

ANNEX I TO THE INVITATION TO TENDER

TENDER SPECIFICATIONS

Provision of information services and assistance to communication activities at the House of Europe in Zagreb, Croatia

OPEN CALL FOR TENDERS

PO/2018-20/ZAG

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1. OBJECTIVE AND CONTEXT

One of the tasks of the Representation of the European Commission in Croatia (hereafter referred to as the EC Representation) is to communicate about the European Union policies with Croatian citizens.

For further information, please consult the web site of the European Commission: <http://ec.europa.eu/croatia/>

The EC Representation is located at the House of Europe. The House of Europe is a very important contact point between Croatian citizens, media and multipliers, and the European Commission. It is therefore essential that the services be provided in a professional and customer-oriented manner.

At the House of Europe we receive ad hoc visitors as well as visiting groups from schools and various organisations. At the EU Info Point, located at the reception area (public area), we receive the general public, distribute brochures, answer questions from the general public and assist in finding information on the Internet.

The House of Europe is located in the centre of Zagreb, at Augusta Cesarca 4-6. The public area in the atrium of the House of Europe comprises a service desk, shelves with displays of information material and publications, and a "bar type" desk where visitors can search the Internet on the computers provided.

In the conference area (semi-public area), we organise seminars, meetings and conferences on EU matters, often involving partner organisations, journalists, external speakers and other stakeholders. The conference area is also offered to third parties (such as stakeholders, partners, national authorities, non-governmental organisations), for organising events, conferences, seminars, meetings etc. related to EU policies.

In addition to the in-house events, the EC Representation organises a variety of events outside the House of Europe, in Zagreb and across Croatia. Traditionally, events such as Europe Day (in May), the European Week of Sport (in September) and the European Day of Languages (in September) are organised annually through various activities. In addition, a number of other events promoting European values and EU matters are held annually. One such event is the so-called Citizens' Dialogue. Citizens' Dialogues are held across EU Member States and they enable European citizens to directly exchange views with Commissioners.

A semi-public area (on -1 floor) contains a conference room, an interpreter's room, a kitchen, toilets, a wardrobe, a small meeting room, and an area for serving food. A technical room, an archive and a storage room are also situated on the -1 floor.

The conference room is equipped with standard conference equipment, including a laptop, TVs, projectors, projector screens, DVD players, speakers and microphones (table microphones, hand-held microphones and headset microphones). The room is equipped with tables and chairs which can be rearranged as necessary. There is also a small stage and a portable presentation lectern available.

Free Wi-Fi is also available for visitors to the conference area.
The conference area can receive up to 100 people.

During 2017, around 180 events took place in the House of Europe, with the participation of approximately 7000 people. During that same period, 17 lectures for primary and secondary school groups were held, with the participation of 724 people in total. Some 15 events took place outside the EU House where the staff of the EU Info Point was actively involved (13 in Zagreb, one in Rijeka and one in Osijek).

During 2017, approximately 1515 people visited the EU Info Point. The staff answered approximately 709 queries directly, around 909 by phone and 176 by e-mail and through social media.

Technical equipment and documentation necessary for the fulfilment of all tasks will be provided by the EC Representation, regardless of the location of the events (in or outside the EU House).

The House of Europe is open to the general public from Monday to Thursday from 9h00 to 17h00 and on Fridays from 9h00 to 16h00.

2. SUBJECT OF THE CONTRACT

2.1. Services required

The EC Representation is seeking a qualified service provider to support the information and communication activities and the EU Info Point at the House of Europe.

The assistance services must be provided at the EU Info Point from Monday to Friday between 8h30 and 17h30, for a total of 80 hours per week. For the type of services required, please refer to Sections 2.2, 2.3 and 2.4.

