Tender Specifications

for

External quality assessment of molecular typing of Salmonella, STEC/VTEC and Listeria

Framework service contract

Publication Reference: OJ/2016/OCS/7908/01

September 2016

Table of Contents

Introduction to ECDC

The European Centre for Disease prevention and Control (ECDC) is an agency of the European Union, established by the European Parliament and Council Regulation 851/2004 of 21 April 2004. Its purpose is to identify, assess and communicate current and emerging threats to human health from communicable disease. Within this broad mission statement, the main technical tasks of the Centre fall into the following four categories:

- The publication of independent scientific opinions, bringing together technical expertise in specific fields through its various EU-wide networks and via ad hoc scientific panels;
- The provision of technical assistance to EU member states, communication of the Centre's activities and results and dissemination of information tailored to different audiences;
- The development of epidemiological surveillance at the European level and the maintenance of networks of reference laboratories; and
- Early Warning and Response based on 'round the clock' availability of specialists in communicable diseases.

Further information about the Centre can be found on the ECDC website www.ecdc.europa.eu.

The tender process

The purpose of competitive tendering for awarding contracts is two-fold:

- to ensure the transparency of operations;
- to obtain the desired quality of services, supplies and works at the best possible price.

The applicable regulations, namely Directive 2014/24/EU and Regulation 966/2012, oblige the ECDC to guarantee the widest possible participation, on equal terms in tender procedures and contracts.

1 Overview of this tender

1.1 Description of the contract

The services required by ECDC are described in the terms of reference in **section 2** of the present tender specifications.

In drawing up a tender, tenderers should bear in mind the provisions of the draft contract in **Annex I**. In particular, the draft contract indicates the method and the conditions for payments to the contractor.

Tenderers are expected to examine carefully and respect all instructions and standard formats contained in these specifications and the invitation to tender. An offer which does not contain all the required information and documentation may be rejected.

1.2 Timetable

Activity	Date	Comments
Launching of tender	01/09/2016	Dispatch of contract notice to the OJ
Site visit or clarification meeting (if any)	-	Not applicable to this tender
Deadline for request of clarifications	06/10/2016	
Deadline for submission of offers	**14/10/2016**	At 16:30 local time if hand delivered
Interviews (if any)	-	Not applicable to this tender
Opening session	21/10/2016	
Date for evaluation of offers	Opening date plus 1 week	Estimated
Notification of award to the selected Tenderer	Evaluation date plus 3 weeks	Estimated
Contract signature	Notification date plus 2 weeks	Estimated

1.3 Participation in the tender procedure

This procurement procedure is open to the natural or legal person wishing to bid for the assignment and established in the European Union, European Economic Area and Stabilisation and Association Agreements countries.

Tenderers must not be in any situation of exclusion under the exclusion criteria indicated in section 3.1 of these tender specifications and must have the legal capacity to allow them to participate in this tender procedure (see section 3.2.1).

Please note that any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or ECDC during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his tender and may result in administrative penalties.

1.4 Participation of consortia

A consortium may submit a tender on condition that it complies with the rules of competition.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. Such grouping (or consortium) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to ECDC.

In addition, each member of the consortium must have access to ECDC's procurement procedures as stated in section 1.3, and provide the required evidence for the exclusion and selection criteria (see section 3). Concerning the selection criteria, the evidence provided by each member of the consortium will be checked to ensure that the consortium **as a whole** fulfils the criteria.

The participation of an ineligible member of the consortium will result in the automatic exclusion of that member, and the whole consortium will be excluded.

1.5 Subcontracting

If subcontracting is envisaged, the tenderer must clearly indicate in the tender which parts of the work will be subcontracted. The total value of the subcontracted part of the services cannot represent the total value of the contract value.

If the identity of the subcontractor is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek ECDC's prior written authorisation before entering into a subcontract.

Where no subcontractor is given, the work will be assumed to be carried out directly by the tenderer.

1.6 Presentation of the tender

Tenders must comply with the following conditions:

1.6.1 Double envelope system

Offers must be submitted in two sealed envelopes. The inner envelope contains 3 separate inner envelopes clearly marked Envelopes A, B and C (see Invitation to tender):

The content of each of these envelopes shall be as follows:

1. Envelope A – Administrative documents
   One original and one copy of:
   - The signed, dated and duly completed **Tender Submission Checklist** using the template in **Annex VII**;
   - The duly filled in, signed and dated **Declaration of honour on exclusion criteria and selection criteria** as requested in section 3.1 and using the standard template in **Annex II**;
   - The duly filled in, signed and dated **Legal Entity Form**(s) as requested in section 3.2.1 and using the standard template indicated in **Annex III** as well as the requested accompanying documents;
   - The duly filled in, signed and dated **Financial Identification Form**[1] using the template indicated in **Annex III**;
   - A statement containing the name and position of the tenderer's **authorised signatory**; and

[1] In the case of a consortium, only **one** Financial Identification Form for the whole consortium shall be submitted, nominating the bank account into which payments are to be made under the contract in the event that the respective tender is successful.

- In case of consortia, a **consortium agreement** duly signed and dated by each of the consortium members specifying the company or person heading the project and authorised to submit a tender on behalf of the consortium (please see section 1.4 of these tender specifications)**.**

2. Envelope B – Technical proposal
   - One original (unbound, signed and clearly marked as "Original") and four copies (bound and each marked as "Copy") of the Technical Proposal, providing all information requested in section 4.1.

3. Envelope C – Financial proposal
   - One signed original and four copies of the Financial Proposal, based on the format in found in **Annex V**.

Tenderers are welcome to submit in an environmentally friendly way, e.g., by choosing a simple and clear structure (list of contents and consecutive page numbering), double-sided printing, limiting attachments to what is required in the technical specifications (no additional material) and avoiding plastic folders or binders. This will not affect the evaluation of the tender.

1.6.2 Language

Offers must be submitted in one of the official languages of the European Union. ECDC prefers, however, to receive documentation in English. Nonetheless, the choice of language will be not play any role in the consideration of the tender.

1.7 Confirmation of offer submission

In order to keep track of offers due to arrive, tenderers who do not hand deliver their offers are requested to complete and return the form found **Annex VI**.

