#### **EUROPEAN COMMISSION**

DIRECTORATE-GENERAL FOR EUROPEAN CIVIL PROTECTION AND HUMANITARIAN AID OPERATIONS (ECHO)
Disaster Preparedness and Prevention
The Director

## **European Commission**

Call for tenders ECHO/2021/OP/0010 -

UCPM Training Programme for deployable experts, modules, response capacities, civil protection and disaster management stakeholders

Open procedure

## TENDER SPECIFICATIONS

Part 1: Administrative specifications

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#### 1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

## 1.1. Contracting authority: who is the buyer?

This call for tenders is launched and managed by the European Commission, Directorate-General for European Civil Protection and Humanitarian Aid Operations (ECHO), referred to as the *Contracting authority* for the purposes of this call for tenders.

#### 1.2. Subject: what is this call for tenders about?

The subject of this call for tenders is to design, plan, conduct and evaluate the UCPM Training Programme for deployable experts, modules, response capacities and for civil protection and disaster management stakeholders.

#### 1.3. Lots: is this call for tenders divided into lots?

This call for tenders is divided into 2 lots:

Lot number	Lot title
Lot 1	Deployment Training Courses
Lot 2	Civil Protection and Disaster Management Stakeholders Courses

Tenders may be submitted for 2 lots. Each lot will be assessed independently of any other lot. Tenders, which cover only part of one lot or are declared as being conditional on the award of any other lots, are not permitted.

### 1.4. Description: what do we want to buy through this call for tenders?

The services that are the subject of this call for tenders, including any minimum requirements, are described in detail in the document *Tender specifications* – part 2: Technical specifications hereafter referred to as *Technical specifications*.

Variants (alternatives to the model solution described in the tender specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

### 1.5. Place of performance: where will the contract be performed?

The services will be performed at the following locations:

- Any country of the European Union or in a country of the Union Civil Protection Mechanism Participating States.

### 1.6. Nature of the contract: how will the contract be implemented?

The procedure will result in the conclusion of a direct contract for each lot.

In direct contracts all the terms governing the provision of the services, supplies or works are defined at the outset. Once signed, they can be implemented directly without any further contract procedures.

♦ Tenderers need to take full account of the provisions of the draft contract as the latter will define and govern the contractual relationship(s) to be established between the *Contracting authority* and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

## 1.7. Volume and value of the contract: how much do we plan to buy?

The estimated total amount of all purchases under this contract is indicated under Heading II.1.5 of the contract notice. The services to be purchased for each lot over the total duration of the contract are specified in the Technical specifications document (Tender specifications – part 2).

The maximum budget allocated to the contracts is: EUR 19,360,000 allocated as follows

Lot 1: EUR 14,720,000

Initial contract – Cycle 19 and 20	EUR 7,360,000
First renewal – Cycle 21	EUR 3,680,000
Second Renewal – Cycle 22	EUR 3,680,000

### Lot 2: EUR 4,640,000

Initial contract – Cycle 19 and 20	EUR 2,320,000
First renewal – Cycle 21	EUR 1,160,000
Second Renewal – Cycle 22	EUR 1,160,000

The implementation of the contract is subject to the approval of the 2022 Work programme for a Union Civil Protection Mechanism.

### 1.8. Duration of the contract: how long do we plan to use the contract?

The contracts resulting from the award of this call for tenders will be concluded for at most 54 months. The details of the initial contract duration and possible renewals are set out in Article I.3 of the draft contract.

### 1.9. Electronic exchange system: can exchanges under the contract be automated?

For all exchanges with the contractor during the implementation of the contract as well as for future possible subsequent proceedings for the purposes of EDES (<u>European Union's Early Detection and Exclusion System</u>) the *Contracting authority* may use an electronic exchange system meeting the requirements of Article 148 of <u>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 <u>Union</u> <sup>1</sup>. At the request of the *Contracting authority* the use of such a system shall become mandatory for the contractor(s) at no additional cost for the *Contracting authority*. Details on specifications, access, terms and conditions of use will be provided in advance.</u>

#### 2. GENERAL INFORMATION ON TENDERING

## 2.1. Legal basis: what are the rules?

This call for tenders is governed by the provisions of <u>Regulation (EU, Euratom) 2018/1046 of</u> the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the <u>Union</u> (the Financial Regulation)<sup>1</sup>.

The *Contracting authority* has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

### 2.2. 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 <u>Treaties</u>, 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 Procurement<sup>2</sup> 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, each tenderer must indicate its country of establishment (and in case of joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country/-ies. The same document(s) could be used to prove country/-ies of establishment and the delegation(s) of the authorisation to sign as described in *Section 4.3*.

