EMA/438089/2018
Communication department

Technical specifications for open invitation to tender

Procurement procedure: **Drug pipeline database – EMA-2018-30-CO**

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Technical specifications for open invitation to tender No. EMA-2018-30-CO - Drug pipeline database.

1. Title of the invitation to tender

This document contains the technical specifications for the open invitation to tender no. EMA-2018-30-CO for Drug pipeline database.

2. Purpose and context of the invitation to tender

The European Medicines Agency ("the Agency" or "EMA") is a decentralised agency of the European Union (EU) based in Amsterdam, the Netherlands, with effect from March 2019. Please note that initially the Agency will be located in a temporary building in the Sloterdijk area of Amsterdam, before moving to a permanent building in the Zuidas area of Amsterdam.

For UK candidates or tenderers:

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

EMA's mission is the protection and promotion of public and animal health, through the evaluation and supervision of medicines for human and veterinary use.

EMA:

- Supports medicines development by giving scientific advice and providing guidance to developers of medicines;
- carries out robust scientific evaluations of medicines for human and veterinary use that are the basis of the European Commission's decision on whether a medicine can be authorised for marketing throughout the EU;
- monitors the safety of medicines in the EU throughout their lifespan; and
- provides information on medicines to healthcare professionals and patients.

EMA is responsible for the centralised procedure for the authorisation of medicines resulting in a single evaluation and a single authorisation for the whole of the EU. The centralised procedure is compulsory for certain medicines, including human medicines intended for the treatment of HIV/AIDS, cancer, diabetes or neurodegenerative diseases, designated orphan medicines intended for the treatment of rare diseases, and medicines derived from genes, cells, tissue-engineering and biotechnology processes.

EMA coordinates the work of around 4,500 experts made available by the EU Member States. These experts evaluate the medicines and are members of the Agency's scientific committees, its working parties and groups.

The Agency's recommendations on medicines are based on rigorous scientific standards and the available evidence. Pharmaceutical companies applying for a marketing authorisation for a medicine have to submit comprehensive data on the safety, efficacy and quality of their medicine. These data are scrutinised by the Agency's experts, who will recommend the marketing authorisation of a medicine if the data convincingly show that its benefits outweigh its risks.

EMA is a scientific body. Decisions on whether to grant, suspend or revoke a marketing authorisation for centrally authorised medicines are issued by the European Commission, based on the Agency's scientific opinions. Once granted by the European Commission, the centralised marketing authorisation is valid in all EU and EEA-EFTA states (Iceland, Liechtenstein and Norway). This allows the marketing authorisation holder to market the medicine and make it available to patients and healthcare professionals throughout the EEA.

The Agency's Information Centre supports all staff and committee members in the execution of their professional tasks by providing access to information resources in both print and electronic formats. The Information Centre is not open to the general public and is mainly used by the Agency's scientific staff. It coordinates the usage of a number of databases (e.g. bibliographic databases, reference databases, journals databases, scientific databases), which includes user administration, reporting and purchase recommendation, budgeting and procurement as well as training coordination and promotion.

3. Subject of the tender

3.1. Technical specifications:

The Agency considers that it may require: access to current, comprehensive and complete drug pipeline databases to provide scientific, economic and industry-related information of the human medicines and medical devices including use in clinical practice and in research and development worldwide, and of their developers and marketing authorisation holders, to inform the assessment and monitoring of these products by the Agency and to support its work forecast. The Agency is also looking for abstracted adverse reaction reports to find and/or evaluate adverse reactions of medicines for human use licensed in the EEA.

The Agency intends to establish a service contract with one service provider for a subscription to access one or several databases for unlimited users containing lifecycle and adverse reaction report data about medicinal products and medical devices for human use worldwide from pre-clinical to clinical studies phase IV up to and including marketing and discontinued projects; including scientific (therapeutic areas, mechanisms of action, indications in development, (bio-)chemical class, INN and product names, product safety and efficacy, routes of administration, formulations, orphan status, generics and biosimilars, abstracted public adverse reaction reports, etc.), economic (patent expiration, M&A, reimbursement status, etc.) and industry related information (company revenue, company deals, company pipeline, etc.) divided by major regional markets (EU, USA, Japan, BRIC).

