



**European Committee
of the Regions**

Directorate A – Members and Plenaries

CALL FOR TENDERS CDR/MEM/50/2018

**Framework contract for the rental of a wireless interactive electronic voting system with
technical assistance for the European Committee of the Regions**

TENDER SPECIFICATIONS

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1. INFORMATION ON TENDERING

1.1 Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement under the conditions laid down in that agreement.

For British tenderers:

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures for economic operators established in third countries will apply to tenderers from the UK, in accordance with the outcome of the negotiations. If such access is not provided by legal provisions in force, tenderers from the UK could be rejected from the procurement procedure.

1.2 Procedure and nature of the contract

This is an open call for tenders for a framework contract for the rental of a wireless interactive electronic voting system with technical assistance for the European Committee of the Regions (hereinafter referred to as "the Committee", "the CoR", or "the contracting authority").

The attention of tenderers is drawn to the fact that the framework contract does not constitute an order but simply aims to establish the legal, financial, technical and administrative provisions that govern relations between the contracting parties during the period that the contract is in force. The model of the contract for the tender is set out in Appendix IX. Tenderers shall take it into account when drawing up their proposals.

The signing of the framework contract does not constitute a commitment on the part of the Committee to sign specific contracts (any reference to specific contracts applies also to order forms), nor does it confer any exclusivity on the contractor with regard to the services and supplies covered by the contract. In any event, the Committee reserves the right to cease placing orders at any time during the validity of the contract, and shall not be liable for any compensation in this respect.

Whenever the Committee wishes to obtain services and supplies covered by the contract, it must send the contractor a specific contract stating the exact terms and conditions for the performance of the contract, including the price and the completion periods in accordance with the conditions stipulated in the contract.

Upon receiving a specific contract, the contractor must return the given document to the Committee, duly dated and signed, within a period of five working days. This represents the contractor's acknowledgement of receipt of the order and acceptance of the conditions for the performance of the contract.

1.3 Contractual conditions

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, checks and audits (see **Appendix IX**).

The law applicable to the contract shall be Union law, complemented, where necessary, by Belgian national law. Any dispute between the parties resulting from the interpretation or application of the contract which cannot be settled amicably shall be brought before the courts of Brussels.

1.4 Compliance with applicable law

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/21/EU¹.

1.5 Duration and place of performance of the contract

The duration of the contract shall be of one year with effect from the date on which it is signed by the last contracting party, with the possibility of extension for a further three periods of a maximum of one year each.

The Committee reserves the express right not to renew the contract.

As a general rule, the services that can be carried out by contractors under this procedure will be performed at the premises referred to in point 2.3.2 D).

1.6 Timeframe

The timeframe for delivery of services will be set out in each specific contract, with a specific delivery date.

1.7 Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In the case of a joint tender, all members of the group assume joint and several liability towards the contracting authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the contracting authority for administrative and financial aspects as well as operational management of the contract.

¹

Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC ([OJ L 94, 28.3.2014, p. 65](#)).

After the award, the contracting authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

1.8 Subcontracting

Subcontracting is permitted but the contractor will retain full liability towards the contracting authority for performance of the contract as a whole.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

Tenderers are required to identify all of the subcontractors whose share of the contract is above 10% and/or whose capacity is necessary to fulfil the selection criteria. During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the contracting authority.

A change can be the removal of a subcontractor, the replacement of a subcontractor or the addition of a new subcontractor.

1.9 Form and content of the tender

The tender must be signed by the tenderer's authorised representative(s). It must be submitted in three copies (one original and two copies of the original) in one of the official languages of the European Union.

Tenderers may present their bid using the double-sided printing format and/or on recycled paper. (Recycled paper: paper that is composed of recycled fibre and is either elementally chlorine-free (ECF) or totally chlorine-free (TCF)).

No expenditure borne in connection with the preparation and submission of tenders shall be refunded.