### 2.3. Registration in the Participant Register: why register?

Any economic operator willing to submit a tender for this call for tenders must be registered in the <u>Participant Register</u> - an online register of organisations and natural persons participating in European Commission's calls for tenders or proposals (participants).

On registering each participant obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Commission's calls for tenders or calls for proposals.

**♦** Please provide information about the SME status of the participant in the Participant Register by filling in the SME Declaration section in the Participant Register. The section becomes available only when updating/modifying the details of the registered organisation.

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<sup>&</sup>lt;sup>1</sup> 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 (OJ L 193 of 30.07.2018, p.1).

https://www.wto.org/english/tratop\_E/gproc\_e/gp\_gpa\_e.htm.

At any moment during the procurement procedure the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact the participant and ask for supporting documents on legal existence and status. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly. The documents that may be requested by *the EU Validation Services* are listed in the <u>rules-lev-lear-fca\_en.pdf</u> (europa.eu).

• Please note that a request for supporting documents by the *EU Validation Services* in no way implies that the tenderer has been successful.

## 2.4. Ways to submit a tender: how can economic operators organise themselves to submit a tender?

Economic operators can submit a tender either as a sole economic operator (sole tenderer) or as a group of economic operators (joint tender). In either case subcontracting is permitted.

In order to fulfil the selection criteria set out in **Section 3.2** the tenderer can rely on the capacities of subcontractors or other entities that are not subcontractors.

The role of each entity involved in a tender (hereafter referred to as "involved entity") must be clearly specified in the eSubmission application: i) sole tenderer, ii) Group leader of a group of tenderers, iii) member of a group of tenderers, or iv) subcontractor. For an entity on whose capacities the tenderer relies to fulfil the selection criteria (that is not a subcontractor), this role is defined in the commitment letter (Annex 5.2). This applies also where the involved entities belong to the same economic group.

#### 2.4.1. Joint tenders

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a tenderer<sup>3</sup>.

All members of the group assume joint and several liability towards the *Contracting authority* for the performance of the contract as a whole.

Group members must appoint a *Group leader* and a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. The model power of attorney attached in *Annex 3* is to be used.

The joint tender must clearly indicate the role and tasks of each member and of the *Group leader* who will act as the *Contracting authority*'s contact point for the contract's administrative or financial aspects and operational management. The *Group leader* will have full authority to bind the group and each of its members during contract execution. If the joint tender is successful, the *Contracting authority* shall sign the contract with the Group leader, authorised by the other members to sign the contract on their behalf via power of attorney drawn up in the model attached in *Annex 3*.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before contract signature) shall lead to rejection of the tender except in case of a

<sup>3</sup> References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see *Section 2.2*) and is not in an exclusion situation, (see *Section 3.1*).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted tender may not be altered substantially, i.e. all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender may not be modified.

### 2.4.2. Subcontracting

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators which will perform part of the contract on its behalf. The contractor retains full liability towards the *Contracting authority* for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State ("intra-group posting" as defined by Article 1, 3, (b) of <u>Directive 96/71/EC concerning the posting of workers in the framework of the provision of services</u>).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State ("hiring out of workers" as defined by Article 1, 3, (c) of <u>Directive 96/71/EC concerning the posting of workers in the framework of the provision of services</u>).
- c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group ("intra-corporate transfer" as defined by Article 3, (b) of <u>Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer</u>).
- d) Use of staff without employment contract ("self-employed persons working for the contractor"), without the tasks of the self-employed persons being particular well-defined parts of the contract.
- e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tenders (see *Section 1.4*).
- f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as "personnel" of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the *Technical specifications* expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a member of the group.

By filling in the form available in *Annex 4*, tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe

briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions (hereafter referred to as *identified subcontractors*):

- on whose capacities the tenderer relies upon to fulfil the selection criteria as described under *Section 3.2*;
- whose individual share of the contract, known at the time of submission, is above 20%.

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in *Annex 5.1* and signed by its authorised representative.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the *Contracting authority* subject to the following verifications:

- any new subcontractor is not in an exclusion situation;
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity, the change does not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the *Contracting authority* and resulted in a signed contract, is considered authorised.

## 2.4.3. Entities on whose capacities the tenderer relies to fulfil the selection criteria

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in *Annex 5.2*, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources.

If the contract is awarded to a tenderer intending to rely on another entity to meet the minimum levels of economic and financial capacity, the *Contracting authority* may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required.

• Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

#### 3. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer has access to procurement (see *Section 2.2*);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and the required documents signed by duly authorised representative(-s) of the tenderer);
- 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 specified in the procurement documents;
- Evaluation of tenders on the basis of the award criteria.