1.8 Contacts between ECDC and the tenderers

Contacts between ECDC and tenderers are prohibited throughout the procedure, except in the following circumstances:

1.8.1 Written clarification before the deadline for submission of offers

Requests for clarification regarding this procurement procedure or the nature of the contract should be done **in writing only** through the eTendering website at https://etendering.ted.europa.eu in the "questions and answers" tab, by clicking "create a question".

Each request for clarification sent to ECDC should indicate the publication reference and the title of the tender.

The deadline for clarification requests is indicated in the timetable under section 1.2. Requests for clarification received after the deadline will not be processed.

At the request of the tenderer, ECDC may provide any additional information or clarification resulting from the request for a clarification on the eTendering website (see above).

ECDC may, on its own initiative, inform interested parties of any error, inaccuracy, omission or other clerical error in the text of the contract notice or in the tender specifications by publishing a corrigendum.

Tenderers should regularly check the eTendering website for updates.

1.8.2 After the closing date for submission of tenders

If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the submitted tender must be corrected, the ECDC may contact the tenderer, although such contact may not lead to any alteration of the terms of the submitted tender.

1.8.3 Visits to ECDC premises

No site visits at ECDC's premises are deemed necessary for this procedure.

1.8.4 Interviews

The Evaluation Committee will not conduct interviews for this procedure.

1.9 Division into Lots

This tender is divided into three lots:

- Lot 1 covers the organisation of an EQA exercise for PFGE, MLVA and molecular typing –based cluster analyses of *Salmonella spp*.;
- Lot 2 covers the organisation of an EQA exercise for PFGE, serotyping, virulence gene detection and molecular typing -based cluster analyses of STEC/VTEC;
- Lot 3 covers the organisation of an EQA exercise for PFGE, serotyping and molecular typing -based cluster analyses of *Listeria monocytogenes.*

The tenderer may apply for one or more lots.

1.10 Variants

Not applicable.

1.11 Confidentiality and public access to documents

All documents presented by the tenderer become the property of the ECDC and are deemed confidential.

In the general implementation of its activities and for the processing of tendering procedures in particular, ECDC observes the following EU regulations:

- Council Regulation (EC) No. 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents; and
- Council Regulation (EC) No. 45/2001 of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data.

The tender process will involve the recording and processing of personal data (such as a tenderer's name, address and CV). Such data will be processed pursuant to Regulation (EC) No. 45/2001.

Unless indicated otherwise, a tenderer's replies to questions and any personal data requested by ECDC are required to evaluate the tender in accordance with the tender specifications and will be processed solely for that purpose by ECDC. A tenderer is entitled to obtain access to their personal data on request and to rectify any such data that is inaccurate or incomplete.

If you have any queries concerning the processing of your personal data, you may address them to the ECDC Data Protection Officer dpo@ecdc.europa.eu. You also have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data

1.12 Contractual details

A draft contract is attached to these technical specifications as **Annex I**.

Signature of the framework contract imposes no obligation on the Centre to order services. Only the implementation of the framework contract through specific contracts/order forms is binding for ECDC.

Each specific contract/order form will contain details of deliverables and timelines for particular services to be provided.

1.13 Electronic exchange of documents

Please refer to the draft contract attached to these technical specifications as Annex I. The related documentation can be found at: http://ec.europa.eu/dgs/informatics/supplier_portal/index_en.htm. Other applications currently under development may be implemented on a voluntary basis during the contract execution.

1.14 Additional information

By virtue of article 134(1)(e) and article 134(4) of the Rules of Application of the Financial Regulation, ECDC reserves the option to launch further negotiated procedure, with the contractor chosen as a result of the present call for tender, for new services consisting in the repetition of similar services during the three years following the signature of the original contract.

2 Terms of reference

The terms of reference will become an integral part of the contract that may be awarded as a result of this tender procedure.

2.1 Introduction: Background to the invitation to tender

In order to accomplish the task to strengthen laboratory-based surveillance, ECDC aims to promote the harmonisation and the quality assessment of laboratory diagnostic methods used by the European laboratory networks. ECDC coordinates External Quality Assessment (EQA) exercises across public health microbiology laboratories with the objective to foster the quality and comparability of the surveillance data reported to the European Surveillance System (TESSy), and thereby promote threat detection capability for emerging and epidemic diseases in the European Union (EU) and the European Economic Area (EEA).

Since 2012, ECDC's Food- and Waterborne Diseases and Zoonoses (FWD) Programme has supported EQA schemes for central typing methods, including molecular typing, for selected food- and waterborne pathogens, namely *Salmonella* spp., Shiga toxin/verocytotoxin -producing *Escherichia coli* (STEC/VTEC) and *Listeria monocytogenes*. These EQA schemes have strengthened the laboratory capacity in the FWD network laboratories to provide reliable and valid data for the EU level surveillance. ECDC has extended its centralised data collection capabilities to include, in addition to the serotyping data, also molecular typing data produced by Pulsed Field Gel Electrophoresis (PFGE) and Multi Locus Variable number of tandem repeats Analysis (MLVA). These data are essential to support multi-country foodborne outbreak investigations and enable comparisons with the respective data from the food sector, as outlined in the collaborative agreement between ECDC, the European Food Safety Authority (EFSA), and the three European Union Reference Laboratories (EURLs) for *Salmonella*, VTEC and *Listeria monocytogenes*, on the joint molecular typing database.

To ascertain high quality data submissions to TESSy, this tender focuses on supporting analyses performed with relevant molecular typing methods for the three FWD pathogens: *Salmonella*, STEC/VTEC, and *Listeria monocytogenes.* The EQA schemes should provide important information on the laboratory performance capability at the EU/EEA level and offer opportunities to identify common sources of variation in the testing so that corrective trouble shooting can be provided to the laboratories. Regular monitoring of results will allow the evaluation of the progress and continuous capacity building.

2.2 Description of the services and scope of the contract

2.2.1 Contract objectives and scope

This tender is divided into three lots. The scope of the contract is the provision of EQA schemes to support molecular typing-enhanced surveillance of *Salmonella,* STEC/VTEC and *Listeria monocytogenes* for performing PFGE, MLVA, cluster analysis, serotyping, and virulence determination of selected pathogens.