3.2. Minimum requirements to be met by the tender:

The following minimum requirements must be met by the tender for it to be considered compliant with the technical specifications. Tenderers must provide a completed declaration which can be found in **Annex IV**. Failure to confirm compliance with all the following requirements shall result in elimination from the tender:

- Compliance with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

- The working language of the Agency is English and the contractor must confirm that it will be able to communicate with the Agency in English for seamless implementation and execution of all the services covered within the scope of the contract, including responsibilities resulting from regulatory requirements such as Health and Safety and Data Protection, as well as for the efficient and timely response in respect to contract management.
- Processing of personal data in connection with this service must comply with EU data protection legislation, in particular Regulation (EU) 2016/679 (General Data Protection Regulation).
- In addition:

Minimum requirements	
Technical Prerequisites	• The platform must be accessible via a standard web browser. • The platform must be compatible with the IT environment at the Agency (Windows 7 and 10, MS Office 2010 and 2016, Adobe Flash Player 28, Java 7, Internet Explorer 11).
Data	The **data** is required to be current, comprehensive, complete and frequently updated covering: • **Scientific information and adverse reaction reports on medicinal products and medical devices for humans at all stages of their lifecycle** development phase, clinical trials information, safety and efficacy, research, development and marketing data, therapeutic area, mechanism(s) of action, indications, formulations, routes of administration, INN and product names, (bio-)chemical class (cell and gene therapy, monoclonal antibody, recombinant DNA, etc.), bibliographic references, orphan status, generics and biosimilars, regional location of main studies, abstracted public adverse reaction reports. • **Business and commercial information** (e.g. company pipeline, market shares, company revenue, company deals, potential developments within specific therapeutic areas, revenue and sales, merging and acquisitions, licensing, patents (e.g. countries in which valid, expiration, litigations), CAGR (compound annual growth rate) related to human medicinal and medical device industry divided by major regional markets (EU, USA, Japan, BRIC). • Reference made should be accessible or at least abstracted
Language of the content	• English
Searching, exporting, accounts and alerts	• Search facilities must include a **basic search function** (full text search) and a **filter or search function** to limit results by specified parameters as described in the data requirement section above and including language, time period, location, therapeutic areas, ATC code, indication, product identifier (INN, trade name), organisation, mechanism of action, development phase, orphan status, (bio-)chemical entity (e.g. new, generic, biosimilar, fixed combination) and (bio-)chemical class (cell and

Minimum requirements	
	gene therapy, monoclonal antibody, recombinant DNA, etc.), revenue, market value, medical devices, adverse reaction, formulation, and route of administration. • The search results must be **printable** and **exportable** into MS Office applications. • The tendered database(s) must have individual and personalised user accounts with alerts function.
Administration, license	• A license based on IP recognition for an unlimited number of EMA staff and a period of 4 years. • Access to an administrative account for the EMA Information Centre's team to monitor the usage and to run regular usage reports and statistics. Alternatively this data must be provided by the tenderer as and when required by the Agency without further costs.
Customer Support	(A) dedicated person(s) responsible for the overall management of the contract and for the communication with the Agency.
Customer Services	Online and telephone support Mon-Fri 09h00 to 17h00 (CET), except on the Agency holidays and the public holidays at the contractor's location. (Please see here for the Agency holidays: https://www.ema.europa.eu/en/about-us/contact/business-hours-holidays).
Training	Provision of initial training on the use of the database free of charge. The tenderer may propose a remote training or provide online training material.

4. Participation in the tender

4.1. Agreements on public procurement

Participation in procurement procedures is open on equal terms to all natural and legal persons falling within the scope of the Treaties. This includes all legal entities registered in the EU and all natural persons having their domicile in the EU. Participation is also open to all natural and legal persons registered or having their domicile in a non-EU country which has an agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. The rules of access to the market do not apply to subcontractors.

The procurement procedures of the Agency are not however open to tenderers from countries which have ratified the Multilateral Agreement on Government Procurement ("GPA").

