

OPEN PROCEDURE No HR/R1/PO/2019/002
PURCHASE OF SECURITY EQUIPMENT
TENDER SPECIFICATIONS

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I. PART I – TECHNICAL SPECIFICATIONS AND MINIMUM REQUIREMENTS

I.1. INTRODUCTION

The European Commission (hereinafter referred to as ‘the Commission’ or ‘the contracting authority’) is launching an invitation to tender for the purchase of security equipment and accessories for its departments. These departments are located in the buildings currently occupied and/or managed by the European Commission in Belgium and Luxembourg and those it may occupy and/or manage in future during the period of validity of the contract.

I.2. SUBJECT OF THE CONTRACT

This contract concerns the purchase, delivery and maintenance of security equipment and accessories to be placed in the buildings occupied and/or managed by the European Commission in Belgium and Luxembourg.

I.3. DESCRIPTION OF THE SERVICES AND SUPPLIES – MINIMUM TECHNICAL REQUIREMENTS

I.3.1. GENERAL

This contract will be performed in accordance with the technical specifications and procedures described in these tender specifications and its annexes, and with the provisions and the hierarchy of texts set out in the framework contract.

I.3.2. Security equipment

I.3.2.1. LIST of security equipment

The financial tender form, attached in Annex IV, constitutes a list from which supplies will be ordered.

This form, which is to be completed by the tenderer, will contain the unit prices for each item of equipment on the list.

Each item of equipment proposed by the tenderer must meet the minimum technical requirements set out in the tender specifications.

The contractor must take steps to ensure that the equipment is delivered within the deadline specified in point I.9.

I.3.2.2. UPDATING THE LIST of security equipment

In order to take account of technological advances, obsolescence or the end of manufacturing lines during the performance of the contract, the list of security equipment may be updated according to the below procedure.

The contractor must submit a price quotation for this equipment at the request of the Commission. It must attach the technical product descriptions and all the necessary information.

The Commission reserves the right to request additional information regarding the equipment, including on the proposed price.

After the Commission accepts the updates, it will approve a technical addendum to the contract by which the new list of equipment will replace the old list. The update will not be carried out in the case of technological advances, obsolescence or the end of manufacturing lines of the products set out in the technical compliance form (Annex III to the tender specifications) submitted with the tender, and may not substantially modify the contract under any circumstances.

I.3.3. TECHNICAL SPECIFICATIONS OF SECURITY EQUIPMENT

I.3.3.1. SECURITY CABINETS

The security cabinets must comply with European Standard EN 1300, Class B, with single or double doors.

The steel plates used for their construction must be at least 2 mm thick and must comply with European Standard EN 10130 relating to steel cold-rolled flat products. The plates must be flat and free from rust, oxidation, 'fins' and any other defect affecting the external appearance of the cabinet and possibly preventing the immediate detection of attempted break-ins.

Cabinets must be made of folded and welded sheet steel, forming a unit that is rigid, non-deformable, impossible to disassemble from the outside and constructed in such a manner that it is impossible to remove or to separate any element of the cabinet body. Cabinets must have at least one opening enabling them to be fixed to the ground or wall; the fixing equipment must also be provided (expansion bolts or equivalent).

Doors must be constructed with a double steel wall and be impossible to remove from their hinges when closed. So that doors cannot be torn off, the locking mechanism must comprise at least three hook bolts with a mechanism that blocks automatically if an attempt is made to force the door(s) from the cabinet. Doors must also have an attachment mechanism on the side on which the pivot hinges are located. These are hooks which are invisible and inaccessible from the outside, located on the side of the door between the hinges so that the door cannot be removed from its hinges. The hooks must align when the door is locked. The left-hand door must be controlled mechanically by the right-hand door, so that it is impossible to lock the right-hand door unless the left-hand door is closed.

The bolts must be inaccessible from outside the cabinet and impossible to dislodge. When in the closed position, they must penetrate at least 20 mm into a dedicated hole in the fixed components of the security cabinet.

All mechanism access points must be sealed with a wire and lead disc. The doors must open at least 180°. The hinges must be invisible.

