|  |  |
| --- | --- |
|  | **The European Foundation for the Improvement of Living and Working Conditions (Eurofound)** |

**PROCUREMENT DOCUMENTS**

**PART C: STANDARD REPLY FORM**

**TITLE OF THE CONTRACT: Provision of** **Facilities Management and Engineering Services**

**Part 1: Scheduled Services – preventative maintenance** (Direct Services Contract)

**Part 2: Additional (ad-hoc) Services and responsive maintenance** (Framework Contract)

**Internal Reference No.: 171902/5068**

***Add rows or delete table as necessary***

|  |  |
| --- | --- |
| **Name of the tenderer(*in block capitals*)** |  |
| **Name (*in block capitals*)*****(person authorised to submit an offer)*** |  |
| **Position/Job title** |  |
| **Signature\*** |  |
| **Place** |  |
| **Date** |  |

\* Signatures of all authorised members of the consortium shall be provided unless specific consortium agreement authorises the consortium leader to sign on behalf of all partners

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# Identification of the Tenderer

Acting in the capacity of:

□ member of consortium (function: leader/member) – members of a consortium which are not the leader must only fill in the first table - 'identity', and the last table - 'declaration'.

□ single tenderer

Information to be included in the contract in the case of award

|  |  |
| --- | --- |
| **Identity** | Answer |
| Official name of tenderer in full |  |
| Official legal form |  |
| Country of registration |  |
| Statutory registration number |  |
| VAT registration number  |  |
| Official address of tenderer in full  |  |
| Internet address |  |
| Person(s) designated to sign the contract – name in full and function. Please indicate if the person(s) are authorised to sign alone or together |  |

***Table to be replicated for each of the consortium partners***

|  |  |
| --- | --- |
| Contact personDuring the **procurement stage** | Answer |
| Name in full and title of the person responsible for the tender |  |
| Function/Position |  |
| Telephone number |  |
| Email address |  |

|  |  |
| --- | --- |
| Contact personFor the proposed **contract** | Answer |
| Name in full and title of the person(s) responsible for the contract supervision |  |
| Function/Position |  |
| Company name |  |
| Address in full |  |
| Telephone number |  |
| Email address |  |
| IBAN number to be used for the contract |  |

**Declaration** by an authorised representative

|  |
| --- |
| I, the undersigned, certify that the information given in this tender is correct, that I accept the conditions set out in the invitation letter, the tender specifications and the draft contract and that the tender is valid. |
| Name in full and title |  |
| Position (e.g. “manager”) |  |
| DATE and SIGNATURE |  |

***Table to be replicated for each of the consortium partners***

The successful tenderer will be requested to provide documents proving that the person(s) designated to sign the contract and the person(s) signing the tender are authorised to do so.

## Questionnaire for joint tenders and subcontracting

***This questionnaire must only be completed if your tender involves a joint offer or subcontracting***

**Joint offer**

1. Does your tender involve more than one tenderer? Yes No

Consortium Agreement (template on p.7-8) and questions 2-4 must answered only if the answer to question 1 is “YES”.

2. Please fill in the name of the company having power of attorney for the consortium and acting as a leader:

…….….……………………………….……………………………………………………………….

3. Please fill in the names of the other companies taking part in the joint offer:

…….….……………………………….……………………………………………………………….

…….….……………………………….……………………………………………………………….

…….….……………………………….……………………………………………………………….

 4. If a consortium or similar entity exists, please fill in the name and the legal status of the entity:

…….….……………………………….……………………………………………………………….

**Subcontracting**

***To be filled only in case of subcontractors whose share of the contract value is above 5% or whose capacity is necessary to fulfil the selection criteria***

5. Does your tender involve subcontracting? Yes No

If so, please complete question number 6, and the next page once for each subcontractor. In addition subcontractor’s declaration of intent (template on p.9) must be provided as well.

6. List of subcontractors:

…….….……………………………….……………………………………………………………….

…….….……………………………….……………………………………………………………….