The services may also be required at other times, i.e. outside the above mentioned working hours and during weekends and holidays. As an indication only, the volume of additional work may be considered as 15% of that of the services listed under Sections 2.2., 2.3. and 2.4. If necessary, services may be required outside the House of Europe on locations across Croatia. Travel and accommodation expenses must be included in the all-inclusive price. As an indication, it is expected that the EU Info Point staff (maximum two persons) will be required to travel for two events per year (each requiring one or two overnight stays).

The House of Europe is closed between Christmas and New Year's Day. Additionally, it is closed on Croatian and Commission public holidays (18 days a year in total). Basic services will normally not be required when the House of Europe is closed. During that period, and in agreement with the EC Representation, some of the professional services referred to in Section 2.2 may be carried out. An indicative list of holidays in 2019 is given in Annex VI of the Invitation to Tender.

Initial on-the-job coaching/in-house training will be provided for two working days by the EC Representation upon the start of the contract. On-the-job coaching/training will be provided for two persons. Up to two additional persons can be added to the coaching/training sessions at the contractor's expense.

The contractor must ensure the continuity of the services requested, including arrangements for substitute personnel during holidays and other absences. Where a member of staff is replaced, the choice of person proposed as replacement shall be subject to the approval of the EC Representation.

Before taking up their duties, the replacement staff approved by the EC Representation shall undergo two days of on-the-job coaching/training (generally provided by the predecessor) at the contractor's expense.

The full scope of services possibly required during the life span of the contract is stated in Sections 2.2 to 2.4. The actual tasks at any time will be determined between the EC Representation and the contractor.

Dress code for the persons executing the services is neat but informal.

The persons executing the services will not interact with the media, nor provide answers to questions of a political or sensitive nature. Questions of that nature will be referred to relevant persons at the EC Representation.

2.2. Basic services

Reception of visitors and related services

- Receiving and conducting organised individual and group visits, as well as ad hoc visitors
- Answering queries from and providing information to visitors, including selected publications. The timeframe to answer the queries, as well as the way of obtaining prior consent (if necessary) will be agreed upon with the relevant staff of the EC Representation.
- Answering queries received by phone, and redirecting calls as necessary
- Assisting visitors in searching EU websites and other information sources for EU information
- Ensuring that the premises are kept presentable and attractive to visitors at all times
- Setting up the premises for conferences, meetings and seminars.

The quality of services will be assessed and evaluated together with the relevant staff of the House of Europe. The EU Info Point Staff will encourage visitors to evaluate the quality of the services provided (either orally or by filling in a short questionnaire).

Planning and administration

- Maintaining and updating the booking calendar of the House of Europe conference area, including the booking of visitors groups (currently the booking is done through Google calendar)
- Creating and updating an Excel database on upcoming events, and distributing event information to interested parties through a range of the Commission channels (social media, web, etc.).
- Participating in the House of Europe coordination meetings with the relevant staff members of the EC Representation
- Maintaining and reporting on the statistics related to the activities of the House of Europe (including the statistics on the distribution of publications and give-aways) in accordance with Section 2.4 in the format and size to be agreed upon at the introductory meeting

Publications and give-aways

- Displaying an up to date set of general publications in an appealing and orderly way at the House of Europe
- Adapting the display of exhibitions, publications and information packages, as well as promotional items and give-aways, to events, audiences and host organisations
- Keeping stock and inventory of European Commission standard publications (reordering) and give-aways and making sure that old or unused publication are being disposed of
- Keeping track of new editions and coordinating with relevant staff members regarding the ordering or local printing of such editions

- Organising the storage of publications and give-aways at the House of Europe and in the designated areas in the archives.

Assistance for events organised by third parties

- Assisting speakers and moderators in operating the technical audio-visual installations before and during presentations and seminars
- Preparing and distributing information packages for participants and press
- Assisting participants and caterers before and during communication activities
- Managing drop-in visitors during communication activities
- Administering attendance lists and questionnaires.