External dimensions (in cm)

Different sizes will be required:

- Small: H x L x D (100 x 60 x 60)
- Medium: H x L x D (160 x 80 x 60)
- Large: H x L x D (195 x 100 x 60)

A variation in size of 15 % (plus or minus) will be allowed, except in the height of the large model, which must be less than or equal to 197 cm.

Internal layout

The cabinets will be equipped with shelves (2 for the small model, 3 for the medium and 4 for the large).

Cabinets must be equipped with an internal meter to record the number of times a door is opened that cannot be manually reset to zero.

The shelves in the cabinets must be movable and adjustable with spacing intervals of approx. 50 mm. It must be possible to hang DIN A4 document sleeves from the shelves, and they must bear a distributed load of 50 kg while maintaining their shape.

Finishing

As regards the finishing and painting, all edges must be trimmed and smoothed so that there are no sharp edges. The surfaces must be free from grease and phosphate-coated prior to being painted. Cabinets may not be scratched or dented, and the tolerance between the fixed and mobile walls will be no more than 2 mm in the closed position.

Closure: electronic and manual

- Electronic: all cabinets must have a high-security electronic combination lock with digital keypad, allowing automatic scrambling of the combination, have manual arming (dynamo), have a physical lock-bolt drive mechanism, and comply with European Standard EN 1300, Class B.
- Manual: when the door is being locked, the bolt assembly system must be locked before the key can be removed. It must be impossible to remove the key from the lock while the corresponding door is still in the open position. Key locks must be approved according to European Standard EN 1300, Class B.

The mechanisms that prevent the door from being opened and the lock must be protected by highly puncture-resistant steel plates. Each lock must be protected by a plate of perforation-resistant steel.

The contractor must provide three separate keys for each security cabinet.

The serial number of the piece of equipment will be engraved inside the door in a visible location.

The electronic lock must be completely unprogrammed or programmed with the factory code for delivery. Suitable packaging for difficult conditions must also be provided, in particular to protect and secure the locks and other projecting components during transport.

The security equipment proposed by the manufacturer must be available in muted shades in keeping with security equipment installed in an office working environment.

I.3.3.2. SAFES

Safes must comply with European Standard EN 1143-1, specifically Classes II, III and IV.

External dimensions (in cm)

Different sizes will be required:

- Small: H x L x D (70 x 60 x 60)
- Medium: H x L x D (100 x 60 x 60)
- Large: H x L x D (150 x 70 x 70)

A variation of 15 % (plus or minus) in sizes will be allowed. The small model is not required for safes which comply with European Standard EN 1143-1, Class IV.

Internal layout

- Safes for storing cash, objects of value and documents, with two inside shelves that can be adjusted at intervals of approx. 50 mm.
- The safes must be equipped with an internal counter that records the number of times a door is opened and that cannot be manually reset to zero. They must be designed to be fixed to the ground.
- The door must open 180°.
- The cap and flaps for accessing the mechanisms must be placed under seal.

Closure: electronic and manual

- Electronic: All safes must have a high-security electronic combination lock with digital keypad, allowing automatic scrambling of the combination, have manual arming (dynamo), have a physical lock-bolt drive mechanism, and comply with European Standard EN 1300, Class B.
- Manual: when the door is being locked, the bolt assembly system must be locked before the key can be removed. It must be impossible to remove the key from the lock while the corresponding door is still in the open position. Key locks must be approved according to European Standard EN 1300, Class B.

The mechanisms that prevent the door from being opened and the lock must be protected by highly puncture-resistant steel plates. Each lock must be protected by a plate of perforation-resistant steel. A mechanical or thermal relocking device must be installed that definitively blocks the mechanism in the event of an attempted break-in.

The contractor must provide three separate keys for each safe.

The serial number of the piece of equipment will be engraved inside the door in a visible location.

The electronic lock must be completely unprogrammed or programmed with the factory code for delivery. Suitable packaging for difficult conditions must also be provided, in particular to protect and secure the locks and other projecting components during transport.

The security equipment proposed by the manufacturer must be available in muted shades in keeping with security equipment installed in an office working environment.

I.3.3.3. FIRE-RESISTANT SECURITY CABINETS

Fire-resistant security cabinets, designed to hold IT material, must provide a minimum of 120 minutes of fire protection and comply with European Standards EN 1300, Class B, and EN 1047-1, DIS 120.

