by the group members. If that is not the case, leave blank.

FORM 3.2 A) - INFORMATION SHEET CONCERNING GROUPS OF ECONOMIC OPERATORS (2/2)

Information on the members of the group					
Name of the member of the group (Co-contractor)	Legal personality *	Address in full **	Represented by : name(s) in full and position(s)	Is/are the person(s) authorised to sign independently or jointly?***	Description of technical, professional and economic capacities ¹¹

* Indicate “N” for Natural person; “C” for Company; “P” for Public-law entity.

** If the headquarter is located inside the EU, please provide the evidence of the country of origin. If the headquarter is located outside the EU, please provide the evidence of the country of origin and the reference of the specific public-procurement agreement with the EU giving access to the contract.

*** Please append to this form the documents substantiating the power of signature of the person(s) representing the economic operator.



Before signing this declaration, please make sure that

1. the group's actual status and

2. an organisation chart of the group which:

- clearly specifies the role, qualifications and experience of each member of the group;
 - describes the division of tasks and the percentage co-contracted
- are appended hereto.

Date: Signature:

¹¹ Should such a description already have been provided in the tender, reference may be made to precisely where that description appears.

**FORM 3.2 B) - AGREEMENT/POWER OF ATTORNEY TO BE COMPLETED IN CASE OF
GROUP/TEMPORARY ASSOCIATION/CONSORTIUM AND SIGNED BY ALL CO-
CONTRACTORS**

(Designating one of the companies of the group as leader and giving a mandate to it in the event the contract is awarded to said group/temporary association/consortium)

We, the undersigned:

- Signatory 1 (Name, Function, Company, Registered address, VAT Number)
- Signatory 2 (Name, Function, Company, Registered address, VAT Number)
-
- Signatory N (Name, Function, Company, Registered address, VAT Number),

All having the legal capacity required to act on behalf of his/her company,

HEREBY AGREE AS FOLLOWS:

1. The European Parliament has awarded Framework Contract ITS17 (« the Contract ») to Company 1, Company 2, ..., Company N (« the Group Members »), based on the joint offer submitted by them on for the provision of ... («the Services »).
2. As co-signatories of the Contract, all the Group Members :
 - a) Shall be jointly and severally liable towards the European Parliament for the performance of the Contract.
 - b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Services.
3. To this effect, the Group Members designate Company X as Group Leader. [N.B.: The Group Leader has to be one of the Group Members]
4. Payments by the European Parliament related to the Services shall be made through the Group Leader's bank account. [Provide details on bank, address, account number, etc.].
5. The Group Members grant to the Group Leader all the necessary powers to act on their behalf in connection with the Services. This mandate involves in particular the following tasks :
 - a) The Group Leader shall sign any contractual documents—including the Framework Contract, Specific Agreements and Amendments thereto—and issue any invoices related to the Services on behalf of the Group Members.
 - b) The Group Leader shall act as single point of contact for the European Parliament in connection with the Services to be provided under the Contract. It shall co-ordinate the provision of the Services by the Group Members to the European Parliament, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the European Parliament's explicit approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the European Parliament in connection with the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the Parliament's consent.

Signed in on

Name
Function
Company

Name
Function
Company

Name
Function
Company

Name
Function
Company

FORM 3.3 A) - DECLARATION CONCERNING SUBCONTRACTORS

Name of the tenderer:

I, the undersigned, Mr/Ms, in my capacity as representative of the above-mentioned tenderer, hereby declare that, in the event that the contract, or one or more lots thereof, is awarded to the tenderer, the following economic operators will act as subcontractors:

Details of subcontracting						
Name of the Subcontractor	Legal personality *	Address in full **	Represented by : name(s) in full and position(s)	Is/are the person(s) authorised to sign independently or jointly?***	Description of the subcontracted part of the contract	Value of subcontracted part of contract (in EUR and as a percentage of estimated total amount of contract)