The fact that the conditions of the invitation to tender have been met does not place any obligation on the Committee to award a contract.

The Committee shall not be liable for any compensation in respect of tenderers whose tenders are rejected. The same applies if it decides not to award a contract.

All documents submitted by the tenderers shall become the property of the European Committee of the Regions. These documents shall be treated as confidential.

The tenders must be presented as follows:

Part A: Identification of the tenderer (see section 1.10), which must include the following information:

Standard identification form (see **Appendix II**)

Part B: Exclusion and selection criteria, which must include, in separate parts, the following information:

Part B.1: Evidence for exclusion criteria (see section 3.2)

Part B.2: Evidence for selection criteria (see section 3.3)

Part C: Technical proposal, which has to include the following information:

Technical conformity and quantities form (see section 3.5 and **Appendix IV**)

The technical proposal, composed of a description of all items and relevant explanatory documentation or extra documents as required in Appendix IV and the proof of concept (POC) document, must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria.

Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

Part D: Financial proposal (see section 3.5.2)

Tenderers shall present their financial proposals using the price schedule in Appendix V. The price table shall be signed by a duly authorised representative of the tenderer.

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

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

The quoted price must be a fixed amount which includes all charges (including travel and subsistence). Travel and subsistence expenses are not refundable separately.

The price quotation for the plenary sessions should be based on the amount for one plenary session. Tenderers must quote a total fixed price for one plenary session including all applicable costs (transport fees, custom fees, overnight stays, meals, travel expenses necessary to provide the services), which will be valid for all plenary sessions subject to a specific contract under this contract and referring to the typical schedule of a Committee session (5 half days of work on site for a plenary session) as explained under section 2.3.2 "Performance of the contract".

The estimated value of the contract for the whole duration of the contract, excluding VAT, is: EUR 255 000. It has to be considered as a maximum.

1.10 Identification of the tenderer

The tender must include a cover letter and a standard identification form (see **Appendix II**), signed by an authorised representative, bearing the name of the tenderer (including all entities in the case of a joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure.

In the case of a joint tender, the identification form must be signed either by an authorised representative for each member, or by the leader authorised by the other members with powers of attorney. The signed powers of attorney must be included in the tender as well.

Subcontractors that are identified in the tender must provide a letter of intent signed by an authorised representative stating their willingness to provide the services presented in the tender and in line with the present tender specifications.

Together with the requested identification form, all tenderers (including all members of the group in the case of a joint tender) must provide a signed Legal Entity Form with its supporting evidence². This form is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm.

Tenderers that are already registered in the contracting authority's accounting system (i.e. they have already been direct contractors) must provide the form but are not obliged to provide the supporting evidence.

The tenderer (or the leader in the case of a joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. No form is needed for subcontractors and other members of the group in the case of a joint tender. This form is available at:

http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm.

The tenderer (and each member of the group in the case of a joint tender) must declare in the identification form (**Appendix II**) whether it is a small or medium size enterprise in accordance with **Commission Recommendation 2003/361/EC**. This information is used for statistical purposes only.

1.11 Documentation for tenderers

The tendering documents are available at the following internet address:

<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=xxxx>
<https://etendering.ted.europa.eu/cft/cft-display.html?cftId=xxxx>

Tenderers are requested to regularly verify the internet site mentioned above.

1.12 The CoR's environmental policy

The Committee attaches particular importance to the environmental footprint of its buildings and activities. It has been awarded EMAS³ and ISO 14001 certification since 2011. In this connection, the

² Please note the following information on the Legal Entity Form and its supporting evidence:
http://ec.europa.eu/budget/library/contracts_grants/info_contracts/instructions_fich_le_en.pdf.