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *Contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *Contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria *the Contracting authority* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

#### 3.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

Tenderers found to be in an exclusion situation will be rejected.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour<sup>4</sup> in the model available in *Annex 2*.<sup>5</sup> The declaration must be signed by an authorised representative of the entity providing the declaration.

<sup>&</sup>lt;sup>4</sup> The European Single Procurement Document (ESPD) may not be used yet in European Commission's calls for tenders.

<sup>&</sup>lt;sup>5</sup> Unless the same declaration has already been submitted for the purposes of another award procedure of the European Commission, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the <u>European Union's Early Detection and Exclusion System</u>. The documents mentioned as supporting evidence in the Declaration on Honour need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the *Contracting authority*<sup>6</sup>.

Annex 1 specifies which of the *involved entities* participating in a tender need to provide the Declaration on Honour and, when requested by *the Contracting authority*, the supporting evidence.

Before the award decision, the Contracting Authority may request documentary evidence on compliance on the exclusion criteria set out in the present tender specifications. All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within a short deadline. Failure to provide valid documentary evidence within the deadline set by the Contracting Authority shall lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.

Please note that a request for evidence in no way implies that the tenderer has been successful.

#### 3.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the lots for which it applies. The model Declaration on Honour available in *Annex 2* shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure<sup>7</sup>. In any case, to the extent that there is no ground for a waiver, the evidence must be provided, upon request

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;

<sup>7</sup> The obligation to provide the supporting evidence will be waived in the following situations:

if the same documents have already been provided in a previous award procedure of the European Commission and are still up-to-date;

- if such evidence can be accessed by the *Contracting authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

<sup>&</sup>lt;sup>6</sup> The obligation to provide the supporting evidence will be waived in the following situations:

<sup>-</sup> if such evidence can be accessed by the *Contracting authority* on a national database free of charge, in which case the economic operator shall provide *the Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document;

<sup>-</sup> if there is a material impossibility to provide such evidence.

and within a deadline given by the *Contracting authority*. The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the *involved entities* who contribute to the fulfilment of the criterion, and in case of individual assessment – by each *involved entity* to whom the criterion applies individually.

## 3.2.1. Legal and regulatory capacity

Tenderers do not need to prove specific legal and regulatory capacity to perform the contract.

## 3.2.2. Economic and financial 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.

Criterion F1		
Minimum level of capacity	The minimum yearly turnover exceeds:	
	For lot 1 EUR 5,888,000	
	For lot 2 EUR 1,856,000	
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.	
Evidence	<ul> <li>Simplified balance sheet as per the template in <i>Annex 7</i> and</li> <li>Copy of the profit and loss accounts, balance sheets and audit report for the last two years for which accounts have been closed from each concerned <i>involved entity</i>, or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.</li> </ul>	
	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 Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.	

d All of the above specified evidence of economic and financial capacity must be provided with the tender.

## 3.2.3. Technical and professional capacity

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

## A. Criteria relating to tenderers:

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

The project references indicated below consist in a list of relevant services provided in the past five years, with the sums, dates and clients, public or private, accompanied by statements issued by the clients.

Criterion T A1.		
The tenderer must prove experience in civil protection / disaster management		
Minimum level of capacity For lot 1:		
	The tenderer must demonstrate its close cooperation with national civil protection authorities from at least four Member and Participating States of the Union Civil Protection Mechanism.	
	For lot 2:	
	The tenderer must demonstrate its close cooperation with national civil protection authorities from at least two Member and Participating States of the Union Civil Protection Mechanism.	
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .	
Evidence	- At least four (for lot 1) – two (for lot 2) national civil protection authorities are members of the consortium.	
	- Letter of support from at least four (for lot 1) – two (for lot 2) Member and Participating States' national civil protection authorities stating the support to the tenderer for the implementation of project.	

Criterion T A.2	
The tenderer must prove experience in adult international training	
Minimum level of capacity	The tenderer must have:
	- in the last ten years, at least five years of experience in developing, organising and delivering training in the field of

	European civil protection and disaster management of a similar nature, scale and complexity at European or international level (e.g. both standard as well as tailor-made courses in a multi-cultural and intercultural context);  - in the last ten years, experience of at least five years in didactic and pedagogic adult teaching in the areas relevant to the subject of this tender;  - must have conducted at least two adult training projects in the field of European civil protection and disaster management in the last ten years.
Basis for assessment  This criterion applies to the tenderer as a who combined capacities of all <i>involved entities</i> .	
Evidence	A list of relevant services carried out in the last ten years.  The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case
	of projects still on-going only the portion completed during the reference period will be taken into consideration.
	Certificates or any evidence proving experience and knowledge in didactic and pedagogic adult teaching in the areas relevant to the subject of this tender and in developing training courses both standard as well as tailor-made courses in a multi-cultural and intercultural context.
	As supporting documents for each project reference the <i>Contracting authority</i> may request statements issued by the clients and take contact with them.