4.2. Subcontracting

If the tender envisages subcontracting any part of this contract, **Annex V** should be completed indicating clearly the identity, roles, activities and responsibilities of subcontractor(s) and specifying

the volume/proportion for each subcontractor. In case of *intra muros* services[1], the names, contacts and authorised representatives of subcontractors involved in the performance of the contract must also be stated.

Attached to the completed **Annex V** should be a signed letter of intent by each subcontractor stating its unambiguous undertaking to collaborate with the tenderer if it wins the contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract.

A completed **Annex III** is required by each subcontractor where more than 10% of the contract shall be executed by subcontractors. Tenderers should note their obligation to replace a subcontractor if it is in an exclusion situation or does not meet a specific selection criterion.

If such documents are not provided, the Agency shall assume that the tenderer does not intend subcontracting.

5. Additional documentation available to tenderers

Further information about the work of the Agency can be obtained on its website: http://www.ema.europa.eu.

6. Site visit

Not applicable.

7. Variants

Not applicable.

8. Estimated contract volume

The contract entails a subscription to the database(s) described in this call for tender for a period of 48 months (4 years: 1+1+1+1) and an unlimited number of users. The estimated contract value is EUR 600,000.

The Agency may exercise the option to increase the contract financial ceiling at a later stage via negotiated procedure for the repetition of similar services in accordance with Article 11.1(e) of Annex I to 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. This procedure may only take place at the latest during the three years following contract signature and shall be triggered by the need to increase the financial ceiling up to a maximum of 50% of the initial ceiling.

9. Price

9.1. Currency of tender

Prices should be submitted in Euro. The costing sheet attached to these specifications must be used to submit a financial tender – **Annex II**.

Please note that the financial costing sheet in **Annex II** must be submitted in separate binders or folders, and on separate CD-ROM/DVD/USB memory stick which must be clearly labelled.

[1] Services provided on the Agency's premises.

9.2. 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 etc.). No expenses incurred in the performance of the services will be reimbursed separately by the Agency.

9.3. Price revision

Prices submitted in response to this tender shall be fixed and not subject to revision during the first year of performance of the contract. Thereafter prices may be revised in accordance with the terms and conditions of the successful tenderer (see section 11 for further details regarding the draft contract).

9.4. Costs involved in preparing and submitting a tender

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

9.5. Period of validity of the tender

Tenderers must enclose a confirmation that the tender (including prices) is valid for six months from the closing date for receipt of tenders.

9.6. Protocol on the Privileges and Immunities of the European Union

The Agency 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 the Privileges and Immunities of the European Union. Tenderers must therefore give prices which are exclusive of any taxes and duties and must indicate the amount of VAT separately.

10. Payment arrangements

An initial payment for the first year shall be made once the contractor has established access to the database(s).

Subsequent payments shall be made on each renewal date for the following 3 years.
In accordance with the contract, payments shall be made in arrears following receipt of an invoice and completion of services, either on a monthly basis or longer as may be agreed between the parties.

Payments shall be made within 30 days of receipt of the request for payment and shall be deemed to have been made on the date on which they are debited to the Agency's account. The Agency may, however, after giving notice to the tenderer, defer payment if the products or services covered by the request for payment are contested by the Agency.

All invoices shall be sent in PDF format to the following e-mail address: ema.vendorinvoices@ema.europa.eu.

The Agency shall be bound to comply with payment periods only if requests for payment are properly presented at the above address.

The tenderer is required to give the following information on all invoices:

- The breakdown of fees for services or quantities of goods supplied, the contract price and the amount of VAT applied, if any, or, whenever appropriate, a note that the services rendered under

the contract are exempted from VAT in accordance with the national tax law by which the tenderer is governed.

- A reference to the contract number and specific contract number.
- A reference to the Agency's purchase order number which shall be communicated from time to time.