The objectives of the contract are:

- to promote production and reporting of high quality molecular typing and serotyping data to TESSy;
- to improve typing capability within the laboratories of the EU/EEA and the EU candidate and potential candidate countries;
- to ensure threat detection capability for emerging strains and outbreaks.

2.2.2 Organisation of the project

EQA exercises described in this call for tender are targeted to the national public health reference level laboratories in the EU/EEA countries, and in the EU candidate and potential candidate countries. ECDC will cover the costs of participation of one laboratory per country (for a maximum of 37 laboratories and 37 countries per Lot). Additional laboratories from these countries and laboratories from other countries can participate in the EQA at their own expense and depending on the capacity of the contractor. Any costs related to the participation of the other and additional laboratories shall not be included in the technical and financial proposal.

2.2.3 Tasks of the contractor for Lot 1-EQA for *Salmonella*

2.2.3.1 General tasks (GT) in Lot 1 - EQA for *Salmonella*

GT 1. Coordination and communication

- Provide the technical expertise and capacity to organise the EQA schemes following the recommendations in the international guidelines and standards (ISO/IEC 17025:2005, ISO/IEC 17043:2010, ISO 15189:2012 and ISO13528:2015);

- ECDC requests the National Focal Points for FWD (part of the FWD Network) to nominate the laboratories that should be invited to participate in the EQA. The contractor collects the answers and compiles a final contact list (name of the laboratory, contact person, address, telephone number, email, etc.) of these laboratories. The contact information of EU candidate and potential candidate countries will be provided directly by the project manager in ECDC. A copy of the final address list should be shared with ECDC;

- Invite the laboratories to participate in the EQA using a letter drafted by the contractor and approved by ECDC. The invitation letter should indicate the rationale and objectives of the EQA, the reporting requirements and timelines, the provisions for intellectual property, data ownership and sharing, planned post-EQA activities such as reports and publications.

GT 2. EQA preparation and material distribution

- In collaboration with ECDC, the contractor selects the set of test strains suitable for the EQA scheme. The pool of strains used for the EQA should include the most commonly reported as well as rare serotypes of *Salmonella*, STEC/VTEC and *L. monocytogenes,* and should be regularly updated according to the changing epidemiological situation of each pathogen. The selected strains should primarily be isolated from clinical cases;
- Provide ECDC for approval the protocols and the methods to be used in the EQA rounds, including the performance indicators;

- Prepare selected specimen panels, perform quality control and organise confirmatory testing;

- Prepare the protocols and safety instructions on how to handle and store the EQA samples. The final protocols and safety instructions should be shared with ECDC before sending the EQA specimens;

- Prepare all EQA specimens for each panel in one package per each participating laboratory (to a maximum of 37 laboratories and 37 countries per Lot). Each package should contain the EQA specimens, the protocols, safety and storage instructions, and detailed information about routines for reporting the results;

- Send the packages in a secure manner with the safety instructions on how to handle the EQA samples to the participating laboratories and the national contact points.

GT 3. Data analysis and feedback/support to the participants

- Collect, compile the data and analyse the results by producing and distributing the following;

- Provide individual evaluation feedback report of the results to each participating laboratory. The report should include the individual results from the participating laboratory in the country, conclusion on the performance and when needed, recommendations for improvements and troubleshooting advice. If needed, assist the laboratories not able to achieve acceptable level of performance in the EQA exercise by providing troubleshooting services and advice/opportunities for repeated testing. A copy of the national feedback report should be provided to ECDC;

- Prepare and distribute ECDC certificates to the participating laboratories, using the ECDC template (provided by ECDC). Upon approval of ECDC, a certificate of participation could be issued if the laboratory has returned all results within the given timeframe;

- In addition to the EQA results, collect information on the methods and materials used (PFGE, MLVA, PCR commercial or in-house, etc.) as well as on the availability of and the requirement and/or obligation to participate in national EQA schemes for FWDs (type of EQA and pathogens included, mandatory, voluntary, etc.), and participation in international EQA schemes for FWDs (type of EQA, pathogens included).

GT 4. Reporting to ECDC

- Make an electronic database with all the results available to ECDC;

- Draft a comprehensive EQA report per scheme, including the anonymised results of all participating laboratories per EQA scheme and per pathogen to be sent to ECDC using ECDC's template (provided by ECDC);

- In addition, the results should be made available and presented to the FWD Disease Network at the annual meeting of the Network on ECDC request. Possible travel costs would be covered by ECDC outside the contract cost;

- Provide expert advice to ECDC on ad-hoc basis in the remit of the EQA.

2.2.3.2 Specific tasks (ST) in Lot 1 - EQA for *Salmonella*

ST 1. Pulsed Field Gel Electrophoresis (PFGE)

The objective of the EQA is to assess the production of quality and correctness of standard PFGE molecular typing profiles and the comparability of the collected test results between participating laboratories and countries. The exercise will focus on the production of raw PFGE gels of high quality and further analyses of PFGE gel images using appropriate software. The criteria for interpretation of the quality of gel images and derived image analyses will be set according to the guidelines provided by ECDC after the assignment. The contractor shall:

1. Assess the quality of the PFGE gel images;
2. Evaluate the quality of image analyses;
3. Assess the correctness of the produced images;
4. Communicate with participants when identifying problems and offer expert advice and trouble-shooting services to the laboratories not able to achieve acceptable level of performance in the EQA exercise. Encourage participants to submit a new image profile with the same test strains after the trouble-shooting for re-evaluation.

ST 2. Multiple-Locus Variable number tandem repeat Analysis (MLVA)

The aim of this EQA is to determine and ensure the quality and integrity of the *S.* Typhimurium and *S*. Enteritidis MLVA results in each participating laboratory. The contractor shall:

1. Perform confirmatory tests by sequencing the MLVA loci of the test strains so that the exact MLVA profile is known and can be compared to the results obtained by the participating laboratories;
2. Confirm the correctness of the MLVA profiles produced by participants and assess the inter-laboratory comparability of the MLVA profiles;
3. Communicate with participants when identifying problems and offer expert advice and trouble-shooting services to the laboratories not able to achieve acceptable level of performance in the EQA exercise. Encourage participants to submit a new MLVA profile with the same test strains if incorrect.