Assistance for events organised by the EC Representation

- Contribution to the organisation and execution of events organised by the EC Representation (preparation and distribution of materials, coordination with partners, sending invitations, follow-up of applications, on-site support, etc.).

Events can be held both at the House of Europe in Zagreb and at other venues in other cities in Croatia.

2.3. Professional services – creative contribution/content development

In addition to the basic services above, the EC Representation will make use of the professional services of the service provider to support its communication activities. The professional services required include the following activities:

- Assisting with the preparation of the annual Communication Action Plan (ACP) for the EU Info Point, with an aim to increase its visibility and expand the network of multipliers.
- Creating and holding presentations (including photographs, animations, infographics, video clips and the like) on EU matters for various target groups (primary and secondary schools visiting groups, university students, etc.). When using materials, the contractor must ensure that copyright is not infringed. Presentations should be interactive and suitable for the target group.
- Creating activities for the promotion of the EU Info Point within the existing network of partners (national institutions, stakeholders, multipliers, etc.) as well as proposing new ways of communication in order to expand the network of partners and to achieve better visibility of the EU Info Point with the general public
- Suggesting texts for websites and publications related to the House of Europe and its activities; suggesting and posting information related to the House of Europe activities on Twitter, Facebook, Instagram, YouTube and other social media platforms used by the EC Representation (before, during and after activities)
- Assisting in preparing a communication plan proposal and an implementation plan for events organised by the Representation of the European Commission (up to 5 events annually): objectives, concept, main messages, target groups, timeframe, implementation plan, promotion channels, and evaluation of events.

2.4. Support services

In addition to basic services above, a need may arise for additional support services, such as reception of participants, checking of attendance lists, answering the telephone, event support, etc.

The person(s) fulfilling these support services must be agreed upon in advance with the EC Representation, but he/she does not need to undergo any prior training.

2.5. Reports

Monthly reports

Monthly operational/technical report on the implementation of the contract covering all services performed, as well as statistics on visitors, events, give-aways, publications, types of questions, etc. shall be produced in accordance with the contract. The report will form a basis for monthly payments (see draft contract in Annex II- Article I.5.2).

Six-month report

After 6 months of contract implementation, an aggregate report for the past six months of implementation, including aggregated data from monthly reports will be submitted.

Final report

At the end of the implementation and no later than 30 days after the completion of the contract, a final report is required for the entire implementation period, which will be the basis for the payment of the outstanding amount (see draft contract in Annex II, Article I.5.3).

Report details and possible forms will be agreed upon at the introductory meeting.

The language of the reports will be Croatian or English.

Costs incurred for the production of reports must be included in the yearly price.

3. SIZE OF THE CONTRACT

The estimated total value in the contract notice is the maximum budget for this tender (EUR 360 000 over four years), including all renewals and reimbursement of expenses, and excluding VAT and price revision. Tenders exceeding this maximum amount will be rejected.

4. CONTRACTUAL FRAMEWORK

The services specified above will be the subject of a Direct Contract drawn up between the European Commission Representation and the tenderer to whom the contract is awarded. The draft contract is attached in Annex II to the Invitation to Tender.

In drawing up his bid, the tenderer should bear in mind the provisions of this draft contract and, notably:

| | |
|----------------|--|
| Article I.4 | Price |
| Article I.5 | Payment arrangements |
| Article I.10 | Exploitation of the results of the Contract |
| Article II.4 | Performance of the Contract |
| Article II.4.2 | Compliance with minimum requirements including applicable obligations under environmental, social and labour law |
| Article II.13 | Intellectual property rights |
| Article II.21 | Payments and guarantees |

5. SUBMISSION OF BIDS

5.1. Content of the tender: what documents to submit with the tender?

The tenderer's bid must comprise the documents required in the checklist in Annex IV – Part A. Part B of this annex lists the elements to be provided upon request at a later stage.

5.2 Rules on access to procurement: who may submit a tender?

Participation in this call for tenders 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 European Union in the field of public procurement on the conditions laid down in that agreement. Where the Agreement on Government Procurement¹ concluded within the World Trade Organisation applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.