11. Contractual details

A draft direct service contract is attached to these Technical Specifications as **Annex VI** which shall incorporate the tenderer's terms and conditions, as explained below

The Agency wishes to conclude a direct service contract for a period of 12 (twelve) months which may be renewed three times each for a period of twelve (12) months. The total maximum duration of the contract is, therefore, four years after which it shall automatically terminate with no further renewal. The Agency intends to sign the tenderer's terms and conditions, which shall prevail over the Agency's terms and conditions with the exception of: Article I.3.4 and Article I 3.5 (Entry into force and duration), Article I.5 (Payment Arrangements), Article I.12. (Applicable law and settlement of disputes), Articles I.9 and II.9 (Processing of personal data), Article II.8 (Confidentiality), Article II.19 (Invoices and Value Added Tax) and Article II.24 (Checks and Audits). These afore-mentioned articles of the Agency's direct service contract shall prevail over the tenderer's terms and conditions. The Tenderer's terms and conditions (including any licencing agreement) will be included as an integral annex to the direct service contract. Tenderers are therefore required to submit a copy of their Terms and Conditions including all licence agreements that are relevant to their tender as part of their tender submission.

Tenderers must confirm acceptance of the draft contract, which includes the Tenderer's own terms and conditions as part of their tender response as part of its declaration in **Annex I.**

12. Exclusion criteria

All tenderers shall provide a declaration on their honour (see **Annex III**), duly signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in this Annex. In case of subcontracting, tenderers should note that there will be an obligation to replace a subcontractor if it is in an exclusion situation.

The successful tenderer shall provide the documents mentioned as supporting evidence in **Annex III** before signature of the contract and within a deadline given by the Agency.

The Agency may waive the obligation of a tenderer to submit the documentary evidence referred to above if such evidence has already been submitted to it for the purposes of another procurement procedure of EMA and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case the tenderer shall declare on its honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in its situation have occurred.

IMPORTANT NOTICE: As the time limit for submitting the above-mentioned documentation is in general 10 calendar days from the notification of the contract award, we strongly recommend that the tenderer starts gathering the requested documents (especially in case of joint tender/subcontracting, including the relevant documents for consortium partners/subcontractors) as soon as possible in order to have the documents ready to be sent to the Agency in case it is awarded the contract. This will

reduce the time line to sign the awarded contract with the Agency. However, the Agency shall not sign the contract with the successful tenderer until a standstill period of 10 calendar days has elapsed, running from the day after the simultaneous dispatch by email of the notification to tenderers (those rejected and the successful tenderer(s)).

13. Selection criteria: legal and regulatory capacity

13.1. Requirement:

All tenderers must have authorisation to perform the contract under national law.

13.2. Evidence required:

All tenderers shall provide a declaration on their honour (see **Annex III**), duly signed and dated by an authorised representative, as part of their tender response, stating that they have the legal and regulatory capacity to pursue the professional activity needed for performing the contract to meet the requirement as stated in ***13.1***.

As part of their tender response, all tenderers shall also provide the following evidence listed below:

- Authorisation to perform the contract under national law, as evidenced by inclusion in a relevant professional or trade register (except for international organisations), membership of a specific professional organisation, express authorisation of entry in the VAT register.

14. Selection criteria: financial and economic capacity

14.1. Requirement:

- Tenderers must be financially feasible and in a stable financial position and have the economic and financial capacity to perform the contract.
- The average annual turnover of the tenderer must be of a minimum value of EUR 300,000 for the last two financial years.
- In order to be financially feasible, an entity must be able to demonstrate a favourable total score for the following: liquidity, capability to cover its short-term commitments; solvency, capability to cover its medium and long-term commitments; and profitability, generating profits, or at least with self-financing capacity.

14.2 Evidence required:

All tenderers shall provide a declaration on their honour (see **Annex III**), duly signed and dated by an authorised representative, as part of their tender response, stating that they fulfil the applicable financial and economic criteria set out in ***14.1***.

If the tenderer is a company and is otherwise required under the law of the State in which it is established to publish its accounts, it shall as part of its tender response also provide, including from subcontractors if requested, the following documents:

1. financial statements or their extracts for the last two financial years for which accounts have been closed;
2. a statement of overall turnover for the last two financial years available.

If, for some exceptional reason which the contracting authority considers justified, the tenderer is unable to provide the documentation mentioned, it may prove its financial and economic capacity by any other means which the contracting authority considers appropriate.