External dimensions (in cm)

Different sizes will be required:

- Small: H x L x D (90 x 70 x 70)
- Medium: H x L x D (110 x 70 x 70)
- Large: (150 x 70 x 70)

A variation of 15 % (plus or minus) in sizes will be allowed.

Internal layout

- At least one shelf and two drawers that can be adjusted at ± 50 mm intervals.
- The door must open 180°.
- The cap and flaps for accessing the mechanisms must be placed under seal.

Closure: electronic and manual

- Electronic: all fire-resistant security cabinets must have a high-security electronic combination lock with digital keypad, allowing automatic scrambling of the combination, have manual arming (dynamo), have a physical lock-bolt drive mechanism, and comply with European Standard EN 1300, Class B.
- Manual: when the door is being locked, the bolt assembly system must be locked before the key can be removed. It must be impossible to remove the key from the lock while the corresponding door is still in the open position. Key locks must be approved according to European Standard EN 1300, Class B.

The mechanisms that prevent the door from being opened and the lock must be protected by highly puncture-resistant steel plates. Each lock must be protected by a plate of perforation-resistant steel. A mechanical or thermal relocking device must be installed that definitively blocks the mechanism in the event of an attempted break-in.

The contractor must provide three separate keys for each safe.

The serial number of the piece of equipment will be engraved inside the door in a visible location.

The electronic lock must be completely unprogrammed or programmed with the factory code for delivery. Suitable packaging for difficult conditions must also be provided, in particular to protect and secure the locks and other projecting components during transport.

The security equipment proposed by the manufacturer must be available in muted shades in keeping with security equipment installed in an office working environment.

I.3.3.4. KEY CABINETS

Small cabinets with a structure made of strong sheet steel, with a single wall at least 2.5 mm thick for the body, and a double wall at least 5 mm thick for the door.

The closing system must consist of at least two bolts on the door which must penetrate into dedicated holes in the cabinet's fixed frame.

Standard equipment

- Different models with storage capacities of 40/50/120 keys.
- The mechanisms that prevent the door from being opened and the lock must be protected by highly puncture-resistant steel plates. Each lock must be protected by a plate of perforation-resistant steel.
- All cabinets must have a high-security electronic combination lock with digital keypad, allowing automatic scrambling of the combination, have manual arming (dynamo), have a physical lock-bolt drive mechanism, and comply with European Standard EN 1300, Class B.
- These cabinets must be equipped with a mechanism allowing the keys to be deposited inside them without opening the door. Hooks with labels must be provided on the inside for storing keys. The cabinets must be wall-mountable, using screws. The door must have internal pivot hinges opening to 90°.

The serial number of the piece of equipment will be engraved inside the door in a visible location.

An attachment system must be provided. It must be impossible to disassemble the cabinet when it is in the closed position.

The electronic lock must be completely unprogrammed or programmed with the factory code for delivery. Suitable packaging for difficult conditions must also be provided, in particular to protect and secure the locks and other projecting components during transport.

The security equipment proposed by the manufacturer must be available in muted shades in keeping with security equipment installed in an office working environment.

I.3.3.5. ELECTRONIC KEY CABINETS

Cabinets enabling keys to be managed electronically, while controlling who has access to the keys and limiting access only to authorised users. The integrated management system must enable a full audit to be carried out of all uses of the keys, past and present, and the possibility of therefore identifying who has taken a key, when the key was taken and at what time. However, the management system must ensure that only the authorised person is able to release one or more keys or a set of keys.

Standard functions

- Different models with storage capacities of 20/40/60 keys.
- Easily configured system to set either a single user with access to a single key, or multi-user access to one or more keys or set of keys.
- System enabling individual time restrictions to be set for different users, groups of users, contractors, etc. (for example, for shift work).
- Generation of reports on the use of the keys, keys returned late and usage statistics.
- Ability to configure the functions of interdependent keys - such as linking the keys to ensure that the process is monitored, thus ensuring that a key cannot be taken before another one is returned.

- Possibility of authorising the release of a key at several levels - thus restricting access to the keys, even for valid users, unless a supervisor is present to authorise the release of a key.
- Ability to easily produce reports on management of the keys.
- The system must enable integration with the Commission's badge system. This means that the Commission's existing electronic badges must be able to be used as a method of identification for the key cabinets.