The rules on access to procurement do not apply to subcontractors. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

To enable the Contracting authority to verify the access to procurement, tenderers must indicate their country of establishment when registering in the Participant Register and be ready to present the supporting evidence normally acceptable under the law of that country.

📌 For tenderers established in the United Kingdom:

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the UK depending on the terms of the Withdrawal Agreement. In case such access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.

6. TECHNICAL TENDER

Tenderers should include in their bid a technical tender detailing how they will perform the tasks covered by the contract, in compliance with all the requirements of the tender specifications.

The technical tender should not include any of the documents referred to under the exclusion or selection criteria, nor should it refer to issues already covered by the exclusion and selection criteria.

Only technical offers which meet all the minimum technical requirements listed below will be considered compliant and evaluated:

1. By submitting a tender, the tenderer confirms that the technical tender is in accordance with the applicable environmental, social and labour law obligations established by Union law, national legislation, and collective agreements or by international environmental, social and labour law provisions listed in Annex X to [Directive 2014/24/EU](#).

¹ https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm.

2. The tenderer's proposed methodology with respect to all of the tasks required in the Tender specifications:
 - 2.1.a description of how each of the tasks specified under Section 2. shall be performed in compliance with all the requirements of these Tender Specifications;
 - 2.2.the system in place for follow up and quality assurance of the services to be delivered throughout the life span of the contract, effectively and without interruption;
 - 2.3.human resources organisation and management, training of staff to meet specific needs, such as communications skills, conflict resolution, resilience, up to date knowledge on EU matters.
3. Tenderers should draw up a proposition for handling the three hypothetical case studies in Annex VII. It must be realistic, and each proposition should be a A4 page on average.

The technical tender will be assessed in the light of the quality award criteria set out under Section 9.

7. FINANCIAL OFFER

The financial offer must be quoted using the attached form in Annex V, which must be duly signed and dated.

The price must be fixed and quoted in euros, including for countries which are not in the euro-area.

The price must be all-inclusive and cover all costs related to performance of the contract as described above.

8. EVALUATION

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

- Verification of non-exclusion of tenderers on the basis of the exclusion criteria
- Selection of tenderers on the basis of selection criteria
- Verification of compliance with the minimum requirements set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

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.

The successful tenderer must pass all criteria to be awarded the contract.

The tenders will be assessed in the order indicated above. Only tenders meeting the requirements of one step will pass on to the next step.

8.1. Exclusion and selection criteria

Compliance with exclusion and selection criteria is evaluated as follows:

At tender submission stage, tenderers should include the following documentation:

- the declaration of honour on exclusion and selection criteria in Annex III duly completed, dated and signed, together with the relevant evidence related to the remedial measures if applicable.

In the case of joint tenders, all economic operators involved in the tender must provide the declaration of honour on exclusion and selection criteria.

In the case of tenders involving subcontracting, the tenderer shall submit a separate declaration of honour on exclusion and selection criteria, duly dated and signed by each known subcontractors whose tasks represent more than 20% of the tasks of the contract or who help fulfil the selection criteria.

- the checklist of documents to be provided in Annex IV duly completed, together with the relevant evidence required as a result of answers to the questions in Part A of the checklist and Part V of the Declaration on Honour (Remedial measures).

The other pieces of evidence listed in Part B of Annex IV may be requested by the contracting authority or by the EU Validation Services (The Research Executive Agency) from any tenderer at a later stage. They will in all cases be requested from the winning tenderer. The Contracting Authority may reject the tender if the requested evidence is not provided in due time.

The successful tenderer must provide the documents mentioned as supporting evidence in the declaration of 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 case of joint tender and to each known subcontractors whose tasks represent more than 20% of the tasks of the contract or who help fulfil the selection criteria.