* Indicate “**N**” for Natural person; “**C**” for Company; “**P**” for Public-law entity

** If the headquarter is located inside the EU, please provide the evidence of the country of origin. If the headquarter is located outside the EU, please provide the evidence of the country of origin and the reference of the specific public-procurement agreement with the EU giving access to the contract

*** Please append to this form the documents substantiating the power of signature of the person(s) representing the economic operator

I acknowledge that the European Parliament reserves the right to request information on the financial, economic, technical and professional resources of the proposed subcontractor(s) and that the European Parliament may demand the requisite proof to establish whether the subcontractors comply with the exclusion criteria applying to tenderers.

In this context, the European Parliament reserves the right to reject any proposed subcontractor not complying with the exclusion and/or selection criteria.

Furthermore, the European Parliament must be informed by the Contractor of any subsequent use of subcontracting not provided for in the tender. The European Parliament therefore reserves the right to accept or reject any subcontractor proposed during the performance of the contract. Accordingly, it may demand the requisite proof to establish whether a subcontractor complies with the requisite criteria. The European Parliament’s authorisation will always be granted in writing.

If the contract is awarded to a tenderer who proposes a subcontractor in his tender, this equates to giving consent for the subcontracting.

Date:

Signature:

FORM 3.3 B) - LETTER OF INTENT

Name & address of the subcontractor:	
Number and title of the tendering procedure:	
Name of the tenderer:	

I, the undersigned, Mr/Ms

In my capacity as the subcontractor's representative, hereby declare:

In the event that the framework contract is awarded to the aforementioned tenderer, the subcontractor undertakes to perform the subcontracted section of the aforementioned framework contract in accordance with the conditions of the tendering procedure and the tender submitted by the tenderer.

Date:

Signature of legal representative of the subcontractor:

19. DECLARATION ON HONOUR CONCERNING THE EXCLUSION AND SELECTION CRITERIA

Please fill in the declaration in Form 4.

This declaration on honour must be completed, dated and signed by the sole tenderer, the group leader, all co-contractor(s) and subcontractor(s).

**FORM 4 - DECLARATION ON HONOUR CONCERNING THE
EXCLUSION AND SELECTION CRITERIA**

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: (‘the person’)	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: (‘the person’)

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>

(d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: i.facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii.non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii.decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv.decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the	<input type="checkbox"/>	<input type="checkbox"/>

infringement of Union or national competition law; or v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.		
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II – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON

Not applicable to natural persons, Member States and local authorities

(2) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(4) declares that the above-mentioned person:	YES	NO
(h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – SELECTION CRITERIA

(5) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 14.1 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(b) It fulfills the applicable economic and financial criteria indicated in section 14.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 14.3 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(6) if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature:

20. SELECTION PHASE

The Sole Tenderer or Group Leader along with any co-contractor(s) must complete or submit the documents below, which will enable the contracting authority to assess, for the purposes of the contract, the tenderer's legal, economic, financial, technical and professional capacity for carrying out the contract.

Subcontractors are exempted from submitting the documents requested in points 20.1 to 20.3 below. However, if the tenderer relies on the capacities of subcontractor(s) in order to fulfil the selection criteria, an **undertaking** shall be required from the subcontractor(s) stating which resources will be made available to the tenderer and to what extent. The tenderer must then also provide the documents which make it possible to assess the selection criteria, to the extent that the subcontractor(s) makes his (their) resources available to the tenderer.

20.1. Legal and regulatory capacity

- Document(s) providing proof of entry in the professional and/or trade register in accordance with the statutory provisions of the country where the tenderer is established and not older than one year at the closing date for the submission of the tenders.

20.2. Economic and financial capacity

If the economic operator is relying on a parent company or other affiliates of the same holding, in order to achieve the required level of economic, financial, technical and professional capacity, he must prove in his tender that he will have their resources at his disposal. This obligation may be fulfilled by presenting statements from those entities or the grouping agreement.