…….….……………………………….……………………………………………………………….

**Reasons, roles, activities and responsibilities of subcontractors**

Please complete this page once for each subcontractor:

Name of the subcontractor:

…….….……………………………….……………………………………………………………….

Official legal form:

…….….……………………………….……………………………………………………………….

Country of registration:

…….….……………………………….……………………………………………………………….

Statutory registration number:

…….….……………………………….……………………………………………………………….

Official address in full:

…….….……………………………….……………………………………………………………….

Contact person:

…….….……………………………….……………………………………………………………….

Telephone number:

…….….……………………………….……………………………………………………………….

Reasons for subcontracting:

…….….……………………………….……………………………………………………………….

Role, activities and responsibilities of the subcontractor:

…….….……………………………….……………………………………………………………….

Value of the subcontracting, as a percentage of the contract's value:

…….….……………………………….……………………………………………………………….

Do you intend to rely on the capacities of the subcontractor in order to fulfil the selection criteria? If yes, specify which selection criterion – financial and economic capacity, or technical and professional capacity – and be aware that the tenderer might be requested to provide the documents which make it possible to assess the selection criteria, to the extent that the subcontractor makes his resources available to the tenderer.

…….….……………………………….………………………………………..

## Consortium Agreement Form

**Consortium Agreement**

(giving power of attorney to one of the companies to act as consortium leader)

We, the undersigned:

– Name, Surname, Position, Company Name, Registered address, VAT number

– …..

– Name, Surname, Position, Company Name, Registered address, VAT number,

having the legal capacity to act on behalf of the companies mentioned above (hereinafter "consortium members" and collectively as "the consortium"),

**HEREBY AGREE AS FOLLOWS:**

1. To create a consortium (without legal capacity) in order to submit a joint offer in response to call for tenders No , lot , title " " launched by Eurofound (European Foundation for the Improvement of Living and Working Conditions).

(2) To designate *Company Name* as the consortium leader.[[1]](#footnote-2)

(3) To give power of attorney to the consortium leader to submit the offer on behalf of the consortium members.

\*\*\*\*\*\*\*

(4) If the contract is awarded to the consortium,

(i) the consortium members shall:

1. be jointly and severally liable towards Eurofound for the performance of the contract;
2. comply with the terms and conditions of the contract and ensure proper execution thereof.

(ii) the consortium members give all the necessary powers to the consortium leader to act on their behalf, and in particular to:

1. sign all contractual documents - the contract itself, specific contracts/order forms and amendments, if applicable;
2. coordinate the execution of the contract by the consortium members and ensure its proper administration;
3. act as a single point of contact for Eurofound;
4. issue invoices related to the execution of the contract by the consortium.

(5) Payments by Eurofound related to the execution of the contract shall be made through the following bank account:

Bank account holder´s name, bank account number (IBAN), bank address.

Any modification of this consortium agreement shall be subject to the written approval of Eurofound.

This consortium agreement shall take effect on the date of the last signature. It shall expire when all the obligations of the consortium members towards Eurofound in connection with the contract have ceased to exist. It cannot be terminated before that date without the written consent of Eurofound.

Name: [ ] Name: [ ]

Position: [ ] Position: [ ]

Company: [ ] Company: [ ]

Signature………………………………… Signature…………………………………

Signed in ……….………. on …………….……… Signed in ……….………. on …………….………

Name: [ ] Name: [ ]

Position: [ ] Position: [ ]

Company: [ ] Company: [ ]

Signature………………………………… Signature…………………………………

Signed in ……….………. on …………….……… Signed in ……….………. on …………….………

## Subcontractor’s Declaration of Intent

**DECLARATION OF INTENT**

I the undersigned, Ms/Mr …………………………………………………………………………….

In my capacity as the subcontractor's representative, hereby declare:

|  |  |
| --- | --- |
| Name & address of the subcontractor |  |
| Number and title of the tendering procedure |  |
| Name of the tenderer  |  |

In the event that the contract is awarded to the aforementioned tenderer, the subcontractor undertakes to perform the subcontracted section of the aforementioned contract in accordance with the conditions of the tendering procedure and the tender submitted by the tenderer.