I.4. COMPLIANCE WITH ENVIRONMENTAL, SOCIAL AND LABOUR LAW

The contractor must comply with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU¹.

I.5. COMPLIANCE WITH TECHNICAL STANDARDS

All equipment supplied must comply with the EU directives and standards applicable to that equipment on the date of the order.

In the event of changes to the standards in the course of the framework contract, the contractor must propose equipment complying with the new standards for orders placed after the changes.

Any modifications must be formally notified in writing between the parties.

Any bid failing to comply with these requirements will be rejected.

I.6. CORRECTIVE MAINTENANCE

The contractor must provide corrective maintenance for a period of two years from the date the Commission signs the consignment note (see Article II.4.9 of the framework contract).

'Corrective maintenance' is understood to mean any intervention carried out in the event of poor performance or breakdown of the equipment.

The contractor must operate a special telephone number, available on a 24/7 basis, to respond to requests for assistance. The number must be provided once the framework contract is signed with the Commission. The contractor must ensure that the helpline is continuously available.

The two-hour response time limit starts when the telephone call is made and runs until a technician arrives on the premises. The six-hour time limit needed for repair starts when the technician arrives and runs until the entire equipment is restored to normal operating order for a total of eight hours.

For all requests for assistance which entail additional work or lengthy delivery times, the Commission will be informed of the time needed to complete the repairs and asked for its agreement.

I.7. TECHNICAL DOCUMENTS

Once the consignment note is signed by the Commission, a file must be provided in duplicate in French and English (at least). A file must also be provided in German, if possible. This file must include:

¹ Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (text with EEA relevance) (OJ L 94, 28.3.2014, pp. 65-242).

- a service manual;
- a detailed user manual for the equipment; and
- only for the equipment indicated in points I.3.3.1 to I.3.3.4, a certificate of conformity, certificate of guarantee and document indicating the serial numbers of the equipment, locks and parts that have been marked.

I.8. ACCESS FOR THE CONTRACTOR'S VEHICLES

The Commission undertakes to give access to service vehicles registered in the contractor's name if they are strictly necessary for its work, provided that the contractor completes the formalities necessary to facilitate this. However, the contractor may not refuse to perform the framework contract in full or in part on the grounds that the Commission failed to make access/parking spaces available. Access by private car will be strictly prohibited.

I.9. DELIVERY LEAD TIMES

Deliveries must take place within sixty (60) calendar days of the date on which the contractor countersigns the order form.

Before any delivery, the contractor must contact the Commission to agree a date and time for the delivery of the equipment.

Should the deadline need to be extended, the new deadline must be proposed for the Commission's approval.

I.10. PLACES OF DELIVERY AND MAINTENANCE

The delivery and/or maintenance services of security equipment covered by this invitation to tender will be provided in Belgium and Luxembourg, on any floor of buildings occupied and/or managed by the Commission. The exact location for the deliveries will be communicated on the order form concerned.

The contractor must comply with the obligations regarding access to Commission premises (Article I.12 of the framework contract).

In the light of the current security situation, the contracting authority reserves the right to ask for background security checks on members of the contractor's team who will have access to Commission premises during the provision of delivery and maintenance services.

I.11. TIMETABLING OF SERVICES

The delivery and corrective maintenance services must be provided between 8am and 6pm on Commission working days, which may include national public holidays.

The contractor will be required to provide services on all the contracting authority's working days, which may include national public holidays. The contracting authority's official holidays for 2019 are available at [https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32017D0823\(01\)](https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32017D0823(01)). For subsequent years, a list of the contracting authority's official holidays will be communicated to the contractor (through the Official Journal).

I.12. LANGUAGE OF THE SERVICES

The services must be performed in English and/or French for all correspondence.

I.13. VOLUME OF SERVICES

Based on annual estimates, the total volume of supplies to be provided over four years under the framework contract is as follows:

- 228 security cabinets;
- 80 safes;
- 12 fire-resistant security cabinets;
- 160 key safes; and
- 60 electronic key cabinets.

A more detailed breakdown of the volume of supplies to be provided under the framework contract is set out in the financial tender form (Annex IV).