If a third party provides the whole or a very large part of the financial capacity, the contracting authority may demand that this entity signs the contract or that it provides a joint and several first call guarantee, should that tender be awarded the contract.

> Evidence of professional risk indemnity insurance.

Document relating to the maximum sums covered under the tenderer's civil and professional liability

The tenderer must submit a document relating to the maximum sums covered under the tenderer's civil and professional liability.

In case of consortia with or without subcontractors, the group as a whole must provide documents covering civil and professional liability for all the works concerned by the contract and for its whole duration.

> Statement of turnover during the last three financial years available.

Please complete the **Table 1** below.

Turnovers can be from provisional accounts.

In case of groups of economic operators with different starting and ending date for their financial years, please insert the beginning and starting date of the financial year for which the turnover accounts in the cell dedicated to the name of the member of the group of economic operators.

Table 1: Statement of turnover

PE/ITEC-ITS17 External provision of IT Services The tenderer's (sole economic operator or group of economic operators) average annual turnover for the last three closed financial years must exceed or be equal to 15.000.000 Euros				
TURNOVER in EUR Please notify if national currency*:	Last financial year "N" from to	Financial year before last "N-1" from to	Previous financial year "N-2" from to	Total (3 years)
<input type="checkbox"/> Sole Tenderer	... €	... €	... €	... €
<input type="checkbox"/> Group Leader	... €	... €	... €	... €
<input type="checkbox"/> Co-contractor: _____ [*]	... €	... €	... €	... €
TOTAL	... €	... €	... €	... €

* Lines to be replicated for each co-contractor.

- Tenderer's annual accounts for the three last closed financial years.

The Sole Tenderer or Group Leader along with any co-contractor(s) must submit their annual accounts for the past three financial years.

Accounts shall be at least closed and preferably published.

Only where there is a valid reason, evidenced by supporting documents, why the tenderer is unable to provide annual accounts, he/she may attach a sworn declaration stating the annual profit after tax for the past three financial years.

20.3. Technical and Professional capacity

20.3.1 Declaration of absence of conflicting interest

A declaration that the tenderers are not subject to conflicting interest which may negatively affect the performance of this contract.

Do you confirm that you are not a contractor of the frameworks contracts of the European Parliament referenced as PE/ITEC-ITS14 Lot 2, 3 and 4 either as sole contractor, as a member of a group of economic operators or as a subcontractor proposed in the offers in response to the Call for Tenders

PE/ITEC-ITS14 Lots 2, 3 or 4 or proposed by the contractor during the execution of the contracts
ITS14 Lot 2, 3 or 4?

YES/NO (MANDATORY)

20.3.2. Training programs and agreements/alliances with third parties

For all questions under 20.3.2, in case of a joint offer, provide the requested information for the main contractor and each co-contractor. Provide information on subcontractors when relevant.

20.3.2.1 Training programs

Please describe your **training program(s)** supporting the quality of the services required. Describe the policy followed and means used by your company(ies) to guarantee the training program(s) (or any alternate policy in case such training program(s) do not exist as such) and the staff competence that supports the quality of the services required.

Answer to -20.3.2.1:

...

Table 2: Please fill in the table below indicating the average number of training days attended per profile/role in 2016.

Profiles/Roles			Average number of days of training
1	PBAR	Business Architect	
2	PBDE	Business Designer	
3	PCME	Content Management Expert	
4	PDVE	Development engineer	
5	PEAR	Enterprise Architect	
6	PEMQ	Engineer Methodology and Quality	
7	PIAR	Information Architect	
8	PPRM	Project Manager	
9	PSAR	Software Architect	
10	PKSS	Knowledge Sharing Specialist	
11	PSYI	System Integrator	

20.3.2.2 Agreements/alliances with third parties

Please describe your **agreements and/or alliances with third parties** (e.g. tools suppliers, etc.), to ensure rapid response to resolve technical problems. Please describe these agreement(s) with third parties (name of third party, name of the agreement, description of agreement coverage, procedures for using the agreement).