Criterion T A.3		
The tenderer must prove experience in developing and delivering blended training courses		
Minimum level of capacity	The tenderer must prove capability to develop and deliver	

	training courses following blended methodology.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	List of minimum two projects or other works delivered in the last five years showing the necessary capacity.
	The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.

## B. Criteria relating to the team delivering the service:

The team delivering the training must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract.

Evidence will consist in CVs of the team responsible to deliver the service. Each CV should indicate the intended function in the delivery of the service.

The team delivering the service must include, as a minimum, the following profiles.

Criterion T B.1	
	The Project Coordinator
Minimum level of capacity	Must have at least ten years of professional experience in project management, including overseeing project delivery, quality control measures, client orientation and conflict resolution experience in project in the field of the training programme development and delivery or related areas of a similar size and geographical coverage of this contract.  Must have civil protection and disaster management expertise.  Must have held a coordination role (or equivalent) in at least one European civil protection training project in the last 5 years.
	Must have at least C1 level in the Common European Framework for Reference for Languages <sup>8</sup> in English.
Evidence	CV including a language certificate.

## **Criterion T B.2**

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<sup>8</sup> See <a href="http://www.coe.int/t/dg4/linguistic/Cadre1\_en.asp">http://www.coe.int/t/dg4/linguistic/Cadre1\_en.asp</a>

Course Director(s)						
Minimum level of capacity	Must have five years of professional experience in designing, structuring and developing training activities / courses and be familiar with most recent didactic and pedagogics of adult learning methodology.					
	Must have at least five years of professional experience in the field of European civil protection and disaster management, of which at least three years must be connected with international training programmes.					
	Must have conducted at least one European civil protection training project.					
	Must have at least C1 level in the Common European Framework for Reference for Languages in English.					
Evidence	CV including a language certificate.					

Criterion T B.3							
	Course Developer(s)						
Minimum level of capacity	Must have at least five years professional experience in the last ten years with instructional design, including the development of classroom-based learning, e-learning and blended learning solutions. This should include experience in design and development of curriculum, content, instructional material, developing material for classroom and online courses that is innovative, engaging and interactive, developing modules that incorporate visual media, branching and storytelling using newer eLearning tools and video material as part of video-based learning, and similar.  Must have at least five years of professional experience in the field of European civil protection and disaster management, of which at least three years must be connected with international training programmes.  Experience with most recent didactic and pedagogics of adult learning methodology will be considered an asset.						
Must have at least C1 level in the Common Euro Framework for Reference for Languages in English.							
Evidence	CV including a language certificate.						

Criterion T B.4						
	Learning Technologist					
Minimum level of capacity  In the last seven years, must have at least three year professional experience in carrying out learning need analysis, the design and development of interactive resources using pedagogic and technical knowledge evaluating impact and effectiveness of online and blended materials, designing, producing and eventually delivering elearning resources and VR emulated products.  Experience in the field of European civil protection and disaster management is considered an asset.  Must have at least C1 level in the Common European Framework for Reference for Languages in English.						
Evidence	CV including a language certificate.					

Criterion T B.5							
Team of Sub	ject Matters Experts (minimum 3 persons)						
Team of Subject Matters Experts (minimum 3 persons)  Each person must have at least five years professional experience in the field of European civil protection, disaster management of which at least three years must be connected to international training. He/she must have excellent analyses and synthesis capacities as well as excellent communication skills in particular in written.  Must have at least C1 level in the Common European Framework for Reference for Languages in English.							
Evidence	CV including a language certificate.						

Criterion T B.6							
Mo	onitoring and Evaluation Specialist						
Minimum level of capacity	Must have at least five years professional experience in developing and implementing monitoring and evaluation frameworks of training activities of which at least three years must be connected with international training programmes.  Experience in the field of European civil protection and disaster management is considered an asset.  Must have at least C1 level in the Common European						

	Framework for Reference for Languages in English.
Evidence	CV including a language certificate.

Criterion T B.7								
Trainers								
Minimum level of capacity	Minimum level of capacity  Must have the experience and requirements specified in Annex 9 of Part 2, Technical Specifications.							
Evidence	CVs including a language certificate.							
	The Tenderers will submit at least 2 CVs per blended courses.							