ST 3. Molecular typing -based cluster analyses

The EQA scheme should evaluate participant's ability to detect clusters of closely related isolates and evaluate the distance between individual isolates and clusters among the provided test strains or their sequences. Laboratories can perform analyses by using PFGE, MLVA or derived data from the whole genome sequencing (WGS). Laboratories performing WGS can use their own analysis pipeline for the cluster analysis e.g. single nucleotide polymorphism analysis (SNP-based) or whole genome multi locus sequence typing (wgMLST). The contractor shall:

1. Evaluate participants' ability to estimate genetic relatedness of isolates using a categorisation of genetic relatedness pre-defined by the contractor and the correctness and inter-laboratory comparability of the results of the cluster analysis;
2. Collect information about the analytical approach of the WGS-based cluster analyses;
3. Communicate with participants when identifying problems and offer expert advice and trouble-shooting services to the laboratories not able to achieve acceptable level of performance in the EQA exercise.

2.2.3.3 Deliverables for Lot 1- EQA for *Salmonella*

The specific time table and delivery deadlines will be specified in each specific contract.

DL1 **A detailed project plan** for the full EQA exercise with clear objectives, an overview of the bacterial strains to be included in the EQA and the rationale for selecting them. The plan with detailed **project schedule** must be approved by ECDC before execution.

DL2 **A letter of invitation** to participate in the EQA scheme. The letter should include information about the EQA timetable, methods to be used and how the results will be reported.

DL3 **A list of laboratories** to be invited to participate in the EQA scheme, and the final list of laboratories that will participate including laboratories participating at their own expense. ECDC has the right to review the list of participating laboratories and make changes where needed.

DL4 **Individual evaluation feedback** report on each method/pathogen to the participating laboratories about their performance and recommendations for improvements and troubleshooting advice (if needed) within two months after collecting the results from participating laboratories, in order to allow each participant to rate their performance against expected results. A copy of the individual evaluation report should be provided to ECDC.

DL5 **ECDC certificates** provided to the participating laboratories using the ECDC template and following approval by ECDC within two months after collecting the results from participating laboratories.

DL6 **A comprehensive EQA report** per EQA scheme and per pathogen on the outcomes of the EQA exercise using ECDC's template (provided by ECDC). This report should identify common problems (if any) and discuss potential reasons for any diverging results, putting the results in the overall context and make recommendations for improving the laboratory performance at the EU-level. The report should summarise the results of the participating laboratories and provide anonymous individual data. The report must be provided to ECDC within 3 months after collecting the results from participating laboratories. The report will be published on ECDC website after approval.

DL7 **A final technical report** summarising all the activities during each specific contract period including information about the performance and trouble-shooting services provided to the participating laboratories not able to perform reliable molecular typing results.

2.2.4 Tasks of the contractor for Lot 2 - EQA for STEC/VTEC

2.2.4.1 General tasks (GT) of the contractor for Lot 2- EQA for STEC/VTEC

GT 1. Coordination and communication

- Provide the technical expertise and capacity to organise the EQA schemes following the recommendations in the international guidelines and standards (ISO/IEC 17025:2005, ISO/IEC 17043:2010, ISO 15189:2012 and ISO13528:2015);

- ECDC requests the National Focal Points for FWD (part of the FWD Network) to nominate the laboratories that should be invited to participate in the EQA. The contractor collects the answers and compiles a final contact list (name of the laboratory, contact person, address, telephone number, email, etc.) of these laboratories. The contact information of EU candidate and potential candidate countries will be provided directly by the project manager in ECDC. A copy of the final address list should be shared with ECDC;

- Invite the laboratories to participate in the EQA using a letter drafted by the contractor and approved by ECDC. The invitation letter should indicate the rationale and objectives of the EQA, the reporting requirements and timelines, the provisions for intellectual property, data ownership and sharing, planned post-EQA activities such as reports and publications.

GT 2. EQA preparation and material distribution

- In collaboration with ECDC, the contractor selects the set of test strains suitable for the EQA scheme. The pool of strains used for the EQA should include the most commonly reported as well as rare serotypes of *Salmonella*, STEC/VTEC and *L. monocytogenes,* and should be regularly updated according to the changing epidemiological situation of each pathogen. The selected strains should primarily be isolated from clinical cases;
- Provide ECDC for approval the protocols and the methods to be used in the EQA rounds, including the performance indicators;

- Prepare selected specimen panels, perform quality control and organise confirmatory testing;

- Prepare the protocols and safety instructions on how to handle and store the EQA samples. The final protocols and safety instructions should be shared with ECDC before sending the EQA specimens;

- Prepare all EQA specimens for each panel in one package per each participating laboratory (to a maximum of 37 laboratories and 37 countries per Lot). Each package should contain the EQA specimens, the protocols, safety and storage instructions, and detailed information about routines for reporting the results;

- Send the packages in a secure manner with the safety instructions on how to handle the EQA samples to the participating laboratories and the national contact points.

GT 3. Data analysis and feedback/support to the participants

- Collect, compile the data and analyse the results by producing and distributing the following;

- Provide individual evaluation feedback report of the results to each participating laboratory. The report should include the individual results from the participating laboratory in the country, conclusion on the performance and when needed, recommendations for improvements and troubleshooting advice. If needed, assist the laboratories not able to achieve acceptable level of performance in the EQA exercise by providing troubleshooting services and advice/opportunities for repeated testing. A copy of the national feedback report should be provided to ECDC;

- Prepare and distribute ECDC certificates to the participating laboratories, using the ECDC template (provided by ECDC). Upon approval of ECDC, a certificate of participation could be issued if the laboratory has returned all results within the given timeframe;

- In addition to the EQA results, collect information on the methods and materials used (PFGE, MLVA, PCR commercial or in-house, etc.) as well as on the availability of and the requirement and/or obligation to participate in national EQA schemes for FWDs (type of EQA and pathogens included, mandatory, voluntary, etc.), and participation in international EQA schemes for FWDs (type of EQA, pathogens included).