Answer to -20.3.2.2:

20.3.3 Tenderer manpower and qualification of staff relevant to allow the delivery of the required services

*Note that during the tendering procedure, the tenderer must only give evidence of its capacity to reach the required thresholds **at the starting date of the contract** should it be awarded to him.*

In case of a joint offer, the required information should be provided for the group of tenderers as a whole.

*Note that staff of **subcontractors** and **freelancers** is considered as **non-permanent staff** at tenderer's level, even if it is permanent staff for the subcontractor (see **point 1.6 Tender Specifications - General Part** for further detail).*

Moreover also note that only staff with a direct, individual, regular and unlimited working contract with the tenderer can be quoted as “permanent” staff.

The minimum requirements as regards staff with experience in the field covered by this invitation to tender are indicated in Table 4 below.

20.3.3.1 Staffing tables

Table 3. Indicate your **average annual manpower** for the last three years (separating permanent and non-permanent staff).

Total annual manpower	2014	2015	2016
Permanent staff
Non-permanent staff

20.3.3.2 Profiles and roles

In the following table (**Table 4**) indicate the **number of staff with experience in the field of the contract** and whose profile conforms to the description of the profiles and roles related to the contract (see **Annexes II.2 Profiles and II.3 Case Studies**).

An individual person can be counted only in one role. In case of multiple submissions an individual person can be counted in one contract only.

Only staff with a direct, individual, regular and unlimited working contract with the tenderer can be quoted as “permanent” staff.

Staff of subcontractors as well as freelancers are considered as non-permanent staff at tenderer's level.

Table 4. Minimum staff with experience in the field covered by this invitation to tender

Profiles/Roles			Number of CVs to provide	Tenderer's minimum staff required	Tenderer's staff Total
1	PBAR	Business Architect	5	10	...
2	PBDE	Business Designer	5	10	...
3	PCME	Content Management Expert	5	10	...
4	PDVE	Development engineer	5	10	...
5	PEAR	Enterprise Architect	5	10	...
6	PEMQ	Engineer Methodology and Quality	5	10	...
7	PIAR	Information Architect	5	10	...
8	PPRM	Project Manager	5	10	...
9	PSAR	Software Architect	5	10	...
10	PKSS	Knowledge Sharing Specialist	5	10	
11	PSYI	System Integrator	5	10	
Global all profiles:			55	110	...

20.3.3.3 CVs

*It is mandatory to use ITS17 CV forms (see **Part IV FORM 5**).*

CVs from the lead contractor, co-contractors or subcontractors may be provided. In case of branch-companies not part of the tendering consortium, a written endorsement of the group with the names of all affiliated companies that participate effectively is required.

The selection of CVs will be performed according to the following points:

- CVs must be anonymous and a correspondence table provided separately (see **Part IV FORM 8**) with the financial part of the questionnaire in order to ensure full confidentiality;

- each and every CV proposed must be fully conformant with the individual requirements laid down for the role, e.g. educational training, number of years of documented professional experience, language skills;
- each five CVs proposed for one specific role shall cover as widely as possible the domain of the contract as to allow the contracting authority to assess the tenderer's capacity for the services required for that contract.
- no additional CVs will be required in case some are unsatisfactory;
- **five** and only five CVs per profile will be considered. If more than 5 CVs are submitted, only the first five CVs mentioned in the CV Correspondence Table (see **Part IV, FORM 8**) shall be taken into account.

20.3.4 References

In case of a joint offer, the required information in question 20.3.4 can be provided for the group of tenderers as long as the actual main contractor is clearly indicated.

Provide minimum **five different** references from clients on services similar in scope and size to the service requirements of this contract. They shall demonstrate the capacity to provide the services globally. As a consequence, concrete requirements (e.g. profiles) do not need to be precisely matched.