³ Eco-Management and Audit Scheme in accordance with regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009 on the voluntary participation by organisations in a Community eco-management and audit scheme (EMAS), repealing Regulation (EC) No 761/2001 and Commission Decisions 2001/681/EC and 2006/193/EC, OJ L 342, 22.12.2009, p. 1-45.
<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32009R1221>

CoR has undertaken at the highest level to inform all those working for it, including contractors, about the *environmental policy* it has drawn up⁴.

2. TECHNICAL SPECIFICATIONS

2.1 Introduction

The European Committee of the Regions is an EU consultative body comprising 350 representatives ("members") from the regional and local authorities of the 28 EU Member States. The full Committee meets in plenary sessions six times a year. At the plenary sessions, opinions are adopted on the basis of commission opinions, in accordance with the voting arrangements stipulated in the Committee's internal rules and procedures (see **Appendix VII**). The members have the possibility to express themselves in 28 languages (the 24 official EU languages and four regional languages) which are simultaneously interpreted during the plenary session.

2.2 Purpose and context of the contract

The purpose of this call for tenders is to provide the Committee with a framework contract for the rental of a wireless interactive electronic voting system with technical assistance to be used for the Committee's plenary sessions. The six plenary sessions are equally dispersed throughout the year, with the exception of the month of August during which no session takes place.

2.3 Technical description of the services

The technical description of the tasks to be performed shall be considered as minimum requirements.

2.3.1 Description of the tasks

For the purposes of the present call for tenders, the contractor shall perform the following tasks:

- Provide a portable voting system, including different components (see section 2.3.4 "Minimum technical requirements")
- Provide technical assistance for each plenary session (see sections 2.3.2 "Performance of the contract" and 2.3.3 "Performance of the contract – Technical assistance").

2.3.2 Performance of the contract

A. General preparation for a plenary session

Between one and two weeks before the plenary session, the relevant information needed to prepare for the plenary session is sent by the Committee to the contractor. This includes at least:

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<http://cor.europa.eu/en/Pages/environmental-statement.aspx>

- A complete and exhaustive list of Committee members in Excel format, in order to update the relational database management system (RDBMS) (see section **2.3.4C** "Minimum technical requirements")
- The provisional agenda of the plenary session (see section **2.3.4C** "Minimum technical requirements")
- The room plan
- The contact details of a qualified technician made available by the Committee as a contact person (see section **2.3.3** "Performance of the contract – technical assistance")

Any other useful information on the session which has to be processed well ahead of the plenary session will be sent as well (such as "request to speak" sessions, a list of equipment to be used, any information on the size of screens in the meeting room, presentations, etc.). During this period a contact point within the Committee – unit A2 will be available for any clarification needed.

Important information: the final agenda of each plenary session is approved by the Bureau only on D-1. The list of compromise amendments to be dynamically displayed during the plenary session will be made available on D and D+1 respectively (see section **2.3.4C** – Display mode 5 "Minimum technical requirements"). The contractor shall therefore be prepared to ensure rapid and effective responses to possible last minute modifications.

B. Plenary session

Committee plenary sessions are based on the following sequence of events and take place in Brussels:

- D-1 = Day before the plenary session (preparation)
- D = First day of the plenary session
- D+1 = Second day of the plenary session

D-1 (=1 half day):

Set-up and first testing of the voting system:	13:00 to 20:00
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D (=1 full day):

Preparation, testing of the voting system:	8:30 to 11:30
Testing + presentation for the Registry:	11:30 to 12:30
Lunch break:	12:30 to 13:15
Stand-by incl. final testing:	13:15 to 14:30
Plenary session incl. voting:	14:30 to 21:00

D+1 (=1 full day):

Preparation, testing of the voting system:	07:30 to 08:30
Stand-by:	8:30 to 09:00
Resumption of the plenary session incl. voting:	09:00 to 13:00
Dismantling:	14:00 to 17:00

Please note that the preparation time may be reduced due to external constraints.

From D-1, and until the end of the plenary session, at least one Committee conference technician will be permanently present at the venue to supervise the works and provide support to the contractor if needed.