If the tenderer relies on the capacities of other entities (e.g. a parent company), a written undertaking on the part of those entities confirming that they will place the resources necessary for performance of the contract at the disposal of the tenderer for the period of the contract may be requested by the Agency. In such case the Agency may require that the successful tenderer(s) and such entities are jointly liable for the execution of the contract.

The Agency may waive the obligation of a tenderer to submit the documentary evidence referred to above if such evidence has been submitted to it for the purposes of another procurement procedure and provided that the documents are up-to-date.

The following ratios will be calculated to evaluate financial feasibility:

Ratio	Formula	Scoring		
		0	1	2
Liquidity	*Liquidity* Current assets – Stocks – Debtors > 1 year Short term debts	Below 50%	Between or equal 50% and 100%	Above or equal 100%
Solvency	*Financial independence* Own funds Total liabilities	Below 20%	Between or equal 20% and 40%	Above or equal 40%
	Debt ratio Own funds Medium- and long-term debts (MLT)	Below 30%	Between or equal 30% and 60%	Above or equal 60%
Profitability	*Coverage of deposits and borrowed funds by Self Financing Capacity (SFC*)* SFC Medium and long terms debt (MLT) * SFC = net result + amortisation	Below 25%	Between or equal 25% and 50%	Above or equal 50%
	Profitability Gross operating result Turnover	Below 5%	Between or equal 5% and 15%	Above or equal 15%

A score is awarded according to the calculated values of each of the five ratios and the maximum score an entity may obtain is a total of 10 points.

In order to meet the financial capacity criterion, the tenderer must obtain a score of at least 4 points out of 10.

If it seems that the financial feasibility evaluation does not provide a favourable picture of an organisation's financial status, economic and financial capacity may be proven by any other means which the contracting authority considers appropriate.

In case of joint tenders the financial and economic capacity shall be evaluated as a whole.

15. Selection criteria: technical and professional capacity

15.1. Requirements:

The requirements for this contract are:

1. 1. The tenderer must have experience of having provided database(s) as described in section 3 of the specifications to clients similar to the Agency during the last three years.
2. The tenderer must work at a high professional and technical standard applying quality management methodology.

Tenderers must meet all of the above requirements.

In case of joint tenders and subcontracting the evaluation shall be made on the tenderer as a whole.

15.2. Evidence required:

All tenderers shall provide a declaration on their honour (see **Annex III**), duly signed and dated by an authorised representative, as part of their tender response, stating that they fulfil the applicable technical and professional criteria set out in ***'15.1 Requirements'***.

Any tenderer with a professional conflicting interest which prevents it from performing the contract adequately may be rejected on the basis of not fulfilling selection criteria for professional capacity.

As part of its tender response, the tenderer shall provide the documents listed below:

For requirement 1:

A list of 3 contracts from the past three years showing details of the customer and the product(s) purchased/subscribed to by the customer relevant to these specifications.

For requirement 2:

A quality assurance accreditation (currently held or applied for) or an outline of the company's quality assurance policy.

Tenderers must provide all of the above evidence.

16. Award criteria

In order to determine the most economically advantageous tender, the award criteria which will apply to this procurement procedure are as follows:

Qualitative award criteria:	60%
Price:	40%
Total	100%

For joint tenders the award criteria shall be evaluated in relation to the tender submitted as a whole, including all consortium members and subcontractors.

16.1. Qualitative award criteria

The qualitative criteria which will apply to this tender are set out in tabular format below including the available points and minimum scores. Any tenderer not achieving the minimum scores indicated below will be eliminated. The qualitative award criteria shall account for **60% of the weighting** for this tender. Points scored shall be converted to the corresponding % as set out in the table below.

The answers for criteria A, B and C must be provided by completing the Questionnaire in Annex VIII. The documents provided as part of the responses in this Questionnaire should all be submitted as separate attachments. The name of those files should be entered into the relevant fields of the Questionnaire in Annex VIII.

Only the answers and the attachments provided in the questionnaire will be evaluated.