8.2. Exclusion criteria

Bids from tenderers who do not meet the exclusion criteria referred to in Articles 136 to 141 of the Financial Regulation² will not be considered for the award of the contract.

8.3. Selection criteria

The tenderer must demonstrate sufficient legal and regulatory, economic, financial, technical and professional capacity to be able to perform the tasks as specified in Section 2 of these specifications.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities to achieve the required level of economic, financial and technical capacity, regardless of the legal nature of the links that it has with them (subcontractor, parent company, third party). It must in that case prove to the contracting authority that it will have at its disposal the resources necessary to perform the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal (see Point 8.3 below).

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

² Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=OJ:L:2018:193:TOC>

a) Legal and regulatory capacity

In the course of the procedure the EU Validation Services (REA, the Research Executive Agency) may contact tenderers via the Participant Register and ask for supporting documents regarding their legal status. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

Upon request by REA the tenderer shall provide a 'Legal Entity File (LEF)' and a 'Bank Account File (BAF)' duly completed and signed, with the necessary annexes. The forms to be used are available at the following addresses:

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

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

For joint tenders, the LEF should be provided for each participating entity whereas the BAF is requested for the leader of the group only.

The tenderer (and each Member of the group in case of joint tender) should declare 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.

b) Financial and economic capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Minimum requirement: Average yearly turnover of the last two financial years above EUR 80 000. This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all *involved entities* will be carried out.

In the course of the procedure the EU Validation Services (REA, the Research Executive Agency) may contact tenderers via the Participant Register and ask for supporting documents regarding their financial and economic capacity. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

Upon request by REA the tenderer shall provide the following documents:

- A statement of overall turnover during the last two financial years, with a minimum of EUR 80 000 per year. Combined annual turnover of the grouping in case of a joint tender or tender with subcontracting.
- Balance sheets or extracts from balance sheets for the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.

If, for some exceptional reason which the contracting authority considers justified, the tenderer is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate (evidence of professional risk indemnity insurance, business plan for newly created entities, etc.).

In any case the Contracting Authority must at least be notified of the exceptional reason and its justification in the tender. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

c) Technical and professional capacity

The tenderer must demonstrate convincingly that he has the ability to undertake the tasks requested.

Any tenderer with a professional conflicting interest that may affect the performance of the contract may be rejected on the basis of not fulfilling selection criteria for professional capacity.

- Criterion 1- Professional experience in similar services

Minimum requirement: the tenderer must prove his experience in the field of providing information and communication services targeting general public (including the organisation of events) with a minimum value for each project of EUR 15 000.

Upon request by the Contracting Authority, the tenderer shall provide the following documents as evidence: the tender shall include a presentation of two comparable contracts with public and/or private organisations carried out in the past three years, with the names of clients, approximate sums, services provided, human and technical resources involved and dates of implementation, showing his capacity in providing relevant services.

The Contracting Authority reserves the right to obtain certificates from the successful bidder on the completed projects certified by the contracting entity.

- Criterion 2 - Necessary human resources to perform the contract in line with best professional practice

Minimum requirement: the tenderer must confirm that it can secure at least two persons and their back-ups, for services under Sections 2.2 and 2.3. Prior to the signing of the contract, the successful bidder will be required to provide the CVs of two persons, as per the requirements specified below:

General requirements for all profiles:

- Fluent in Croatian (level C1) and English (level C1) according to the Common European Framework of Reference for Languages - <https://www.coe.int/en/web/common-european-framework-reference-languages/level-descriptions>
- University level studies, minimum bachelor, in one of the following areas: European Studies, Political Science, Law, Journalism, Communication, Economy, Social Studies, Public Relations, or other relevant studies, OR university level studies in other fields complemented by relevant experience of at least two years in one of the fields above
- At least two years working on U policies and/or projects and programmes, in providing information and communication services, including experience in preparing and holding presentations, and preparing publications
- Experience in providing information and communication services, including experience in preparing and holding presentations, and preparing publications
- Computer proficient, with excellent knowledge of Microsoft Office

Specific requirements:

One of the two proposed persons must be a senior expert who will be responsible for the smooth functioning of the EU Info Point. Hence, in addition to the above criteria, the senior expert should meet the following criteria:

- At least three years of experience in organising and managing information and communication services
- At least two years of experience in creating and organising events for different target groups

For additional support services listed under Section 2.4, the requirements are limited to the following minimum education and language skills as follows:

- Minimum high level education
- Fluent in Croatian and English language.