GT 4. Reporting to ECDC

- Make an electronic database with all the results available to ECDC;

- Draft a comprehensive EQA report per scheme, including the anonymised results of all participating laboratories per EQA scheme and per pathogen to be sent to ECDC using ECDC's template (provided by ECDC);

- In addition, the results should be made available and presented to the FWD Disease Network at the annual meeting of the Network on ECDC request. Possible travel costs would be covered by ECDC outside the contract cost;

- Provide expert advice to ECDC on ad-hoc basis in the remit of the EQA.

2.2.4.2 Specific tasks (ST) in Lot 2 - EQA for STEC/VTEC

ST 1. Pulsed Field Gel Electrophoresis (PFGE)

The objective of the EQA is to assess the production of quality and correctness of standard PFGE molecular typing profiles and the comparability of the collected test results between participating laboratories and countries. The exercise will focus on the production of raw PFGE gels of high quality and further analyses of PFGE gel images using appropriate software. The criteria for interpretation of the quality of gel images and derived image analyses will be set according to the guidelines provided by ECDC after the assignment. The contractor shall:

1. Assess the quality of the PFGE gel images;
2. Evaluate the quality of image analyses;
3. Assess the correctness of the produced images;
4. Communicate with participants when identifying problems and offer expert advice and trouble-shooting services to the laboratories not able to achieve acceptable level of performance in the EQA exercise. Encourage participants to submit a new image profile with same test strains after the trouble-shooting for re-evaluation.

ST 2. Serotyping

The EQA scheme should assess serotyping of STEC/VTEC test strains. Laboratories should use their standard procedure for serotyping and correctness of the typing results shall be evaluated by the contractor independently of the method used (e.g. conventional/phenotypic, PCR, serotype prediction using WGS data). In addition, the contractor should collect the information on the methods and material used for serotyping by each participant.

ST 3. Virulence gene determination

The EQA scheme should cover genotypic test for virulence genes of STEC/VTEC strains taking into account the virulence data that are currently collected at the EU level. Virulence gene testing should include the detection and typing of the following genes; intimin (*eae*), verotoxin1 and verotoxin2, subtyping of *vtx1* (a, c, d), and *vtx2* (a, b, c, d, e, f, g), chromosome protein gene (*aaiC*) and enteroaggregative adhesions transcription regulator gene (*agg*R). Laboratories should use their standard procedure for virulence gene determination and correctness of the results shall be evaluated by the contractor independently of method used (e.g. PCR, virulence prediction using WGS data).

ST 4. Molecular typing -based cluster analyses

The EQA scheme should evaluate participant's ability to detect clusters of closely related isolates and evaluate the distance between individual isolates and clusters among the provided test strains or their sequences. Laboratories can perform analyses by using PFGE, MLVA or derived data from the WGS. Laboratories performing WGS can use their own analysis pipeline for the cluster analysis (e.g. SNP-based or wgMLST). The contractor shall:

- Evaluate participants' ability to estimate genetic relatedness of isolates using a categorisation of genetic relatedness pre-defined by the contractor and the correctness and inter-laboratory comparability of the results of the cluster analysis;
- Collect information about the analytical approach of the WGS cluster analyses;
- Communicate with participants when identifying problems and offer expert advice and trouble-shooting services to the laboratories not able to achieve acceptable level of performance in the EQA exercise.

2.2.4.3 Deliverables for Lot 2- EQA for STEC/VTEC

The specific time table and delivery deadlines will be specified in each specific contract.

DL1 **A detailed project plan** for the full EQA exercise with clear objectives, an overview of the bacterial strains to be included in the EQA and the rationale for selecting them. The plan with detailed **project schedule** must be approved by ECDC before execution.

DL2 **A letter of invitation** to participate in the EQA scheme. The letter should include information about the EQA timetable, methods to be used and how the results will be reported.

DL3 **A list of laboratories** to be invited to participate in the EQA scheme, and the final list of laboratories that will participate including laboratories participating at their own expense. ECDC has the right to review the list of participating laboratories and make changes where needed.

DL4 **Individual evaluation feedback** report on each method/pathogen to the participating laboratories about their performance and recommendations for improvements and troubleshooting advice (if needed) within two months after collecting the results from participating laboratories, in order to allow each participant to rate their performance against expected results. A copy of the individual evaluation report should be provided to ECDC.

DL5 **ECDC certificates** provided to the participating laboratories using the ECDC template and following approval by ECDC within two months after collecting the results from participating laboratories.

DL6 **A comprehensive EQA report** per EQA scheme and per pathogen on the outcomes of the EQA exercise using ECDC's template (provided by ECDC). This report should identify common problems (if any) and discuss potential reasons for any diverging results, putting the results in the overall context and make recommendations for improving the laboratory performance at the EU-level. The report should summarise the results of the participating laboratories and provide anonymous individual data. The report must be provided to ECDC within 3 months after collecting the results from participating laboratories. The report will be published on ECDC website after approval.

DL7 **A final technical report** summarising all the activities during each Specific Contract period including information about the performance and trouble-shooting services provided to the participating laboratories not able to perform reliable molecular typing results.

2.2.5 Tasks of the contractor for Lot 3 - EQA for *Listeria monocytogenes*

2.2.5.1 General tasks (GT) of the contractor for Lot 3- EQA for *L. monocytogenes*

GT 1. Coordination and communication

- Provide the technical expertise and capacity to organise the EQA schemes following the recommendations in the international guidelines and standards (ISO/IEC 17025:2005, ISO/IEC 17043:2010, ISO 15189:2012 and ISO13528:2015);

- ECDC requests the National Focal Points for FWD (part of the FWD Network) to nominate the laboratories that should be invited to participate in the EQA. The contractor collects the answers and compiles a final contact list (name of the laboratory, contact person, address, telephone number, email, etc.) of these laboratories. The contact information of EU candidate and potential candidate countries will be provided directly by the project manager in ECDC. A copy of the final address list should be shared with ECDC;

- Invite the laboratories to participate in the EQA using a letter drafted by the contractor and approved by ECDC. The invitation letter should indicate the rationale and objectives of the EQA, the reporting requirements and timelines, the provisions for intellectual property, data ownership and sharing, planned post-EQA activities such as reports and publications.