C. Voting debriefing

The contractor shall draft a plenary session voting debriefing as per **Appendix VIII**.

D. Venues for CoR plenary sessions

The CoR's plenary sessions take place in different venues in Brussels such as:

- The European Parliament:
 - "JAN" building – Rue de Treves 1A, 1050 Brussels
 - "PHS" hemicycle – Rue Wiertz 60, 1047 Brussels
- The European Commission:
 - Charlemagne building – room S3 "GASP3", Rue de la Loi 170, 1000 Brussels
- Any other place in Brussels.

2.3.3 Performance of the contract – Technical assistance

The contractor shall provide at least the following technical assistance during each plenary session in terms of human resources:

During the two weeks before the plenary session:

One qualified technician has to be available on an ad hoc basis during the two weeks before the plenary session for the preparation of the plenary session.

On-site during the plenary session:

One qualified technician able to operate and trouble-shoot the whole system.

One backup qualified technician able to replace the qualified technician. While not replacing the qualified technician, she/he shall work as assistant technician (see description below).

One assistant technician able to install and test the system, provide support to members during the plenary session and perform first level intervention in the event of problems.

Important: the whole team must be able to perform the work in English or French.

2.3.4 Minimum technical requirements

The contractor shall provide all the following components and services, to be indicated on the technical conformity and quantities form (**Appendix IV**). The contractor will have the sole ownership of all the components, and shall ensure their maintenance and upkeep.

A) 370 (three hundred and seventy) WIRELESS PORTABLE VOTING KEYPADS, each having the following MINIMUM characteristics

Design/enclosure/dimensions:

- The keypads should be operated by buttons/keys and not via a touch screen.
- A reference point shall be indicated for blind people.
- The case should be suitable for handheld use; compact and rugged.

User identification:

- Each keypad shall have a unique RF device identity.
- Each keypad shall have a unique device serial number.
- Serial numbers shall be permanent and set at manufacturing.
- Both address and serial number shall be transmitted with each keypad's response.
- Each terminal must clearly display the name and the seat number of the user having the right to vote.
- It must be possible to fully programme and manage each terminal remotely from the main control unit. Last-minute changes to the room plan must be feasible.

User input:

- Minimum 3 (three) programmable keys coordinated with the response options shown in the display (Yes, No, Abstention).
- Each keypad must be equipped with:
 - a button to be used for requesting the floor ("request to speak" function);
 - an audible and/or visual indicator for each key pressed.
- Each key must be programmable by software via the main control unit.

Display:

Liquid crystal display (LCD) or equivalent.

- Possibility to display user entries and display messages from the main control unit (in English language, clear abbreviations are accepted).
- Contrast adjustment and/or backlighting.
- Possibility to display: battery level, response type, RF signal strength, keypad address, delegate's name.

Transmission technology:

- Two-way communication via radio frequency.
- Acknowledgement of keypad transmissions from base stations to keypads.
- Status of the functioning of each keypad should be visible and controllable at any moment during an ongoing session at least from the operating PC.
- Excellent immunity to interference from WI-FI 802.11 b/g/n, GSM and UHF sources.
- Signal strength should be visible and controllable at any moment during an ongoing session at least from the operating PC.
- TX/RX protocol to ensure data accuracy and security.
- Antenna integrated inside the voting case.

Range:

- Each keypad must be designed to operate in an indoor area of 50 x 50 metres minimum (without obstacles).

Speed:

- Keypads must interact with a base radio station able to collect votes of minimum 100 keypads per second.

Power:

- Each keypad must be powered by replaceable or rechargeable batteries.
- Battery life must be of 20 hours minimum (without charge if using rechargeable batteries).

Transport case:

- The keypads must be stored in specially adapted cases for easy transport.

B) RADIO BASE STATIONS

- The contractor shall supply minimum two (2) radio base stations; additional stations must be supplied if necessary to guarantee appropriate radio coverage of the meeting room.
- Each radio base station must be controllable via the management software.
- Each radio base station must be able to collect votes from at least 100 keypads within one second.