## Only for lot 1:

Criterion T B.8						
Ped	agogy and Methodology Specialist					
Minimum level of capacity	Must have at least five years of professional experience in training and educational activities, including the development and implementation of training participant's performance assessment and evaluation tools and methods.  Must have at least C1 level in the Common European Framework for Reference for Languages in English.					
Evidence	CV including a language certificate.					

All of the above specified evidence of technical and professional capacity must be provided with the tender.

## 3.3. Compliance with the minimum requirements specified in the procurement documents

By submitting a tender a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tenders. Particular attention is drawn to the minimum requirements specified in the Technical specifications document (Tender specifications – part 2) and to the fact that tenders must comply with applicable data protection, 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 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

## **d** Tenders that are not compliant with the applicable minimum requirements shall be rejected.

#### 3.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated, for both lots, on the basis of the following award criteria and their weighting:

1. Price - 35%

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the tender specifications.

2. Quality - 65%

The quality of the tender will be evaluated based on the following criteria:

□ Award criterion 1 – Quality of the proposed methodology - 45 points (minimum score 50%)

This criterion will assess the suitability and strength of the offer as measured against the requirements of the specifications in terms of the technical content, relevance, completeness and originality of ideas for the training activities.

• Sub-criterion 1.1. Methodology for the training activities – 15 points (minimum score 50%)

The tender will be assessed based on the overall quality and accuracy of the proposed methodology for the design, development and delivery of the courses described in each respective lot.

• Sub-criterion 1.2. – Quality of the training activity – 15 points (minimum score 50%)

The tenderer will be assessed based on the quality of the proposed example of curriculum and course timetable:

For lot 1: for the Operational Deployment Course (ODC)

For lot 2: for the Mechanism Course for National Authorities UCPM Contact Points

(see the course descriptions in Annex 1 and the template of the course curriculum in Annex 5 of Part 2 - technical specifications)

• Sub-criterion 1.3. – Methodology for the operationalisation of the Assessment and Evaluation of participants' performance – 15 points (minimum score 50%)

This sub-criterion will assess the proposed methodology to develop and operationalise the Assessment and Evaluation Framework of participants' performance (based on the document provided in Annex 8 of the Tender specifications – part 2).

□ Award criterion 2 – Project management and organisation of the work and resources, – 35 points (minimum score 50%)

This criterion relates to the quality of the project implementation, the organisation of the work and resources with a view to managing a project of this nature, how the contractor will provide support for the management and administration of all services required. It serves to assess the tenderer ability to implement the project and to manage cooperation with the Commission in practice.

## • Sub-criterion 2.1. – Contract implementation and planning of the activities - 15 points (minimum score 50%).

This sub-criterion will assess the suitability and strength of the proposed approach to ensure the achievement of the contract objectives, the planning of the activities offered as measured against the requirements of the specifications. The tenderer shall give an outline of the approach proposed for contract implementation and the reasoning for this approach, a list of the proposed activities considered necessary to achieve the contract objectives, including to ensure sustainable training (see section 2.7.1 of the Technical Specifications – part 2).

## • Sub-criterion 2.2. - Organisation of the work and resources - 10 points (minimum score 50%).

This sub-criterion will assess how the roles and responsibilities of the proposed core team and of the different economic operators are distributed for each task. The tenderer shall provide a description of the input from each of the core team members and of each of the consortium members and the distribution of tasks and responsibilities between them as well as a description of sub-contracting arrangements foreseen, if any, with a clear indication of the tasks that will be entrusted to a sub-contractor.

It will also assess the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender shall provide details on the allocation of time and human resources and the rationale behind the choice of this allocation. Details shall be provided as part of the technical offer. The allocation of time and resources will not be evaluated from financial point of view, since it is part of the financial offer.

## • Sub-criterion 2.3. - Approach for the team of trainers and lecturers – 10 points (minimum score 50%).

This sub-criterion will assess the suitability and strength of the proposed approach to ensure the recruitment of sufficient qualified trainers and lecturers taking into consideration gender balance, the assessment of the trainers and lecturer's performance and their continuous development. The tenderer shall give an outline of the approach proposed and the reasoning for this approach,

# □ Award criterion 3 - Monitoring and Evaluation process and Quality control measures - 20 points (minimum score 50%)

This criterion will assess the quality of the methodology for the Monitoring and Evaluation process of the training activities and contract implementation proposed by the tenderer. It shall include the methodology to define performance indicators, the quality of the training activities and deliverables, the continuity of the service in case of absence of the member of the team and the appropriateness of contingency plans foreseen. This criterion will also assess language quality check. The Monitoring and Evaluation process shall be detailed in the tender.