GT 2. EQA preparation and material distribution

- In collaboration with ECDC, the contractor selects the set of test strains suitable for the EQA scheme. The pool of strains used for the EQA should include the most commonly reported as well as rare serotypes of *Salmonella*, STEC/VTEC and *L. monocytogenes,* and should be regularly updated according to the changing epidemiological situation of each pathogen. The selected strains should primarily be isolated from clinical cases;
- Provide ECDC for approval the protocols and the methods to be used in the EQA rounds, including the performance indicators;

- Prepare selected specimen panels, perform quality control and organise confirmatory testing;

- Prepare the protocols and safety instructions on how to handle and store the EQA samples. The final protocols and safety instructions should be shared with ECDC before sending the EQA specimens;

- Prepare all EQA specimens for each panel in one package per each participating laboratory (to a maximum of 37 laboratories and 37 countries per Lot). Each package should contain the EQA specimens, the protocols, safety and storage instructions, and detailed information about routines for reporting the results;

- Send the packages in a secure manner with the safety instructions on how to handle the EQA samples to the participating laboratories and the national contact points.

GT 3. Data analysis and feedback/support to the participants

- Collect, compile the data and analyse the results by producing and distributing the following;

- Provide individual evaluation feedback report of the results to each participating laboratory. The report should include the individual results from the participating laboratory in the country, conclusion on the performance and when needed, recommendations for improvements and troubleshooting advice. If needed, assist the laboratories not able to achieve acceptable level of performance in the EQA exercise by providing troubleshooting services and advice/opportunities for repeated testing. A copy of the national feedback report should be provided to ECDC;

- Prepare and distribute ECDC certificates to the participating laboratories, using the ECDC template (provided by ECDC). Upon approval of ECDC, a certificate of participation could be issued if the laboratory has returned all results within the given timeframe;

- In addition to the EQA results, collect information on the methods and materials used (PFGE, MLVA, PCR commercial or in-house, etc.) as well as on the availability of and the requirement and/or obligation to participate in national EQA schemes for FWDs (type of EQA and pathogens included, mandatory, voluntary, etc.), and participation in international EQA schemes for FWDs (type of EQA, pathogens included).

GT 4. Reporting to ECDC

- Make an electronic database with all the results available to ECDC;
- Draft a comprehensive EQA report per scheme, including the anonymised results of all participating laboratories per EQA scheme and per pathogen to be sent to ECDC using ECDC's template (provided by ECDC);
- In addition, the results should be made available and presented to the FWD Disease Network at the annual meeting of the Network on ECDC request. Possible travel costs would be covered by ECDC outside the contract cost;
- Provide expert advice to ECDC on ad-hoc basis in the remit of the EQA.

2.2.5.2 Specific tasks (ST) in Lot 3 - EQA for *L. monocytogenes*

ST 1. Pulsed Field Gel Electrophoresis (PFGE)

The objective of the EQA is to assess the production of quality and correctness of standard PFGE molecular typing profiles and the comparability of the collected test results between participating laboratories and countries. The exercise will focus on the production of raw PFGE gels of high quality and further analyses of PFGE gel images using appropriate software. The criteria for interpretation of the quality of gel images and derived image analyses will be set according to the guidelines provided by ECDC after the assignment. The contractor shall:

1. Assess the quality of the PFGE gel images;
2. Evaluate the quality of image analyses;
3. Assess the correctness of the produced images;
4. Communicate with participants when identifying problems and offer expert advice and trouble-shooting services to the laboratories not able to achieve acceptable level of performance in the EQA exercise. Encourage participants to submit a new image profile with same test strains after the trouble-shooting for re-evaluation.

ST 2. Serotyping

The EQA scheme should assess serotyping of *L. monocytogenes* test strains. Laboratories should use their standard procedure for serotyping and correctness of the typing results shall be evaluated by the contractor independently of method used (e.g. conventional/phenotypic, PCR, serotype prediction using WGS data). In addition, the contractor should collect the information on the methods and material used for serotyping by each participant.

ST 3. Molecular typing -based cluster analyses

The EQA scheme should evaluate participant's ability to detect clusters of closely related isolates and evaluate the distance between individual isolates and clusters among the provided test strains or their sequences. Laboratories can perform analyses by using PFGE, MLVA or derived data from the whole genome sequencing (WGS). Laboratories performing WGS can use their own analysis pipeline for the cluster analysis (e.g. SNP-based or wgMLST). The contractor shall:

- Evaluate participants' ability to estimate genetic relatedness of isolates using a categorisation of genetic relatedness pre-defined by the contractor and the correctness and inter-laboratory comparability of the results of the cluster analysis;
- Collect information about the analytical approach of the WGS cluster analyses;
- Communicate with participants when identifying problems and offer expert advice and trouble-shooting services to the laboratories not able to achieve acceptable level of performance in the EQA exercise.

2.2.5.3 Deliverables for Lot 3 - EQA for *L. monocytogenes*

The specific time table and delivery deadlines will be specified in each specific contract.

DL1 **A detailed project plan** for the full EQA exercise with clear objectives, an overview of the bacterial strains to be included in the EQA and the rationale for selecting them. The plan with detailed **project schedule** must be approved by ECDC before execution.

DL2 **A letter of invitation** to participate in the EQA scheme. The letter should include information about the EQA timetable, methods to be used and how the results will be reported.

DL3 **A list of laboratories** to be invited to participate in the EQA scheme, and the final list of laboratories that will participate including laboratories participating at their own expense. ECDC has the right to review the list of participating laboratories and make changes where needed.

DL4 **Individual evaluation feedback** report on each method/pathogen to the participating laboratories about their performance and recommendations for improvements and troubleshooting advice (if needed) within two months after collecting the results from participating laboratories, in order to allow each participant to rate their performance against expected results. A copy of the individual evaluation report should be provided to ECDC.

DL5 **ECDC certificates** provided to the participating laboratories using the ECDC template and following approval by ECDC within two months after collecting the results from participating laboratories.