Done in ONE ORIGINAL COPY in ......................................... on .....................................................

Signature of legal representative of the subcontractor ……………………………………

## Legal Entity Form & Financial Identification Form

**Legal Entity Form** – to be provided filled and signed by the tenderer (including all members of the group in case of joint tender), is available on:

<https://ec.europa.eu/info/publications/legal-entities_en>.

**Financial Identification Form** – to be provided filled and signed the tenderer (only one form per tender should be submitted; no form is needed for other members of the group in case of joint tender.), is available on:

<https://ec.europa.eu/info/publications/financial-identification_en>.

The successful tenderer (including all members of the group in case of joint tender) will be requested to provide supporting documents as listed on the **Legal Entity Form**.

The successful tenderer (or the leader in case of joint tender) will be requested to provide supporting documents as listed on the **Financial Identification Form**.

This obligation to provide above mentioned supporting evidence, as stipulated in the forms, may be lifted in such cases where the tenderer is already registered with the Financial Registration System of Eurofound.

# Verification of Non-Exclusion

## Declaration on honour on exclusion criteria and selection criteria

*To be provided by all tenderers. In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative. In case of subcontracting, subcontractors whose share of the contract value is above 5 % or whose capacity is necessary to fulfil the selection criteria must provide a declaration on honour signed by an authorised representative.*

The successful tenderer will be obliged to provide the documents mentioned as supporting evidence in the declaration on honour before signature of the contract and within a deadline given by Eurofound. This requirement applies to each member of the group in case of joint tender [and to subcontractors whose share of the contract value is above 5% and whose capacity is necessary to fulfil the selection criteria.

The undersigned *insert name of the signatory of this form*, representing:

|  |
| --- |
| (*only for legal persons*) the following legal person:  |
| Full official name:Official legal form: Statutory registration number**:** Full official address: VAT registration number: (‘the person’) |

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of Eurofound, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Date of the declaration** | **Full reference to previous procedure** |
|  |  |

**I – Situation of exclusion concerning the person**

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person is in one of the following situations:
 | YES | NO |
| 1. it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 |  |
| (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract or an agreement; | [ ]  | [ ]  |
| (ii) entering into agreement with other persons with the aim of distorting competition; | [ ]  | [ ]  |
| (iii) violating intellectual property rights; | [ ]  | [ ]  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; | [ ]  | [ ]  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure*;*  | [ ]  | [ ]  |
| 1. it has been established by a final judgement that the person is guilty of the following:
 |  |
| (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; | [ ]  | [ ]  |
| (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the applicable law; | [ ]  | [ ]  |
| (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA; | [ ]  | [ ]  |
| (iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council; | [ ]  | [ ]  |
| (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision; | [ ]  | [ ]  |
| (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; | [ ]  | [ ]  |
| 1. it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g).
 | [ ]  | [ ]  |
| 1. for the situations referred to in points (c) to (h) above the person is subject to:
2. facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office (OLAF) or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
3. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
4. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;
5. information transmitted by Member States implementing Union funds;
6. decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or
7. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
 | [ ]  | [ ]  |

**II – Situations of exclusion concerning natural or legal persons with power of representation, decision-making or control over the legal person and beneficial owners**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. The signatory declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is in one of the following situations:
 | YES | NO | N/A |
| Situation (c) above (grave professional misconduct) | [ ]  | [ ]  | [ ]  |
| Situation (d) above (fraud, corruption or other criminal offence) | [ ]  | [ ]  | [ ]  |
| Situation (e) above (significant deficiencies in performance of a contract ) | [ ]  | [ ]  | [ ]  |
| Situation (f) above (irregularity) | [ ]  | [ ]  | [ ]  |
| Situation (g) above (creation of an entity with the intent to circumvent legal obligations) | [ ]  | [ ]  | [ ]  |
| Situation (h) above (person created with the intent to circumvent legal obligations) | [ ]  | [ ]  | [ ]  |