Qualitative Award Criteria	Maximum Points which can be scored	Minimum Points which must be achieved
Qualitative Award Criteria A **Data Quantity and Quality, Accessibility, Reliability, Search Speed, Quality and User Friendliness** *(40 maximum points can be scored, but the minimum points must be achieved for each criterion)* *Tenderers must:* ➢ *Provide free access to any proposed database(s) for evaluation purposes for the entire duration of evaluation period.(minimum 1 month from the date the Agency contacts the tenderer to indicate the start date)* ➢ *Include all access details, i.e. URL, username/password as applicable. For IP access please use IP 213.208.192.178 and 195.144.18.254.*		
A.1. Quantity and quality of scientific information and adverse reaction reports	15 *(weighting 15%)*	7
A.2. Currency and update interval of information	15 *(weighting 15%)*	7
A.3. Accessibility, speed, quality, reliability and user friendliness of the database(s) and its search, export facilities, alerts and user accounts.	10 *(weighting 10%)*	6
Qualitative Award Criteria B **Terms and Conditions including Training Solutions, Customer services and Licensing Model** *(15 maximum points can be scored, but the minimum points must be achieved)* *Tenderers must:* ➢ *Provide a copy of the terms and conditions including subscription licence foreseen as response to this call for tender and submit it together with the questioner provided in Annex VIII*		
B.1. Terms and conditions	5 *(weighting 5%)*	3
B.2. Customer services, technical support and	5 *(weighting 5%)*	3

Qualitative Award Criteria	Maximum Points which can be scored	Minimum Points which must be achieved
training solutions		
B.3. Licensing Model	5 *(weighting 5%)*	3
Qualitative Award Criteria C **Additional Desirable ('Nice-to-Have') Features** *(5 maximum points can be scored, but no minimum points need be achieved for each criterion)*		
C.1. Free provision of the full text of the referenced publications directly or via the EMA Information Centre's subscriptions, or at least via e-mail to the Information Centre.	1 *(weighting 1%)*	n/a
C.2. Data presentation and visualisation tools (i.e. graphs, tables).	1 *(weighting 1%)*	n/a
C.3. Data in other EU languages than English.	1 *(weighting 1%)*	n/a
C.4. Financial forecast (i.e. probability of the medicinal product/medical device entry in the market and sales forecast).	1 *(weighting 1%)*	n/a
C.5. Data on reimbursement status of each product.	1 *(weighting 1%)*	n/a
TOTAL:	**60 (total weighting 60%)**	**29**

16.2. Price

Only those tenderers which have obtained the stipulated minimum score shall be evaluated for price and thus for award of the contract.

Price shall account for **40%** of the weighting for this procurement procedure.

The award criteria for price shall be evaluated according to the following formula:

$$\frac{\text{Lowest price x weighting for price}}{\text{Tenderer's price}}$$

For the purposes of evaluation "price" in this formula shall be the grand total of costing sheet in **Annex II** calculated to two decimal places.

Tenderers' attention is drawn to Article 23 of Annex I to 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, concerning abnormally low tenders.

16.3. Total points for award criteria

Following evaluation of price, the points for the qualitative award criteria and the points for price shall be added together to arrive at a grand total to two decimal places. The contract shall be awarded to the highest ranking tenderer.

17. Tender to be submitted

Tenderers must submit the following:

Documents required
Letter enclosing the tender on the official letter headed paper of the tenderer and signed by an authorised representative of the tenderer.
Tender (excluding financial tender) in one original paper copy with one copy of all documents on CD-ROM, DVD or USB memory stick. To be submitted following the instructions on inner and outer envelopes in the invitation to tender letter.
A completed tenderer information sheet and declaration on tender submission – **Annex I.**
A detailed financial tender using the costing sheet attached in **Annex II**, and exclusive of VAT, signed by an authorised representative of the tenderer, clearly labelled and **submitted in paper copy in separate binders or folders and on separate CD-ROM, DVD or USB memory stick.**
A completed declaration relating to exclusion and selection criteria – **Annex III**.
A completed minimum technical requirements declaration – **Annex IV.**
A completed subcontractors form if applicable– **Annex V.**
A completed checklist – **Annex VI.**
Questionnaire requested to enable assessment of Award Criteria (point 16.1 above) **– Annex VIII.** **(including a copy of your Terms and Conditions and description of the licencing model)**
Evidence for selection criteria (points 13.2; 14.2 and 15.2 above).