Tenders must score minimum 50% for each criterion and sub-criterion, and minimum 70% in total. Tenders that do not reach the minimum quality levels will be rejected and will not be ranked.

### 3.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below where the price and quality weighting are specified in section 3.4:

Should the outcome of the formula lead to two or more tenders with the same result, the tenderer who has been awarded the highest marks for quality will be deemed to be the most economically advantageous tender. This approach will continue to be applied to each of the award criteria in the descending order listed in below until a most economically advantageous tender can be determined:

- Award criteria 1 Quality of the proposed methodology
- Award criteria 2 Project management and organisation of the work and resources
- Award criteria 3 Monitoring and Evaluation process and Quality control measures

• The contract shall be awarded to the tender ranked first, which complies with the minimum requirements specified in the procurement documents and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling with the selection criteria.

### 4. FORM AND CONTENT OF THE TENDER

### 4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted via the eSubmission application according to the instructions laid down in the Invitation to tender letter and the <u>eSubmission Quick Guide</u>.

• Make sure you prepare and submit your electronic tender in eSubmission early enough to ensure it is received within the deadline specified under Heading IV.2.2 of the contract notice.

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

The documents to be submitted with the tender in eSubmission are listed in *Annex 1*.

deliverable Tenderers willing to submit tenders for more than one lot need to upload a separate technical and financial offer for each of the lots in which they are interested.

The following requirements apply to the technical and financial offer to be uploaded in eSubmission:

□ Technical offer.

The technical offer must provide all the information needed to assess the compliance with the Technical specification document (Tender specifications – part 2) and the award criteria.

Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

The technical specifications and the tenderer's tender shall be integral parts of the contract and will constitute annexes to the contract.

□ Financial offer.

A complete financial offer, including the breakdown of the price needs to be uploaded. For this purpose, the Financial Model in *Annex 6* shall be completed and uploaded in eSubmission. The total amount of the offer must be encoded in the field "Total amount excl. taxes" under the section "Tender data" in eSubmission.

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the eSubmission field "Total amount excl. taxes" corresponds to the amount indicated in the uploaded financial offer. In case of discrepancies, only the amount indicated in the financial offer will be taken into account.

The financial offer shall be:

- expressed in euros. 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.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT.

In the European Union Institutions are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Union is exempt from VAT.

### 4.3. Signature policy: how can documents be signed?

Where a document needs to be signed, the signature must be either hand-written or a qualified electronic signature as defined in <u>Regulation (EU) No 910/2014 on electronic identification</u> and trust services for electronic transactions in the internal market (the *eIDAS Regulation*).

For hand-written signatures see Section 1 of the Invitation to tender.

For electronic signatures see: https://webgate.ec.europa.eu/fpfis/wikis/x/iwX4Dg

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign:

- The Declaration on Honour of the tenderer (in case of joint tender the Declarations on Honour of all group members);
- (If applicable in the case of joint tender) the power(s) of attorney drawn up using the model attached in *Annex 3*).

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the *Contracting authority* can access on a national database free of charge does not need to be submitted if the *Contracting authority* is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

## 4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?

Once the *Contracting authority* has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the *Contracting authority* is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, agencies and bodies, as well to other persons and entities working for the *Contracting authority* or cooperating with it, including contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.
- After the signature of the award decision tenderers whose tenders were received in accordance with the submission modalities, who have access to procurement, who are not found to be in an exclusion situation referred to in Article 136(1) of the FR, who are not rejected under Article 141 of the FR, whose tenders are not found to be incompliant with the procurement documents, and who make a request in writing will be notified of the name of the tenderer to whom the contract is awarded, the characteristics and relative advantages of the successful tender and the price of the offer and/or contract value. The *Contracting authority* may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial offer, technical or trade secrets<sup>9</sup>.
- □ The Contracting authority may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure <sup>10</sup>, the Contracting authority may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of

<sup>10</sup> See Article 4 (2) of the REGULATION (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents

<sup>&</sup>lt;sup>9</sup> For the definition of trade secrets please see Article 2 (1) of DIRECTIVE (EU) 2016/943 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure.

which would undermine the protection of commercial interests of the tenderer, including intellectual property.