**III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:
 | YES | NO | N/A |
| Situation (a) above (bankruptcy) | [ ]  | [ ]  | [ ]  |
| Situation (b) above (breach in payment of taxes or social security contributions) | [ ]  | [ ]  | [ ]  |

**IV – Grounds for rejection from this procedure**

|  |  |  |
| --- | --- | --- |
| (4) declares that the above-mentioned person: | YES | NO |
| Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.  | [ ]  | [ ]  |

**V – Remedial measures**

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

**VI – Evidence upon request**

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners.

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

For situations described in (a), (c), (d), (f), (g) and (h), production of a recent extract from the judicial record is required 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 satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, 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 its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of Eurofound. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| **Insert as many lines as necessary** |  |

**VII – Selection criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:
 | YES | NO | N/A |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 4.3.1. of the tender specifications;
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable economic and financial criteria indicated in section 4.3.2. of the tender specifications;
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable technical and professional criteria indicated in section 4.3.3 of the tender specifications.
 | [ ]  | [ ]  | [ ]  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. if the above-mentioned person is the **sole tenderer** or the **leader in case of joint tender**, declares that:
 | YES | NO | N/A |
| 1. the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated asseessment will be made as provided in the tender specifications.
 | [ ]  | [ ]  | [ ]  |

**VIII – Evidence for selection**

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of Eurofound. The documents must have been issued no more than one year before the date of their request by Eurofound and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| **Insert as many lines as necessary** |  |

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name Date Signature

# Selection of Tenderers

## Economic and financial capacity

**To be provided by all the tenderers:**

* **Declaration on honour** (contained in point 2.1 of the Standard Reply Form), signed and dated by an authorised representative, stating that they fulfil economic and financial criteria applicable to them.

The successful tenderer (including each member of the group in case of joint tender) will be requested to provide the following evidence:

* duly completed and signed **Simplified Financial Statement**, available on the Procurement Section ([Procurement](http://www.eurofound.europa.eu/about/procurement)) on Eurofound’s webpage[[2]](#footnote-3);
* copy of the **profit and loss accounts and balance sheet for the last two years** for which accounts have been closed from each concerned legal entity;
* copy of the **professional risk indemnity insurance**;

## Technical and professional capacity

**To be provided by all the tenderers:**

* **Declaration on honour** (contained in point 2.1 of the Standard Reply Form), signed and dated by an authorised representative, stating that they fulfil the technical and professional criteria applicable to them.

### Criteria relating to tenderers

**Evidence to be provided by all the tenderers:**

**Evidence A1a:** the tenderer must provide a **comprehensive company profile description** (one altogether for all entities involved in case of a consortium or subcontractors being used):

* Organisational structure, premises (location and numbers) and technical equipment;
* Industry accreditation – if available.
* Average total manpower and the number of managerial staff for the last 3 years (including back-up arrangements) and current number of operational staff working in the area of this tender;
* Contract management and quality assurance measures including any Quality Management Accreditation obtained (ISO or equivalent).
* Environmental management measures applied when performing the contract and any Environmental Accreditation obtained (ISO or equivalent).

**Evidence A1b:** the tenderer must provide a **description of tenderer online helpdesk/requests tracking system** Computer Aided Facility Management (CAFM). This description requires diagrams and confirmation of transparency and accessibility for users including the recording of requests and verification in real-time. Long- and short-term record management including retrieval, client interfacing requirements, reporting ability including document upload capability. Other functions and applications.