DL6 **A comprehensive EQA report** per EQA scheme and per pathogen on the outcomes of the EQA exercise using ECDC's template (provided by ECDC). This report should identify common problems (if any) and discuss potential reasons for any diverging results, putting the results in the overall context and make recommendations for improving the laboratory performance at the EU-level. The report should summarise the results of the participating laboratories and provide anonymous individual data. The report must be provided to ECDC within 3 months after collecting the results from participating laboratories. The report will be published on ECDC website after approval.

DL7 **A final technical report** summarising all the activities during each Specific Contract period including information about the performance and trouble-shooting services provided to the participating laboratories not able to perform reliable molecular typing results.

2.2.6 Duration of the contract

ECDC wishes to conclude a contract for an initial period of 12 months and a maximum total duration of 48 months.

2.2.7 Place of performance of the contract

All tasks will be expected to be performed at the contractor's premises.

2.3 Prices

2.3.1 Currency of tender

The Financial Proposal Form in **Annex V** must be used to submit a tender.

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

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

2.3.2 All-inclusive prices

Prices submitted in response to this tender must be inclusive of all costs involved in the performance of the contract (e.g. to include delivery, supply and installation, maintenance, travel, subsistence, etc.). No expenses incurred in the performance of the services will be reimbursed separately by ECDC.

2.3.3 Price revision

Prices submitted in response to this tender shall be fixed and not subject to revision for Specific Contracts concluded during the first year of performance of the Framework Contract.

From the beginning of the second year of performance of the Framework Contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by notice served no later than three months before the anniversary of the date on which the Framework Contract became effective.

Specific Contracts shall be concluded on the basis of the prices in force on the date on which they are signed. Such prices shall not be subject to revision.

See Article II.20 “Price revision” in Annex I – Draft contract for the formula used for the calculation of the price revision.

2.3.4 Costs involved in preparing and submitting a tender

ECDC will not reimburse any costs incurred in the preparation and submission of a tender. Any such costs must be paid by the tenderer.

2.3.5 Protocol on the Privileges and Immunities of the European Union

The Centre is, as a rule, exempt from all taxes and duties, and in certain circumstances is entitled to a refund for indirect tax incurred, such as value added tax (VAT), pursuant to the provisions of articles 3 and 4 of the Protocol on Privileges and Immunities of the European Union. Tenderers must therefore quote prices which are exclusive of any taxes and duties.

2.3.6 Payments

The distribution of payments and the mandatory reporting is detailed in Annex I – Draft Contract.

2.3.7 Financial guarantees

ECDC may require a pre-financing guarantee or a performance guarantee from the Contractor chosen as a result of this tendering procedure. When such guarantee is requested, the specific conditions related to the provision of a guarantee are included in the draft contract (Annex I). The costs for the guarantee shall be borne by the Contractor.

3 Exclusion and selection criteria

3.1 Exclusion criteria

All tenderers shall provide a declaration on their honour (see Annex II), duly signed and dated by an authorised representative of the tenderer, stating that they are not in one of the situations of exclusion listed in the Annex II.

The successful tenderer shall provide the documents mentioned as supporting evidence in Annex II before signature of the contract and within a deadline given by the contracting authority. This requirement applies to all members of the consortium in case of joint tender.

The contracting authority may waive the obligation for a tenderer to submit documentary evidence if such evidence has already been submitted for another procurement procedure and provided the documents were issued not more than one year earlier and are still valid. In such cases, the candidate or tenderer must declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, provide reference to that procedure, and confirm that there has been no change in the situation.

3.2 Selection criteria applied to Lot 1, 2 and 3

All tenderers shall provide the declaration on their honour (see Annex II), duly signed and dated by an authorised representative of the tenderer, stating that they fulfil the selection criteria applicable to them.

3.2.1 Legal capacity

Requirement
A tenderer is asked to prove that they are authorised to perform the contract under the national law as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

Evidence required
The tenderer shall provide a duly filled in and signed Legal Entity Form (see **Annex III**) accompanied by the documents requested therein.
(Where the tenderer has already signed another contract with ECDC, they may provide instead of the legal entity file and its supporting documents a copy of the legal entity file provided on that occasion, unless a change in his legal status occurred in the meantime).

3.2.2 Economic and financial capacity

Requirement
The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.
The tenderer must have for each of the past three financial years for which accounts have been closed, an average annual turnover of at least Lot 1: €90,000, Lot 2: €110,000 and Lot 3: €75,000.

Evidence required

For-Profit Organisations (whose primary goal is making a profit) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VIII
- copy of the profit & loss account and balance sheet for the last three years for which accounts have been closed.

Non-Profit Organisations (formed for the purpose of serving a public or mutual benefit other than the pursuit or accumulation of profits for owners or investors) shall provide, as part of their tenders:

- duly completed and signed Simplified Financial Statement, available in Annex VIII,
- copy of the statement of financial activities and statement of the financial position for the last three years for which accounts have been closed.

Public sector entities (including public universities and international organizations), which according to the law of the country in which they are established are NOT required to publish balance sheets, shall:

- complete line 14 (Revenue) of the Simplified Financial Statement only (version for non-profit organisations) available in Annex VIII,
- provide extracts from their last three budgets (including the current one) as evidence of their average budget amounting to at least €90,000 (Lot 1), €110,000 (Lot 2) and €75,000 (Lot 3) which satisfy the requirements under the Simplified Financial Statement.

Individuals shall:

- only complete line 14 (Revenue) of the Simplified Financial Statement (version for non-profit organisations), available in Annex VIII
- provide extracts from any available documents (e.g. income tax returns) as evidence on their average income for the last three financial years amounting to at least €90,000 (Lot 1), €110,000 (Lot 2) and €75,000 (Lot 3) which satisfy the requirements under the Simplified Financial Statement.

When completing the Simplified Financial Statement tenderers are requested to observe the following:

1. It must be signed by the authorised representative of the tenderer or tendering entity.

2. In the case of a consortium submitting an offer, or in cases of subcontracting (if the tenderer relies on the capacities of subcontractor(s) to fulfil economic and financial requirement), the Simplified Financial Statement must be included in the offer for all consortium partners and subcontractors.

3. ECDC reserves the right during the tendering process and before award of contract to request further evidence of the tenderer's compliance with the economic & financial capacity requirement. In this instance copies of official financial statements (e.g. balance sheets and profit & loss accounts or financial position and financial activities statements) for up to three financial years may be requested or any other document enabling ECDC to verify the tenderer's economic and financial capacity.