C) VOTING SYSTEM MANAGEMENT SOFTWARE (VSMS)

The Voting System Management Software (VSMS) shall enable the configuration, programming, operation and troubleshooting of all of the components of the voting system. More precisely, the VSMS must have the following features:

- It shall store all information (including votes from each terminal) on a Relational Database Management System (RDBMS).
- It shall operate in compliance with the Committee's internal rules of procedure for voting as stated in **Appendix VII** of the tender specifications which include:
 - quorum verification;
 - votes for/against/abstention;
 - votes by open ballot and by secret ballot must be possible. An **open voting** session is a session where each voter and **his/her vote can be identified**; during a **secret voting** session, it must be **impossible to trace and record the vote expressed** by each person.
- It shall enable a rapid change in voting modes: simple majority, absolute majority, two thirds majority, extensions to other kind of majorities, in line with the Committee's Rules of Procedure.
- It shall provide an "election of the Committee president" function, with a choice from a pre-defined list going up in number (1, 2, 3, etc.) in accordance with the CoR's internal Rules of Procedure (**Appendix VII, Rule 33**);

- It shall be possible to switch quickly between the "voting" function and the "request to speak" function;
- It shall provide a "request to speak" function, including:
 - opening and closing of the "request to speak", including notification to the users via the room projection system;
 - a button on the keypad enabling any participant to make a "request to speak";
 - real-time display of the names of members requesting to speak (**display 2**);
 - the current speaker's name together with at least the first **X** names on the list (where X is a parameter ranging from 5 to 20).
- It shall include a stopwatch/timer for countdown clock and speakers' time (**display 2**).
- It shall enable the display of the meeting agenda and the name of any speaker not on the "request to speak" list.
- It shall enable the creation of reports about each vote and the "request to speak" list.
- It shall enable the creation of "ad-hoc" displays to be sent to the meeting room projection system, to be viewed by approximately 500 participants. More precisely, the following display modes must be supported:

- **Display mode 1: Voting results for the public**

This mode must enable the results of the voting session to be displayed in real time, and more specifically must clearly display the number of votes FOR and AGAINST, the number of abstentions, the title of the voting session, the total number of voters, the Committee logo (jpeg), and the voting session status (OPEN/CLOSED).

- **Display mode 2: "Request to speak" list for the public**

This display must show in real time the list of members requesting to speak; therefore, it must be possible to show in real time:

- the current speaker's name and group;
- the stopwatch (countdown);
- at least the name of the first up to X persons requesting the floor (where X is a parameter up to 10);
- the name and group of the previous speaker, and possibly information on his/her region and constituency (map).

- **Display mode 3: General display for the public**

This mode will be used for showing general purpose agenda points, presentations and images such as PowerPoint, Prezi presentations, PDF documents and jpeg images.

- **Display mode 4: Evolution of the votes + results + "request to speak" list for the president**

The president shall see on his display the evolution of the votes, while a vote is open. This display shall show that the vote is ongoing, with a graph reflecting the state of play of the vote, in real time, and the number of votes cast. This information should help the presidency to decide when to close the vote. The president should also be able to see a "request to speak" list with at least the name of the first up to X persons requesting the floor (where X is a parameter up to 20).

- **Display mode 5: Additional display for dynamic textual information**

The system shall enable the display of textual information, such as voting on oral amendments, via a separate tactile interface. (This textual information will be made available to the contractor in MS Word or PDF format).

- For each voting or "request to speak" session, it shall be possible to view graphics-based instructions on operating the keypad.

The proof of concept (POC) is a technical document to be prepared by the tenderer providing evidence that the Voting System Management Software (VSMS) proposed fulfils the requirements of the Committee as stated under this point.

Together with the textual description, the POC document must include either screenshots or simulated images of the proposed VSMS.

