

ANNEX IV TO THE INVITATION TO TENDER
Call for Tenders n° PO/(2016-14/Vienna)

Part A: Checklist of Documents to be Provided with the Tender:

This form must be filled in by the Tenderer, according to the detailed instructions under the relevant points in the Tender Specifications (Annex I to the Invitation to Tender)

Unless otherwise specified, each box under 'Reference to document in tender' must be filled in with the n° of the relevant document or the page n° of the tender where the document can be found.

– Technical Tender

	Description
A.1	Technical Tender, see point 6 of Tender Specifications.

– Financial Offer

	Description
A.2	Financial Offer (Annex V), see point 7 of Tender Specifications.

– Identity of Tenderer

		Reference to document in tender
A.3	<p><u>Identification Form:</u></p> <p>Name or business name of the tenderer or group leaders and members: Official address of the tenderer: Telephone, Fax: E-mail:</p>	Provide information in the box to the left (for this heading only):
	<p>For <u>Joint tenders</u>: A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), and the legal form the cooperation will take, should they be awarded the contract and if this change is necessary for proper performance of the contract or if required by national legislation.</p>	See doc. n° on page(s)
A.4	Normal administrative address (if different from official address) of the tenderer or group leader and members of the group in case of joint tender.	See doc. n° on page(s)
A.5	<p>Contact person for this call for tenders:</p> <p>Surname: First Name: Position: Telephone: Fax: E-mail: Address:</p>	Provide information in the box to the left (for this heading only):
A.6	Organisation Chart	See doc. n° on page(s)
A.7	<p>Contact details of the legal representative designated to sign the contract and the related certificate issued by the signing company or extract from the articles of association or extract from the commercial register.</p> <p>Contact details of the leader of the group and the legal representative designated to represent the grouping and sign the contract in the name of the group members (if applicable). The related power of attorney signed by the legal representative of each group member should also be provided, including a commitment to execute the services in the tender, clearly indicating their role, qualifications and experience.</p>	See doc. n° on page(s)
A.8	<p><u>Subcontracting</u>: A document duly dated and signed by the tenderer stating clearly the identity, roles, activities and responsibilities of each subcontractor, and specifying the proportion (in % of the value of the contract) of the tasks of each subcontractor.</p> <p>A letter of intent by each subcontractor identified in the tender stating their unambiguous undertaking to collaborate with the tenderer if they win the contract and the extent of the resources that they will put at the tenderer's disposal for the performance of the contract</p>	See doc. n° on page(s)

	<p><u>If the tenderer does not intend to subcontract:</u></p> <p>A document should be provided stating that the tenderer does not intend to subcontract and that they will inform the Commission of any change in this situation. The Commission reserves the right to judge if such a change is acceptable.</p>	
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- Declaration of Honour on Exclusion and Selection Criteria

	Evidence	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contract or	Page n°
A.10	Declaration(s) of Honour on Exclusion criteria and Selection criteria (Annex III) duly filled in, dated and signed and including the supporting documents for sections 1 to 5 when applicable.	8	X	Where applicable	X if >X%	See doc. n° on page(s)

Part B: Documents which do not need to be submitted with the tender but which you need to be prepared to submit without delay upon request

	Evidence: The ways of proving compliance with Exclusion Criteria in each Member State are provided on e-Certis: http://ec.europa.eu/markt/ecertis/login.do	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.1	Production of a recent extract from the judicial record: For situations described in (a), (c), (d) or (f) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.	8	X	Where applicable	X if >X%
B.2	Production of recent certificates issued by the competent authorities of the State concerned. For the situation described in point (a) or (b) of the Declaration(s) of Honour on Exclusion criteria and Selection criteria.	8.	X	Where applicable	X if >X%
B.3	If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation. Please indicate clearly the procedure number..	8.	X	Where applicable	X if >X%

- Legal and Regulatory Capacity:

	Evidence:	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor
B.4	Legal Entity File (LEF) duly completed and signed by the tender, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm	8.2a	X	Where applicable	N/A
B.5	Bank Account File (BAF) duly completed and signed by the tenderer, with the necessary annexes. The form to be used is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm	8.2a	X	N/A	N/A