• The Contracting authority will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The Contracting authority reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

## 5. APPENDIX: LIST OF REFERENCES

Award criteria	See Section 3.4
Contracting authority	See Section 1.1
Entities on whose capacities the tenderer relies to fulfil the selection criteria	See Section 2.4.3
EU Validation services	See Section 2.3
	EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment
Exclusion criteria	See Section 3.1
Financial Regulation	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
Group leader	See Section 2.4.1
Identified subcontractors	See Section 2.4.2
Involved entities	See Section 2.4
Joint tender	See Section 2.4.1
Participant Register	See Section 2.3
	https://ec.europa.eu/info/funding- tenders/opportunities/portal/screen/how-to- participate/participant-register
Selection criteria	See Section 3.2
Sole tenderer	See Section 2.4
Subcontracting/subcontractor	See Section 2.4.2
Treaties	The EU Treaties:
	https://europa.eu/european-union/law/treaties_en

## 6. ANNEXES

Annex 1. List of documents to be submitted with the tender or during the procedure

Description	Sole tenderer	Joint tend	ler	Identified Subcontractor	Entity on whose capacity is being relied	When and where to submit the document?	Instructions for up applicable)	ploading in eSubmission	n (if
		Group leader	Member of the group				How to name the file?	Where to upload?	
	fication an	d informa	ation abou	t the tenderer.					
eSubmission view									
•									
Ways to submit		Par	ties		Tender data	Submission repo	ort	Submit	
Declaration on Honour on Exclusion and Selection Criteria (see Section 3.1)  model in annex 2.  Declaration on honour						With the tender in eSubmission	'Declaration on Honour'	With the concerned en under 'Parties'  →'Identification tende →'Attachments'→'Decration on Honour'.  For entities on whose capacity is being relied who are not subcontra	erer' cla- d and
								the document must be uploaded in the section the Sole tenderer or Gleader:  →'Identification tende →'Attachments'→'Oth	n of roup

								documents'.
Evidence that the person signing the documents is an authorised representative of the entity <sup>11</sup>	$\boxtimes$	$\boxtimes$	$\boxtimes$			With the tender in eSubmission	'Authorisation to sign' documents'.	With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
Power of attorney (see Section 2.4.1) model in annex 3. Power of Attorney			$\boxtimes$			With the tender in eSubmission	'Power of attorney'	In the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
List of identified subcontractors  (see Section 2.4.2)  model in Annex 4. List of identified subcontractors		$\boxtimes$				With the tender in eSubmission	"List of identified subcontractors"	In the Sole tenderer's or the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Ot her documents'.
Commitment letter (see Section 2.4.2 and 2.4.3)				(model in Annex 5.1)	(model in Annex 5.2)	With the tender in eSubmission	'Commitment letter'	With the concerned entity under 'Parties'  →'Identification tenderer'  →'Attachments'→'Ot her documents'.
Evidence of non-exclusion (see Section 3.1)	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	$\boxtimes$	Only upon request by the Contracting authority  At any time during the	n.a.	n.a.

<sup>&</sup>lt;sup>11</sup> A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

						procedure		
Evidence of legal existence and status						Only upon request by the EU Validation services  At any time during the procedure  In the Participant Register	n.a.	n.a.
Evidence of legal capacity (see Section 3.2.1)						n.a.		n.a.
Evidence of economic and financial capacity F1 (see Section 3.2.2)	who	O	only by the <i>in</i>	must be providenvolved entities  g the minimum of the terion F1		With the tender in eSubmission	Simplified balance_sheet_ entity_year"'  Balance_sheet_ entity_year"  Profit_Loss_Acc ount_entity_year "  Audit_report_	With the Group leader or the sole tenderer under 'Parties' →'Identification tenderer' →'Attachments'→'Economic and financial capacity'.
Evidence of technical and professional capacity TA1  (see Section 3.2.3)				must be provide	ed.	With the tender in eSubmission	Letter of support from Member or Participating States civil protection	With the Group leader or the sole tenderer under 'Parties' →'Identification tenderer' →'Attachments'→'Technical and professional

	who contribute to reaching the minimum capacity level		authorities	capacity'.
	for criterion		or participation of one or several civil protection authorities as member of the consortium.	
Evidence of technical and professional capacity TA2		With the tender	Project_ reference_TA2_	With the Group leader or the sole tenderer under
(see Section 3.2.3)	The documents must be provided	in eSubmission	No.1	'Parties' →'Identification tenderer'
(300 200431 01210)	only by the involved entities		Project_ reference_TA2_	→'Attachments'→'Technical and professional
	who contribute to reaching the minimum capacity level		No.2	capacity'.
	for criterion			
Evidence of technical and		With the tender	Project_ reference_TA3_	With the Group leader or the sole tenderer under
professional capacity TA3 (see Section 3.2.3)	The documents must be provided	in eSubmission	No.1	'Parties' →'Identification tenderer'
	only by the involved entities		Project_ reference_TA3_	→'Attachments'→'Tech- nical and professional
	who contribute to reaching the minimum capacity level		No.2	capacity'.
	for criterion			
Evidence of technical and professional capacity TB1		With the tender	CV with language	With the Group leader or the sole tenderer under
(see Section 3.2.3)	The documents must be provided	in eSubmission	certificate_TB1_ No.1	'Parties' →'Identification tenderer'
(222 200 20 20 20 20 20 20 20 20 20 20 20	only by the involved entities			→'Attachments'→'Technical and professional
	who contribute to reaching the minimum capacity level			capacity'.
	for criterion			