4. If additional evidence is not provided in response to ECDC's request within the deadline specified, or if the information provided is proved false, ECDC reserves the right to reject the tender as non-compliant with selection criteria.

3.2.3 Technical and professional capacity applied to Lot 1, 2 and 3

Requirement(s)

The tenderer's technical and professional capacity will be evaluated using the following criteria:

A) Suitability of the organisation and staffing structure available for the activities covered by the contract;
B) The host laboratory must have at least one analysis accredited for the respective pathogen;
C) The host laboratory or laboratories should routinely perform molecular characterisation for the respective pathogen;
D) Relevant qualifications in the molecular typing and in particular in PFGE,MLVA, and WGS, molecular typing -based cluster analyses and expertise of key personnel allocated to the project: technical experience, knowledge and capability in the area of the study fields as well as the ability to prepare and present clear and concise reports in the English language to international audience;
E) Project Manager has at least 5 years of experience in financial, human resources and contract management as well as quality management and reporting;
F) Involvement in relevant research activities, particularly for the public health sector;
G) Expertise at least 3 years in running EQA scheme for laboratory diagnostic/molecular typing methods either at EU or national level;
H) Have links with the National Public Health and Surveillance Systems and/or be a Reference Centre for *Salmonella*/VTEC/*L. monocytogenes*.

Evidence

The following documents or information shall be presented as evidence of compliance with the technical and professional capacity criteria:

A) Details of the structure of the organisation (including the number of staff) and relevant subcontractors;
B) Documentation on accreditation for number and type of methods per pathogen;
C) Annual records of the number of strains characterised by PFGE/MLVA/WGS from the past two years;
D) Professional accreditations or references held by the tenderer and relevant subcontractors; CVs and relevant certifications of the Project Manager and other key experts to carry out the study, covering work experience, education and training, organisational and technical skills, attesting the drafting and presentation skills;
E) A list and description of recent activities (in the last 3 years) in the field of molecular typing and organising EQA; including at least two examples of research projects on subjects related to this tender conducted in an international environment.

4 Award of the contract

Offers are opened and evaluated by a committee, possessing the technical and administrative capacities necessary to give an informed opinion on the offers. The committee members are nominated on a personal basis by ECDC under guarantee of impartiality and confidentiality. Each of them has equal voting rights.

4.1 Technical proposal

The assessment of technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the terms of reference for Lot 1, 2 and 3, respectively. To this end, the technical proposal shall contain the following information to allow evaluation of the tender according to the technical criteria mentioned in section 4.2:

- Description of proposed methodology, work organisation and planning including major milestones and dates for report on progress, as requested in section 2.2 of these tender specifications);
- Description of the involvement of the proposed key experts (roles and responsibilities) to execute the planned activities, in particular to cover the key analyses and investigations of the study and assessment of the main issues, limitations, risks of the analyses to be carried out as well as the proposed mitigation measures.

The information in the technical proposal must be consistent with the terms of reference and must be signed by the tenderer.

4.2 Technical evaluation of Lot 1, 2 and 3

The quality of technical offers will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

Award criteria applied to Lot 1, 2 and 3:

No	Criteria	Max points
1	**Technical implementation** 1. Degree to which the proposed services respond to and elaborate on the tender specifications (such as tasks, deliverables, tasks, reporting) (25 points); 2. Credibility and coherence of the technical proposal (10 points).	**35**
2	**Organisation of the work, methodology** 1. Soundness of the planned approach of the work organisation, quality of services described and timing of the major milestones in execution of the contract (20 points); 2. Soundness of the proposed scientific methodology to support analyses performed with relevant molecular typing methods (15 points);	**35**
3	**Project team and management** 1. Composition of the team; 2. Allocation and management of resources, expertise and responsibilities, including coordination and mobilisation of project team; 3. The level of consistency in the proposal with respect to realistic time deadlines, verifiable milestones for completion of tasks; evaluation of difficulties, limitations and risk as well as the proposed mitigation strategies. The above aspects are of the same relative value.	**30**
	TOTAL	**100**

Only tenders scoring **70 points** or more (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated.

Offers scoring less than **60%** for any award criterion will be deemed to be of insufficient quality and eliminated from further consideration.

4.3 Financial proposal

The financial proposal should be presented in the format found in **Annex V**.

4.4 Choice of the selected tender

The contract will be awarded to the tenderer offering the best value for money, taking into account the awarding criteria listed above. No award criteria and sub-criteria other than those detailed above will be used to evaluate the offer.

The weighting of quality and price will be applied as follows:

$$\text{Score for tender X} = \frac{\text{cheapest price}}{\text{price of tender X}} * 100 * \text{Price weighting (70\%)} + \frac{\text{Total quality score (out of 100) for all criteria of tender X}}{} * \text{quality criteria weighting (30\%)}$$

"Price of tender X" is the total price (Lot 1), total price (Lot 2), total price (Lot 3) respectively as indicated in the financial proposal in annex V.

4.5 No obligation to award

Completing the procedure of the call for tenders in no way imposes on the ECDC an obligation to award the contract. ECDC shall not be liable for any compensation with respect to tenderers whose offers have not been accepted, nor shall ECDC be liable when deciding not to award the contract.

4.6 Notification of outcome

Each tenderer will be informed in writing about the outcome of the call for tender.

If tenderers are notified that a tender has not been successful, tenderers may request additional information by mail. At the discretion of ECDC, this information can be given in a follow-up letter providing further details in writing, such as the name of the tenderer to whom the contract is awarded and a summary of the characteristics and relative advantages of the successful tender. However, ECDC would like to stress that it is not free to disclose any information affecting the commercial interests of other tenderers.

List of Annexes

Annex I — Draft contract

Annex II — Declaration of honour on exclusion criteria and selection criteria

Annex III — Legal entity form, Financial identification form and curriculum vitae template

Annex IV — Authorised signatory form

Annex V — Financial proposal form

Annex VI — Confirmation of offer submission

Annex VII — Tender submission checklist

Annex VIII — Simplified Financial Statements (for profit and non-profit organisations)