However, these estimates are provided for guidance only and are not in any way binding on the Commission as regards the volume contracted.

II. PART II – ADMINISTRATIVE SPECIFICATIONS

II.1. PARTICIPATION IN THE TENDERING PROCEDURE

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, and to all natural and legal persons in a third country that has a special agreement with the European Union in the field of public procurement, under the conditions laid down in that agreement. Where the Multilateral Agreement on Public Contracts concluded within the framework of the World Trade Organisation (WTO) applies, the contracts are also open to nationals of States which have ratified this Agreement, under the conditions laid down therein.

II.2. VARIANTS

No variants or substitutes for the contracting authority's model solution are allowed.

Furthermore, tenderers may not submit a tender only for part of the supplies required.

II.3. JOINT TENDERS

A group of two or more economic operators may submit a tender (joint tender). A joint tender will be treated in the same way as any other tender, i.e. it will be evaluated on the basis of its intrinsic quality having regard to the criteria set out in these specifications. A joint tender may include subcontractors in addition to the joint tenderers.

Any change in the composition of a group during the procurement procedure may result in the tender being rejected. Any change in the composition of the group after the contract is signed may result in the termination of the contract.

The group must provide the details requested on the identification form (Annex I), clearly indicating the identity and respective roles of the members of the group. The group must designate (by means of a power of attorney signed by each member) a legal entity (the 'lead tenderer') with full powers to commit the group and each of its members vis-à-vis the contracting authority as regards the submission of the tender and signing of the contract.

After the contract has been awarded, it will be signed by the contracting authority and the lead tenderer.

The duly authorised lead contractor will also be responsible for the administrative management of the contract (order forms, invoicing, receipt of payments, etc.) on behalf of the other members.

In the case of a joint tender, all the members of the group will assume joint and several liability for the performance of the framework contract.

The exclusion criteria (see point III.1 below) will apply to each individual member of the group. The selection criteria (see point III.2 below) will apply to the group as a whole.

II.4. SUBCONTRACTING

Subcontracting is permitted. The contractor nevertheless retains full liability vis-à-vis the contracting authority for the performance of the contract as a whole.

Tenderers must clearly indicate in their tenders what proportion of the work they intend to subcontract (i.e. the percentage of the total contract value) and the identity of all subcontractors. Full particulars of such subcontractors (name, place of establishment, activities and estimated volume of their participation) must also be indicated in the tender, as requested on the identification form (Annex 1). Subcontractors must also provide a declaration/letter of intent stating their firm commitment to work with the tenderer if it is awarded the contract and specifying the resources they will make available to the tenderer for the performance of the contract.

Subcontracting must be approved by the contracting authority, either through acceptance of the contractor's tender or, if the subcontracting is proposed by the contractor after the signing of the framework contract, through the contracting authority's prior agreement. In the latter case, subcontracting will be accepted only in exceptional circumstances, if it is judged by the contracting authority to be necessary for implementing the project and does not lead to distortion of competition.

II.5. NATURE OF THE CONTRACTS

The contract is a framework supply contract with a single tenderer for a maximum duration of 48 months.

II.6. ORDER FORM

All services under the framework contract must be the subject of an order form drawn up in advance by the department designated by the contracting authority. There can be no provision of services without such an order form. The specimen order form to be used can be found in the annexes to the draft framework contract.

Within ten calendar days of an order form being sent by the contracting authority to the contractor, it must be returned to the contracting authority, duly signed and dated.

II.7. PAYMENT ARRANGEMENTS

Payment arrangements are set out in the draft framework supply contract (Article I.6).

III. PART III — EVALUATION OF TENDERS AND AWARD OF THE CONTRACT

EVALUATION STEPS

The evaluation will be based solely on the information provided by the tenderer in the tender submitted. It will comprise the following three stages, in no particular order:

1. Verification of the non-exclusion of tenderers on the basis of the declaration on the exclusion criteria.
2. Selection of tenderers based on verification of the declaration on the selection criteria and supporting documents. and
3. Evaluation of tenders with regard to the award criteria referred to in point III.3.1.

III.1. EXCLUSION CRITERIA

Tenderers must provide a declaration, dated and signed by a duly authorised legal representative, stating that they are not in one of the situations referred to in Articles 136 to 141 of the Financial Regulation². The required declaration can be found in Annex II.