Important: the POC document must be appended to the tender documents.

D) PCs, PRINTER and CONTROL-MONITOR for the VOTING SYSTEM MANAGEMENT SOFTWARE and the GENERAL DISPLAY

The contractor has to provide the following 3 (three) PCs, printer and display screens:

PC1

PC1 will be the main control unit of the voting system. Using this PC, the contractor will have to programme, configure and operate the voting system management software.

This PC shall be operated by a qualified technician of the contractor under the control of a Committee representative.

PC1 must support at least 3 (three) separate displays simultaneously:

- the screen of the PC;
- the president's screen display (see **display 4 point C**);
- the voting results and "request to speak" displays for the public (see **displays 1+2 point C**)

The minimum graphical resolution shall be FULL HD (1080 p60) on a HDMI or DVI interface (this interface might have to be adapted in the future based on the requirements of the rooms to be used); the Committee's audio-visual service will take the video output from the interface combining the mixing of all the sources, to be sent to the room projection system.

PC1 shall be connected to PRINTER1.

PC2

PC2 will be the PC to provide the images for the general display for the public in different formats (agenda, Power-Point, Prezi, PDF, jpeg images etc.) (See **display 3 point C**).

PC3/Tablet

PC3 will be used to display dynamic textual information for the participants, such as oral amendments, which will be made available to the contractor in PDF or Word format. PC4 must have a tactile screen (see **display 5 point C**).

PC1, PC2, and PC3/Tablet are to be used **exclusively** for the CoR's voting system management software applications and all PCs and printers have to be connected to the same wired LAN (to be provided by the contractor).

PRINTER

This printer shall enable the printing of voting reports according to the Committee's internal Rules of Procedure for voting as stated in **Appendix VII** of the tender specifications, and a list of delegations of voting rights.

E) ADDITIONAL EQUIPMENT

All equipment, devices and cables necessary to create a wired local area network for PC1, PC2, PC3/Tablet and the printer (in an area of 50 x 50 metres).

F) TECHNICAL ASSISTANCE

Technical assistance as described in **sections 2.3.2** "Performance of the contract", **2.3.3** "Performance of the contract – Technical assistance" and **2.4** "Timing of the performance of the contract".

G) GENERAL APPEARANCE AND INSTALLATION OF THE EQUIPMENT

The equipment has to be pre-configured for easy installation in the different meeting rooms by pre-cabling etc. of the different components in order to allow an installation of the whole equipment within +/- 2 hours for each plenary session. The general appearance of the installation of this equipment has to be very neat (e.g. no cabling lying around) and must comply with the fact that the installation is in front of the tribune, which is constantly photographed and filmed by cameramen during a plenary session.

H) DELIVERY AND STORAGE

The contractor shall deliver all necessary equipment for the performance of the contract directly to the venue where each plenary session takes place. It is the contractor's responsibility to carry and store the above mentioned equipment.

However, at the contractor's request the storage of the needed equipment for the execution of this contract may be kept within the Committee's premises, but shall remain under the sole responsibility of the contractor. It will be stored separately from the other equipment of the Committee, in a secured access storage space.

In the event that the equipment is stored within the Committee's premises, its transport from and to the Committee's premises to the venue where each plenary session takes place will be performed by the Committee.

The Committee may decide at any time to give the stock back to the contractor, with a notification delay of minimum 30 calendar days.

2.4 Timing of the performance of the contract

Usually, the schedule for all of the plenary sessions taking place in a given year is communicated at the beginning of the year. However, an individual order form will be sent for each plenary session.