Upon request by the Contracting Authority, the tenderer shall provide the following documents as evidence: educational references and professional qualifications of the persons who will provide the services for this tender (CVs). Each CV provided should indicate the intended function in the delivery of the services.

8.4. Additional requirements for joint tenders and tenders including subcontracting

Please refer to the Checklist of documents to be provided (see Annex IV).

Any change in the composition of the group of economic operators during the procurement process (after submission of the offer) is limited to exceptional circumstances (e.g. a take-over) and must be agreed by the Commission.

Any change of subcontractor during the procurement process (after submission of the offer) is subject to agreement by the Commission.

The Commission will require a member of a grouping or a subcontractor to be changed if the member of the grouping or subcontractor proposed is in an exclusion situation or does not meet a specific selection criterion.

9. AWARD CRITERIA

Bids from tenderers who do not satisfy the exclusion or selection criteria will not be considered for the award of the contract.

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

9.1. Technical evaluation

The technical tender to be submitted as part of the tender (see Section 6) will be assessed as follows:

| Quality award criterion | Explanation of the criterion's scope | Maximum number of points per criterion (weighting) | Minimum points to be obtained (at least 60 % per criterion and 70 in total) |
|---|--|--|---|
| Award criterion 1 Methodology | <p>Quality of the proposed methodology with respect to all tasks required in the tender specifications, including a description of how each of the type of tasks specified under Section 2 shall be performed.</p> <p>This criterion will assess the efficiency, the feasibility and the clarity of the approach proposed in order to perform all the tasks covered by the contract, in compliance with all the requirements of the tender specifications.</p> | 20 | 12 |
| Award criterion 2 Quality assurance | <p>Quality of the system in place for follow up and quality assurance of the services to be delivered throughout the life span of the contract, without interruption</p> <p>The quality system should be detailed and specific to the tasks at hand; a generic quality system will result in a low score.</p> | 20 | 12 |
| Criterion 3 Human Resources Management | <p>Effectiveness of the human resources organisation and management of the services.</p> <p>This criterion will assess the relevance of specific trainings, proactivity in the implementation of the tasks</p> | 20 | 12 |
| Criterion 4 Case studies | <p>Quality of the reaction and proposed solutions for the 3 case studies in Annex VII.</p> <p>This criterion will assess the relevance, clarity, cogency, comprehensiveness, and creativity of the answers provided.</p> | | |
| | Case study 1 | 20 | 12 |
| | Case study 2 | 10 | 6 |
| | Case study 3 | 10 | 6 |
| Total | | 100 | 70 |

The result of the technical evaluation is the sum of the number of points obtained as a result of the evaluation of each criterion and sub-criterion. Only those tenders which are awarded at least 60% for each criterion and a total score of at least 70 points will be considered for the award of the contract.

9.2. Financial evaluation

For the financial tender, the tenderer must use the standard price table in Annex V.

Any omission or amendment to the original price table may cause the bid to be considered null and void.

9.3. Award of the contract

The contract shall be awarded to the tender achieving the highest score obtained by applying the following formula:

$$\text{Score for tender } X = \frac{\text{Cheapest price}}{\text{Price of tender } X} * 100 * \text{Price-weighted factor (35\%)} + \text{Total quality score (out of 100) for all criteria of tender } X * \text{Quality-weighted factor (65\%)}$$