In the case of a joint tender, this declaration must be submitted - dated and signed by a duly authorised legal representative - by each member of the group.

In the case of subcontracting, where the part of the contract to be subcontracted exceeds the limit of 10 % of the value of the framework contract, the declaration - dated and signed by a duly authorised legal representative - must be submitted by each subcontractor.

The exclusion criteria apply to each member of the group and to each subcontractor concerned.

In accordance with Article 137 of the Financial Regulation, before the framework contract is signed, the successful tenderer(s) will be invited to submit the supporting documentation referred to in the declaration by the deadline set by the contracting authority.

The successful tenderer(s), referred to below and in the declaration as ‘the person’, must submit the following in particular:

For the cases mentioned in points (a), (c), (d) or (f) of the declaration,

- a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are met.

For the cases mentioned in points a) or b) of the declaration,

² Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193, 30.7.2018, p. 1).

- recent certificates issued by the competent authorities of the State concerned. These documents must provide proof of payment of all taxes and social security contributions for which the person is liable, including VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.
- Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in the country of establishment.

If the person has already submitted such evidence for the purposes of another procurement procedure, its date of issue is not more than one year ago and it is still valid, the person must declare on their honour that the documentary evidence has already been provided and confirm that no changes have occurred in their situation. In such cases, the person must indicate the reference of the procedure.

If the tenderer is unable to provide the documents requested within the time-limit specified by the contracting authority and cannot therefore prove that it is not in one of the exclusion situations, the tender may be rejected and the contracting authority reserves the right to sign the contract with another tenderer.

III.2. SELECTION CRITERIA

Tenderers must demonstrate that they have sufficient economic, financial, technical and professional resources to be able to perform the contract.

Tenders submitted by tenderers who do not fulfil the selection criteria will not be evaluated against the award criteria.

Please note that the supporting documents listed below must be submitted with the tender in support of the declaration on the selection criteria referred to in Annex II.

III.2.1. ECONOMIC AND FINANCIAL CAPACITY

Tenderers must demonstrate that they have sufficient economic and financial resources to be able to perform the contract. To evaluate tenderers' economic and financial capacity, they must satisfy the following criterion:

Tenderers must demonstrate an annual average turnover of more than EUR 400 000.00 over the last three financial years for which accounts have been closed. This criterion applies to all members of the group (combined capacity of all members) in case of a joint tender.

Supporting documents:

- A statement showing the average annual turnover for each of the last three financial years for which accounts have been closed. This statement must refer to the headings in the operating accounts that indicate the annual turnover.
- A copy of the operating accounts for the last three financial years for which the accounts have been closed.

If, for some exceptional reason which the contracting authority considers to be justified, the tenderer is unable to produce one of the required supporting documents

specified above, it may provide evidence of its economic and financial capacity by means of any other document which the contracting authority deems suitable. In any event, the contracting authority must at least be notified of the exceptional reason and the explanation for it. The contracting authority reserves the right to demand any other document allowing it to verify the tenderer's economic and financial capacity.

In the case of a group, each member must provide the required details indicated above. In the case of subcontractors performing part of the contract that accounts for more than 10 % of the total value of the framework contract, the required details above must be provided individually for each subcontractor.

In addition, in the case of a group and/or subcontracting, a document summarising the information for the group and/or subcontractors must be submitted. In this case it is the combined capacity of the members of the group and/or the identified subcontractors, taken as a whole, which will be taken into account.

III.2.2. TECHNICAL AND PROFESSIONAL CAPACITY

Tenderers must demonstrate that they have sufficient technical and professional capacity to be able to perform the framework contract.

For the evaluation of technical and professional capacity, tenderers must satisfy the criteria below and the supporting documents must be submitted.

A - TENDERERS' EXPERIENCE IN THE FIELD OF THE CONTRACT

Tenderers must prove their experience in the field of the contract through at least five contracts carried out over the last five years in the field of security equipment and accessories, e.g. electronic cabinets, security cabinets, class IV safes, key boxes, etc. Each contract must have a minimum value of EUR 20 000.00.