The tenderer shall provide references fulfilling the following conditions:

- all five references together shall not be limited to one domain within the contract but shall demonstrate the capacity of the tenderer to address the contract in a global perspective;
- only one reference may be in the European Parliament or in one of the other European Union Institutions, Agencies or Other bodies;
- within an Institution, company, etc., departments, divisions, directorates, etc. are regarded as the same client. For example, a specific Institution or ministry or company is considered as one client. Therefore, for example, two references to projects in two different departments of the same Institution or company are not acceptable;
- references from the tenderer's company or branches of the tenderer's company will not be accepted;
- only one reference per client will be accepted;
- in case of a group of economic operators where members have worked for the same Institution, but under different contracts, only one reference can be included;
- in case of a Framework Contract including several Specific Contracts, only one reference may be submitted either referring to the Framework Contract as a whole or to one of the Specific Contracts. Several Specific Contracts from the same Framework Contract will not be acceptable as several references;

- the tenderer (lead contractor, any of the co-contractors or subcontractors) must have carried out the role of the leading implementer / service provider in the execution of the services referred. For instance, if a Specific Contract is chosen for a reference, the tenderer must have carried out the role of leading implementer in that Specific Contract, regardless of his role in the Framework Contract to which that Specific Contract refers;
- the client may be directly contacted by the European Parliament using the information provided in the reference table, to check the authenticity of the information included in the Reference Forms. Full confidentiality is guaranteed;
- the services referred were executed between 01.01.2014 and 31.12.2016, and covered activities falling into the domain of the contract. Maintenance is to be excluded for references related to core services;
- the provision of the referred services required a minimum of 500 man-days falling completely within the period of reference defined above.

The assessment of references will be done according to the following criteria:

- each and every reference proposed must be fully conformant with the requirements defined above, e.g. duration, size, domain, etc.;
- the full set of five references proposed for this contract shall cover in the best possible way the domain of the contract.
- no additional references will be required in case some are non-compliant;
- five and only five references for this contract will be considered, additional references provided will be disregarded. If more than five references are submitted, only the five references mentioned in Table 11. Reference Table below shall be taken into account;

The delivery has to be certified by the service purchaser, or if a certification from the purchaser cannot be obtained, the service must be declared by the provider to have been effected (see **Part IV FORM 6**).

Please fill in the Reference table below (**Table 5**) and use the separate Reference Form (see **Part IV FORM 7**) for the details of each reference.

Table 5. Reference Table

References Table				
RF n°	Contractor	Client	Project name / identification	Volume (man- days)
1
2
3
4
5

20.3.5 Quality assurance and control mechanisms

For all questions under 20.3.5, in case of a joint offer, provide the relevant information for the lead contractor and each co-contractor.

20.3.5.1 Project management methodology

Please give a description of your project management methodology/methodologies applicable to the required services.

Answer to -20.3.5.1.:

...

20.3.5.2 Enterprise architecture methodology

Please give a description of your enterprise architecture methodology/methodologies applicable to the required services.

Answer to -20.3.5.2.:

...

PART IV- OTHER FORMS TO BE COMPLETED**FORM 5 ITS17 CV FORM**

SURNAME, Name¹²					
Date of birth¹³	<i>(dd/mm/yy)</i>				
Contract information	Employer: Date of recruitment: (dd/mm/yy):				
Current function	<i>(indicate the function in the company)</i>				
Role and Profile for which employee is offered	Role: Offer reference ¹⁴ :		Profile:		
Seniority level	<input type="checkbox"/> SL-1 <input type="checkbox"/> SL-2 <input type="checkbox"/> SL-3				
Highest relevant educational qualification	<i>Tick off the appropriate :</i> <input type="checkbox"/> University degree <input type="checkbox"/> Non-university degree	Certificate and/or diploma obtained :		Institute: Date: mm/yyyy	
Languages¹⁵	English: French: German: Other(s):	Spoken	Understood	Written	Read
Date IT career started	<i>(mm/yy)</i>				
Specialised expertise					

¹² During the tendering process, please, insert the same numeric reference as in "Identifier in Profile" (column 4 in Table 14 below). At a later stage, during contract execution, the field "Name and surname" will be filled-in with the actual names of the staff proposed.