Overview timing for a plenary session:

Tasks/deliverables	Timeframe
General preparation (2.3.2 "Performance of the contract") Update by the project manager of all relevant information transmitted by the Committee.	1-2 weeks before the plenary session
The project manager updates the system with the latest modifications (agenda, amendments) if necessary	D-1 latest
Preparation of the session on-site (2.3.2 "Performance of the contract"):	D-1
Plenary session including voting (2.3.3 "Performance of the contract – Technical assistance", 2.3.4 "Minimum technical requirements") <ul style="list-style-type: none">• First day of plenary session• Second day of plenary session	D, D+1 (Planned dates of the plenary sessions)

3. EVALUATION OF TENDERERS AND TENDERS

3.1 Evaluation steps

The evaluation of tenderers and tenders is based solely on the information provided in the submitted tender. It involves the following:

- (1) Verification of non-exclusion of tenderers on the basis of the exclusion criteria.
- (2) Selection of tenderers on the basis of selection criteria:
 - legal and regulatory capacity;
 - economic and financial capacity;
 - technical and professional capacity.
- (3) Verification of compliance with the minimum requirements set out in these tender specifications (see sections 1.4 "Compliance with applicable law" and 2.3.4 "Minimum technical requirements").
- (4) Evaluation of tenders on the basis of the award criteria:
 - financial evaluation of the tender.

The contracting authority may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law (see section 1.4).

The contracting authority assesses these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

3.2 Verification of non-exclusion

All tenderers must provide a declaration on honour (see **Appendix III**) signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

In the case of a joint tender, **each member of the group** must provide a declaration on honour signed by an authorised representative.

In the case of subcontracting, **all subcontractors whose share of the contract is above 10% and/or whose capacity is necessary to fulfil the selection criteria** must provide a declaration on honour signed by an authorised representative.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in the case of a joint tender and to all subcontractors whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in the event of a joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure organised by the Committee and provided the documents were issued no more than one year before the date on which they were requested by the contracting authority and are still valid on that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in the case of a joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

3.3 Selection criteria

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

3.3.1 Declaration on honour and evidence

The tenderer (and **each member of the group in the case of a joint tender**) and **subcontractors whose share of the contract is above 10% and/or whose capacity is necessary to fulfil the selection criteria** must provide the declaration on honour (see **Appendix III**), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. For the criteria applicable to the tenderer as a whole, the tenderer (sole tenderer or leader in the case of a joint tender) must provide the declaration on honour stating that the tenderer, including all members of the group in the case of a joint tender and including subcontractors if applicable, fulfils the selection criteria for which a consolidated assessment will be carried out.

This declaration is part of the declaration used for exclusion criteria (see section 3.2) so only one declaration covering both aspects should be provided by each concerned entity.

After the contract has been awarded and before it has been signed, the successful tenderer will be required to provide the evidence mentioned below within the deadline set by the contracting authority. **This requirement applies to each member of the group in the case of a joint tender and to the subcontractors whose capacity is necessary to fulfil the selection criteria.**

A tenderer (or a member of the group in the event of a joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure organised by the Committee and provided the documents were issued no more than one year before the date on which they were requested by the contracting authority and are still valid on

that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in the case of a joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

3.3.2 Legal and regulatory capacity

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders. The tenderer (including each member of the group in the case of a joint tender) must provide the following information in its tender if it has not been provided with the Legal Entity Form:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation applicable to the legal person requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.
- For natural persons, if required under applicable law, a proof of registration on a professional or trade register or any other official document showing the registration number.

3.3.3 Economic and financial capacity criteria

The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria:

- **Criterion F1: Total overall turnover of at least EUR 120 000 in the field of wireless voting systems rental and technical assistance**, for each of the last two financial years. This criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in the case of a joint tender (including subcontractors).
- **Criterion F2:** civil and professional liability insurance covering damage to persons and property, indicating, among other things, the amount covered (minimum EUR 120 000), the duration, the date of maturity of the policy and the name of the insurer. Consortia or groups of service providers shall provide this document for each of their members.

On request from the contracting authority, the tenderer should be able to provide the following evidence at short notice:

- a copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned legal entity, and failing that, appropriate statements from banks;
- evidence of professional third party liability insurance.