Supporting documents:

- A description of the contracts referred to above. For each contract, the brief description of the contract must contain a description of the subject and length of the contract, the date of performance, the value and the professional references (i.e. the name and address of the client and a contact person). The contracting authority reserves the right to check the accuracy of the information submitted by the parties to the contract.

B - TENDERERS' CERTIFICATION

Tenderers must have the following certifications or equivalent: ISO 9001 and ISO 14001.

Supporting documents:

- ISO 9001 certification or equivalent; and
- ISO 14001 certification or equivalent.

In the case of a group, each member must provide the information required above according to their role in the group. In the case of subcontractors who perform a part of a contract which represents more than 10 % of the total value of the framework contract, the required details above must be provided individually for each subcontractor, depending on their role.

In the case of a group and/or subcontracting, a document summarising the information for the group and/or subcontractors must be submitted. In this case it is the combined capacity of all the members of the group and/or the subcontractors identified which will be taken into account.

III.3. EVALUATION OF THE TENDER

The evaluation committee will check that the technical tender complies with the minimum requirements of the technical specifications (point I.3 – List of minimum compulsory technical requirements).

Technical tenders must comprise a technical compliance form (Annex III) and technical data sheets for each piece of equipment indicated on the financial tender form. These will be used to evaluate whether the tender complies with the minimum requirements.

Any tender which departs from the requirements set out in the tender specifications or which fails to meet all those requirements may be rejected on the grounds of non-compliance with the tender specifications and will not be evaluated.

All tenders that are in compliance will be evaluated according to the award method described below.

III.3.1. AWARD CRITERIA

The contract will be awarded to the lowest bid that is in order and satisfies the conditions laid down.

III.3.2. FINANCIAL EVALUATION AND PRICES

After checking the compliance of the financial tenders submitted, the financial evaluation will be based on an analysis of the prices resulting from the scenario below from among those tenders that are in order and satisfy the conditions laid down.

The price of each type of equipment will be calculated by multiplying the unit price, to be indicated by the tenderer, by the estimated number of units of equipment.

The total tender price to be used in the award of the contract will be the sum of the prices for each type of supply, calculated as set out above.

The estimated volumes given on the financial tender form in terms of number of units of equipment are not binding on the contracting authority as regards actual orders. They merely constitute a scenario to be used to provide an equitable basis for the financial evaluation of the tender. Only the unit prices will be binding on the tenderer awarded the framework contract.

In the event of errors in calculating the total, the unit price will take precedence.

To submit their financial tenders, tenderers are asked to complete the financial tender form attached in Annex IV with the utmost care.

The price of the tender must consist of the unit price of the supplies expressed in euro (rounded to two decimal places). Tenderers from countries outside the euro area must also quote their prices in euros. The price indicated cannot be revised to take account of exchange rate fluctuations. The tenderer will bear the risks or receive the profits arising from any such fluctuation.

The prices quoted must be flat-rate prices, inclusive of all costs.

Prices must be quoted free of all duties, taxes and dues, including value-added tax (the institutions of the European Union are exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union).

The unit prices quoted must be fixed amounts.

IV. PART IV – CONTENT AND PRESENTATION OF TENDERS

Each tender must be clear and concise, and must contain all the information and documents necessary to enable the contracting authority to evaluate the tender on the basis of the exclusion, selection and award criteria. It is the responsibility of all those wishing to submit a tender to ensure that their tender is complete.

All the documents requested must be signed by the tenderer’s legal representative, i.e. a person duly authorised to represent the tenderer for the purposes of this invitation to tender and for the signing of the contract.

If any annexes are reproduced on the tenderer’s computer, care must be taken to ensure that no change is made to the original.

Tenders must be delivered according to the requirements set out in the letter of invitation to tender and these specifications, and before the date and time indicated in that letter.