¹³ During the tendering process, please, leave empty.

¹⁴ During the tendering process, please, insert the Lot number. At a later stage, during contract execution, this field will be filled-in with the Specific Contract reference.

¹⁵ Please, use the Common European Framework of Reference (CEP) level.

Summary (use this area to briefly indicate the major facts which should be known about this employee):

CV training page

TRAINING				
	Training name:	Company/institute organising the training:	Training duration in days, year in which a training was received: (e.g. 10 days, 2016)	Exams or certificates:
1.				
2.				

CV software expertise page

Software expertise			
	Tool (precise manufacturer, product name and version(s))	Competence (5 -1) (5 - over 5 years experience with a tool, 4 - between 4 and 5 years experience, etc.)¹⁶	Description (e.g. give relevant entries under “professional experience”)

¹⁶ For technologies between 0 and 1 year, please, leave the cell blank

CV professional experience page

PROJECT EXPERIENCE - #	
Project name:	
Employer:	
Dates :	Start: (mm/yy) End: (mm/yy) Effective number of man days worked on the project¹⁷:
Client :	
Project size (man/days for the whole duration of project declared)	
Project description :	
Employee's Roles & Responsibilities in the project:	
Technologies and methodologies used by the employee in the project:	

¹⁷ Total resulting from adding all man days declared for the whole duration of the project

FORM 6 Model of Certificate of Delivery

This form should be used by the company previously purchasing the tenderer's services in order to certify that the reference is authentic. Failing this, a declaration on the authenticity of the relevant reference dated and signed by the person authorized to engage the tenderer should be provided.

Previous certificates may be used as long as they include ALL and EVERY field detailed below.

The header of this form may be deleted if reference providers do not accept to use a document without their heading paper, however, the document must clearly show that the document provided is the requested Certificate of Delivery.

The undersigned [Name]:

Responsible for [domain]:

In the [organization, role]:

Herewith certifies that [the Tenderer] :

Provided us with the following services [Description of the service]:

During the period from [month/year to month/year]:

The assignment was performed and completed in a satisfactory manner:

Additional comments of the client (optional):

Done in on

In [xxxx [date] [month] [year]

Signature

FORM 7 **Reference Form (1/2)**

The 2 to 4 page limit applies to each Reference Form

<p align="center">Reference front page</p>		
<p>Reference n° _____</p>		
<p>Name and role of economic operator presenting the reference¹⁸:</p> <p><input type="checkbox"/> Sole undertaking</p> <p><input type="checkbox"/> Lead contractor of the group of economic operators</p> <p><input type="checkbox"/> Co-contractor</p> <p><input type="checkbox"/> Declared subcontractor</p>		
<p>Project Name :</p>		
<p>Start date (mm/yy) ;</p>		<p>End date (mm/yy) :</p>
<p>Client Name</p>	<p>Contact person and function :</p>	<p>Telephone number, fax number, e-mail and address</p>
<p>Project type (<i>development, maintenance, study, support, etc....</i>):</p>		
<p>Principal location for this project :</p> <p><input type="checkbox"/> Tenderer's premises</p> <p><input type="checkbox"/> Client's premises</p> <p><input type="checkbox"/> Other - Specify :</p>		
<p>Number of tenderer's own technical staff involved in person/day for the whole duration of project declared, by profile :</p> <p>Profile 1: Profile 2 :</p>		
<p>Total :</p>		
<p>Contract type :</p> <p><input type="checkbox"/> TM - Time and Means</p> <p><input type="checkbox"/> QTM - Quoted Time and Means</p> <p><input type="checkbox"/> FP - Fixed Price</p> <p><input type="checkbox"/> Other (Specify)</p>		

¹⁸ Role played by the provider in the services referred.