Evidence of technical and		With the tender	CV with	With the Group leader or
professional capacity TB2	The documents must be provided	in eSubmission	language certificate_TB2_	the sole tenderer under 'Parties' →'Identification
(see Section 3.2.3)	only by the involved entities		No.1	tenderer'  →'Attachments'→'Tech-
	• •			nical and professional
	who contribute to reaching the minimum capacity level			capacity'.
	for criterion			
Evidence of technical and		With the tender	CV with	With the Group leader or
professional capacity TB3	The documents must be provided	in eSubmission	language certificate_TB3_	the sole tenderer under 'Parties' →'Identification
(see Section 3.2.3)	only by the involved entities		No.1	tenderer'  →'Attachments'→'Tech-
				nical and professional
	who contribute to reaching the minimum capacity level			capacity'.
	for criterion			
Evidence of technical and		With the tender	CV with	With the Group leader or
professional capacity TB4	The documents must be provided	in eSubmission	language certificate_TB4_	the sole tenderer under 'Parties' →'Identification
(see Section 3.2.3)	only by the involved entities		No.1	tenderer'  →'Attachments'→'Tech-
				nical and professional
	who contribute to reaching the minimum capacity level			capacity'.
	for criterion			
Evidence of technical and		With the tender	CV with	With the Group leader or
professional capacity TB5	The documents must be provided	in eSubmission	language certificate_TB5_	the sole tenderer under 'Parties' →'Identification
(see Section 3.2.3)	only by the involved entities		No.1	tenderer'  →'Attachments'→'Tech-
			CV with	nical and professional
	who contribute to reaching the minimum capacity level		language certificate_TB5_	capacity'.

	for criterion		No.2	
			CV with	
			language certificate_TB5_ No.3	
Evidence of technical and professional capacity TB6		With the tender	CV with language	With the Group leader or the sole tenderer under
(see Section 3.2.3)	The documents must be provided	in eSubmission	certificate_TB6_ No.1	'Parties' →'Identification tenderer'
	only by the involved entities			→'Attachments'→'Technical and professional
	who contribute to reaching the minimum capacity level			capacity'.
	for criterion			
Evidence of technical and professional capacity TB7		With the tender	CV with language	With the Group leader or the sole tenderer under
(see Section 3.2.3)	The documents must be provided	in eSubmission	certificate_TB7_ No.1	'Parties' →'Identification tenderer'
,	only by the involved entities		CV with	→'Attachments'→'Tech- nical and professional
	who contribute to reaching the minimum capacity level		language certificate_TB7_	capacity'.
	for criterion		No.2	
Evidence of technical and professional capacity TB8		With the tender	CV _TB8_No.1	With the Group leader or the sole tenderer under
(see Section 3.2.3)	The documents must be provided	in eSubmission		'Parties' →'Identification tenderer'
ONLY FOR LOT1	only by the involved entities			→'Attachments'→'Technical and professional
			1	

	who contribute to reaching the minimum capacity level  for criterion				apacity level			capacity'.	
1. Tender data.									
eSubmission view									
•			•		-				
Ways to submit		Р	arties		Tender data	Submission repo	ort	Submit	
Failure to upload the foli	lowing docur	ments in eS	ubmission w	ill lead to rejectio	on of the tender.				
Technical offer	$\boxtimes$	$\boxtimes$				With the tender	'Technical offer'	Under section 'Tender Data'	
(see Section 4.2)						in eSubmission	Offici	→ Technical o	offer'
Financial offer	$\boxtimes$	$\boxtimes$				With the tender	'Financial offer'	Under 'Tender →'Financial o	
(see Section 4.2)						in eSubmission	onei	7 manetar o	1101
model in Annex 6									

## Annexes are attached separately:

- Annex 2. Declaration on Honour on exclusion and selection criteria
- Annex 3. Power of attorney
- Annex 4. List of identified subcontractors
- Annex 5.1. Commitment letter by an identified subcontractor
- Annex 5.2. Commitment letter by an entity on whose capacities is being relied
- Annex 6. Financial offer form
- Annex 7. Restructured Simplified Accounting Balance Sheets and Profit and Loss Accounts