- Financial and Economic Capacity:

	Evidence of Financial and Economic standing must be provided by the following documents:	Point	Main Contractor group leader in joint tender	All partners in joint tender	Sub-contractor
B.6	A statement of overall turnover during the last two financial years, with a minimum of 100,000 Euro per year ¹	8.2b	Combined annual turnover of the grouping in case of a joint tender or tender with subcontracting		

- Technical Capacity:

	The tenderer must demonstrate convincingly that they have the ability to undertake the tasks requested by providing the following:	Point	Main Contractor or group leader in joint tender	All partners in joint tender	Sub-contractor

B.9	<p><u>Criterion 1:</u> Professional experience in similar services.</p> <p>Minimum Requirements:</p> <p>The tenderer must prove his experience in the field of the activities covered by this contract, with a minimum value for each project of 30,000 €.</p> <p><u>Evidence:</u></p> <p>A list of a minimum three and a maximum of six relevant services carried out in the past three years, with the approximate sums, dates and recipients, demonstrating his capacity in the activities required by this contract, together with project reference letters from the contracting authority if permitted by the national legislation. If national legislation does not permit this, please provide a reference to the relevant provisions.</p>	8.2c	X	Where applicable	If >X%
B.10	<p><u>Criterion 2:</u> Necessary human resources to perform the contract in line with best professional practice.</p> <p>Necessary human resources as described below to perform the contract in line with best professional practice:</p> <ul style="list-style-type: none"> - A statement of the average annual manpower and the number of managerial staff in the last two years; <p>A detailed description of the human resources that will be mobilised to perform the services. The team delivering the services should include, as a minimum, the following profiles:</p> <p>Minimum Requirements:</p> <ul style="list-style-type: none"> - Project Manager: Relevant higher-level degree in Communications or equivalent, to be proven by a certificate issued by the institution, and at least five years' experience in project management, including control of delivered service, client orientation and conflict resolution experience in projects of similar size and coverage, with experience in management team of at least three people, to be proven by references from employers/recipients. - Expert in Communication: Relevant higher-level degree in Communications or equivalent, to be proven by a certificate issued by the institution, and at least three years' professional experience in the field of communication, to be proven by references from employers/recipients. - Language quality check for the Project Manager and the Expert in Communication: a minimum requirement of native-level language skills in German, to be proven by a certificate of completion of Secondary level studies or C2 level of CEFR in German, and C2 level of CEFR in English (for reference: 	8.2c	X	Where applicable	If >X%

<https://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>).

In addition the Project Manager and Expert in Communication must provide evidence of (to be proven by references from employers/recipients):

- On line communication consultancy services: Experience of a minimum of four years in professional digital communication.

- Audio-visual consultancy services. Knowledge of the media landscape in Austria at national and regional levels (print, audio-visual, online and social media outlets and their reach by population segments).

Minimum Requirements:

Experience of a minimum of three years in the production of audiovisual material.

As evidence, the tenderer will provide the educational and qualifications of the persons who will provide the services for this tender (CVs), including the management staff. Each CV provided should indicate the intended function in the delivery of the services.

Criterion 3:

Necessary technical resources to perform the contract in line with best professional practice to ensure high quality results.

Minimum Requirements:

The tenderer must have at his/her disposal:

- Professional hardware;
- Professional audiovisual for webstreaming, editing and graphical tools;

As evidence, the tenderer will provide a detailed list including description of the infrastructure, tools and equipment available for the provision of the services detailed under point 2.1.

Evidence:

The educational and qualifications of the persons who will provide the services for this tender (CVs), including the management staff. Each CV provided should indicate the intended function in the delivery of the services.

B.11	<p><u>Criterion 3:</u> Necessary technical resources to perform the contract in line with best professional practice to ensure high quality results.</p> <p>Minimum Requirements:</p> <p>The tenderer must have at his/her disposal:</p> <ul style="list-style-type: none"> ▪ Professional hardware; ▪ Professional audiovisual for webstreaming, editing and graphical tools; <p>As evidence, the tenderer will provide a detailed list including description of the infrastructure, tools and equipment available for the provision of the services detailed under point 2.1.</p>	8.2c	X	Where applicable	If >X%
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