Methodologies involved :
Technologies involved (hardware, software and tools) :

FORM 8 CV Correspondence Table

This table of correspondence has to be filled in electronically in an Excel file, printed from the Excel file and be appended to the tender paper package within the financial part. Similarly, the electronic copy must be appended to the financial part's CD/DVD.

Table 14. CV Correspondence table

Tenderer	Contract #	Role	Identifier in profile	Surname	First Name	Birth Date
...
...
...
...
...
...
...
...
...
...
...
...

21. AWARD PHASE*21.1. Technical evaluation****Global weight 70%***

The quality of the tender will be assessed on a scale of 100 points on basis of the distribution defined in the table below:

Table 12. Award criteria – Quality (Q)

Criteria	% of the total quality evaluation
<i>Quality of the proposal in the domain of the contract based on the Case Studies</i>	<i>100</i>
(Case Study-1) “Adaptations of services to support ‘Buy before developing’ strategy”:	40
(Case Study-2) Detail Technical Architecture (DTA)	30
(Case Study-3) Software Version Control	30

21.1.1 Quality of the proposal in the domain of the contract based on the Case Studies

Please refer to the Case Studies (see **Annex II.3 Case Studies**) and provide the answer here below.

Please, note that in this question you are expected to provide the detail of the tasks and works you will undertake to execute.

The reply to this question may not exceed 5 pages unless otherwise specified in the Case Study.

The Case Study will be assessed based on the criteria indicated in the Case Study description under "Indicative criteria to assess the reply".

Answer to (Case Study-1) “Adaptations of services to support ‘Buy before developing’ strategy”:

...

Answer to (Case Study-2) Detail Technical Architecture (DTA):

...

Answer to (Case Study-3) Software Version Control :

...

21.2. Financial evaluation

Global weight 30%

Have you filled in your price quotes in the “Financial Model” in Annex 1.5 to the Tender specifications?

YES/NO (MANDATORY)

Tenderers should ensure they submit:

- an electronic version of the Financial Model Spreadsheet contained in Annex 1.5
- a dated and signed printing of the entire workbook with all the worksheets contained in Annex 1.5

YES/NO (MANDATORY)

Have you distinguished between the different profiles/ roles and seniority levels?

YES/NO (MANDATORY)

Do you confirm that your price quotes are the same for Brussels, Luxembourg and Strasbourg?

YES/NO (MANDATORY)

Do you confirm that you agree not to charge additional costs to the European Parliament (except for the agreed costs of occasional travel of Tenderer's staff assigned to one work location site, and required by the Institutions to work temporarily outside of this location)? Please note that there are no additional costs chargeable to the European Parliament for temporary missions between the three working places (Brussels, Luxembourg, Strasbourg).

YES/NO (MANDATORY)

The cost of missions in the past between the three work places of the European Parliament for the execution of services included in this contract have been estimated to be under **0,25%** of the total amount of the contract. Please note that this estimate is based on past service consumptions and is given exclusively as an illustration to facilitate calculation of costs. Illustrative estimates in no way constitute or imply a commitment for future expenditure/service volume from the European Parliament.

The exact breakdown per location for the roles is not known at the time of the tender procedure, it will depend on the projects to be developed or services to be performed. The minimum thresholds imposed on the roles might be required at any of the three main locations (Brussels, Luxembourg and Strasbourg). As an illustration, the proportion of staff for Brussels and Luxembourg varies between 1/3 and 2/3 of the total with in most cases more staff in Luxembourg, with only exceptional services to be provided in Strasbourg. Please note that these estimates are based on past service consumptions and are given exclusively as an illustration. Please see also **Annex II.6 European Parliament's IT Environment**.

Work during European Parliament's Normal Working Days between 8 a.m. and 8 p.m. (Normal Working Hours)