Each tender must contain the following information and documents:

PART I: ADMINISTRATIVE INFORMATION			
TENDERER IDENTIFICATION			
		<input type="checkbox"/>	
	<p><u>Legal representative:</u></p> <ul style="list-style-type: none"> - written authorisation(s) or equivalent supporting document(s) - applicable to the tenderer and to each member in the case of a group. 	<input type="checkbox"/>	
<p>The identification form duly completed, dated and signed, <u>accompanied by:</u></p>	<p><u>Legal personality:</u></p> <ul style="list-style-type: none"> - legal entity form - supporting documents required as per the instructions on the form - applicable to the tenderer and to each member in the case of a group. 	<input type="checkbox"/>	
			<p>Annex I Sections II.3 and II.4</p>

	<u>Bank details:</u> - financial identification form - supporting documents required as per the instructions on the form - applicable to the tenderer/lead tenderer.	<input type="checkbox"/>	
<u>In the case of a group</u> , a power of attorney signed by each member, appointing a lead tenderer with full powers to commit the group and each of its members vis-à-vis the contracting authority as regards the submission of the tender and signing of the contract.	<input type="checkbox"/>	Point II.3	
<u>In the event of subcontracting</u> , tenderers must also provide a declaration/letter of intent from each subcontractor concerned stating their firm commitment to work with the tenderer if it is awarded the contract and specifying the resources they intend to make available to the tenderer for the performance of the contract.	<input type="checkbox"/>	Point II.4	
EXCLUSION CRITERIA			
Declaration(s) by the tenderer/lead tenderer and members of the group, and by subcontractors where the part of the contract to be performed by them exceeds the 10% limit, duly completed, dated and signed.	<input type="checkbox"/>	Annex II Point III.1	
SELECTION CRITERIA			
Declaration by the tenderer/lead contractor, duly completed, dated and signed.	<input type="checkbox"/>	Annex II Point III.2	
A statement showing the average annual turnover for each of the last three financial years for which accounts have been closed. This statement must refer to the headings in the operating accounts that indicate the annual turnover.	<input type="checkbox"/>	Point III.2.1	
A copy of the operating accounts for the last three financial years for which the accounts have been closed.	<input type="checkbox"/>	Point III.2.1	
<u>In the case of a group</u> , each member must provide the required details indicated above.	<input type="checkbox"/>	Point III.2.1	
<u>In the case of subcontractors</u> who perform a part of a contract which represents more than 10 % of the total value of the framework contract, the required details above must be provided individually for each subcontractor.	<input type="checkbox"/>	Point III.2.1	
<u>In the case of a group and/or subcontracting</u> , a document	<input type="checkbox"/>	Point III.2.1	

summarising the information for the group and/or subcontractors must be submitted.		
A description of the contracts referred to in section III.2.2.A. For each contract, the brief description of the contract must contain a description of the subject and length of the contract, the date of performance, the value and the professional references (i.e. the name and address of the client and a contact person). The contracting authority reserves the right to check the accuracy of the information submitted by the parties to the contract.	<input type="checkbox"/>	Point III.2.2.A
ISO 9001 certification or equivalent.	<input type="checkbox"/>	Point III.2.2.B
ISO 14001 certification or equivalent.	<input type="checkbox"/>	Point III.2.2.B
<u>In the case of a group</u> , each member must provide the information required above according to their role in the group.	<input type="checkbox"/>	Point III.2.2
<u>In the case of subcontractors</u> who perform a part of a contract which represents more than 10 % of the total value of the framework contract, the required details above must be provided individually for each subcontractor, depending on their role.	<input type="checkbox"/>	Point III.2.2
<u>In the case of a group and/or subcontracting</u> , a document summarising the information for the group and/or subcontractors must be submitted.	<input type="checkbox"/>	Point III.2.2

PART II: TECHNICAL BID		
Technical compliance form	<input type="checkbox"/>	Annex III
Compilation of technical data sheets for each piece of equipment indicated on the financial tender form. These will be used to evaluate whether the equipment <u>complies</u> with the technical specifications contained in the tender specifications.	<input type="checkbox"/>	

PART III: FINANCIAL TENDER		
Financial tender form	<input type="checkbox"/>	Annex IV
<p>The form must be complete and duly dated and signed by the tenderer's legal representative.</p> <p>This form may not include any items other than those requested. Consequently, it is strictly forbidden to propose options or other variants. Any bid failing to comply with this will be rejected.</p>		

V. PART V – ANNEXES

The following documents are attached to this tender specifications and form an integral part of it:

Annex I: Identification form

Annex II: Declaration relating to the exclusion and selection criteria

Annex III: Technical compliance form

Annex IV: Financial tender form