If, for some exceptional reason which the contracting authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the contracting authority considers appropriate. In any case, the contracting

authority must at least be notified of the exceptional reason and its justification. The Committee reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

3.3.4 Technical and professional capacity

A. Criteria relating to tenderers

Tenderers (in the case of a joint tender the combined capacity of all members of the group and identified subcontractors) must comply with the criteria below.

- **Criterion A1**: The tenderer must prove experience in the field of wireless interactive voting systems and technical assistance at assemblies with at least 250 participants (at international, national, regional or local level) with at least 10 voting sessions delivered in this field in the last two years dating from the publication of this tender in the Official Journal.

On request from the contracting authority, the tenderer should be able to provide the following evidence at short notice:

Using the project activity reference form (**Appendix VI**), the tenderer must provide references for 5 projects delivered in these fields in the last two years, with details of the value, delivery date and the public or private recipients' particulars. Please indicate for these deliveries/installations the model and quantity of the terminals used as well as any software customisation. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed.

B. Criteria relating to the team delivering the service

The team delivering the service should include, as a minimum, the following profiles. Evidence will consist of the CVs of the team responsible for delivering the service⁵.

- **Criterion B1 – qualified technician – expert in portable voting systems management**

At least five years of professional experience. Relevant higher education degree or equivalent professional experience and at least five years' professional experience in the field.

Evidence: CV.

- **Criterion B2 – 1 backup qualified technician – portable voting systems management**

At least three years of professional experience. Relevant higher education degree or equivalent professional experience and at least three years' professional experience in the field.

Evidence: CV.

⁵ Each CV should be drafted using the Europass model which can be found at:
<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

– **Criterion B3 – 1 assistant technician – portable voting systems management**

At least one year of professional experience. Relevant higher education degree or equivalent professional experience and at least one year's professional experience in the field.

Evidence: CV.

- **Criterion B4 – Language quality check**: all members of the team should have at least B2 level in the Common European Framework of Reference for Languages⁶ in English or French as evidenced by a certificate or past relevant experience.

Evidence: a language certificate or past relevant experience.

3.4 Verification of compliance with the minimum requirements

By submitting a tender, the tenderer accepts the terms and conditions set out in the procurement documents and this includes the requirement of compliance with law obligations and minimum requirements.

Before proceeding to the evaluation of the award criteria, the evaluation committee will assess the compliance of the tender with the minimum requirements contained in the present tender specifications.

Offers deviating from the requirements defined in the tender specifications or not covering all requirements will be excluded on the basis of non-conformity with the tender specifications and will not be evaluated.

3.5 Award criteria

The contract will be awarded based on the most economically advantageous tender, according to the "lowest price" award method.

3.5.1 Financial evaluation of the tenders

When submitting the financial proposal, the tenderer must include all information on prices and may only use the form set out in Appendix V.

The financial proposal presentation form contained in Appendix V must be completed in full and should not be altered in any way. Any incomplete or amended proposal shall be excluded from the evaluation procedure.

The tender with the lowest price will be established on the basis of the total price stated in the price schedule (**Appendix V**).

Failure to quote a price for the tasks listed in Appendix V will invalidate the tender.

⁶

See http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp

4. AWARD OF THE CONTRACT

The contract will be awarded to the most economically advantageous tender, i.e. the tender with the lowest price, from among those tenders which are in order and fulfil the conditions laid down, while meeting the exclusion and selection criteria and the minimum requirements set out in the tender specifications.

APPENDICES:

- I. Check list of documents to be submitted
 - II. Identification form model
 - III. Declaration on honour for exclusion and selection criteria
 - IV. Technical conformity and quantities form
 - V. Price schedule
 - VI. Project activity reference form
 - VII. Extract from the CoR's Rules of Procedure
 - VIII. Plenary session voting debriefing
 - IX. Framework contract model
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