**Evidence A1c:** the tenderer must provide a **Health & Safety Statement** containing the following details:

* Current general health and safety policy;
* Company management organisational structure with regard to allocation of duties, delegation of responsibilities, etc., in relation to health and safety;
* Copies of standard forms used for method statements and risk assessments as part of your duties under the Safety, Health and Welfare at Work Act 2005 and Safety, Health and Welfare at Work (Construction) Regulations 2013 and relevant codes of practice;
* Arrangements for continuing training of personnel in health and safety, including personnel who would be employed on the project;
* Procedures for disseminating up-to-date developments on health and safety issues;
* Arrangements for the co-ordination of information between the different contractors, suppliers and designers involved in a project;
* Methodology for the dissemination of health and safety information for the construction stage on this or equivalent projects.
* In order to provide the Statement fulfilling criteria outlined above, tenderers are advised to follow the format and guidelines outlined by Health and Safety Authority (HSA) at <http://www.hsa.ie/eng/>

**Evidence A2:** the tenderer must provide references for three (3) similar projects delivered in the last five (5) years with a minimum value for each project of
EUR 1.25 million with values, dates, names and contact information of clients to follow up.

In case of joint tender or subcontracting, the criteria applicable to the tenderer as a whole will be verified by combining the various declarations for a consolidated assessment.

### Criteria relating to the team delivering the service

**Evidence to be provided by all the tenderers:**

**CVs** of the following key team members delivering the service (each CV should indicate the intended function in the delivery of the service):

* Contracts/Account Manager;
* Project Manager – liaison person, single point of contact;
* Health & Safety Manager;
* M&E services maintenance personnel;
* Audio/Video maintenance personnel;
* Security services and maintenance personnel.

Furthermore, as specified under point 3.8.2 of these Terms of Reference, the Contractor shall for each of the services provide a list of the main contact person, their area of expertise, their contact details and the contact details of their supervisor(s) in case of escalation.

If details of some non-key personnel are not available at the time of tendering, these details shall be supplied prior start of contract implementation.

The applicant must propose one or more individuals for each function or role. The roles and the areas of the responsibilities of the key personnel can be combined under condition of having relevant qualification and expertise in these areas.

Eurofound recommends submitting the CVs in the EU (Europass) format which can be accessed at:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>.

# Technical Offer

The technical offer must cover all aspects and tasks required in the technical specifications and provide all the information needed to apply the award criteria as listed in point 4.4 of the Tender Specifications. Offers deviating from the requirements or not covering all requirements may be rejected on the basis of non-compliance with the tender specifications and will not be evaluated.

# Financial Offer

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 bear 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 prices submitted for the Scheduled Services (part 1) should include all operational costs to the tenderer for the execution of the tasks (including any mark-up or management fees).

The price submitted for the Additional (ad hoc) Services (part 2) should include all operational costs to the tenderer for the execution of the tasks (including any mark-up or management fees). Additional mark-up will be allowed only in case of additional services from 3rd parties or subcontractors which may be required to complete certain tasks not listed in the Official Price List.

The quoted price will be subject to indexation from the second year of performance of the contract. Indexation shall be determined by the formula contained in draft contracts forming Part D of the Procurement Documents.

Eurofound reserves the right not to select a contractor if the price of the tenders proposed is in excess of the budget allocated to this project.

Where a maximum budget is mentioned in the Tender Specifications, financial proposals exceeding this amount will be rejected.

Eurofound may reject abnormally low tenders, in particular if it established that the tenderer or a subcontractor does not comply with applicable obligations in the fields of environmental, social and labour law.

**COST TABLE - Part 1: Scheduled Services – Preventative Maintenance**

|  |  |
| --- | --- |
| **Item** | **Annual cost per item (fixed price in EUR)** |
| DSC #1. Office and Window Cleaning |  |
| DSC #2. Cleaning Consumables |  |
| DSC #3. Waste Disposal Services |  |
| DSC #4. Cleaning roof areas &surface water & foul water drainage systems |  |
| DSC #5. Supply and service of sanitary bins and towel dispensing units |  |
| DSC #6. Pest control services  |  |
| DSC #7. Floor mats rental and cleaning  |  |
| DSC #8. Indoor plants rental and maintenance  |  |
| DSC #9. Mechanical services maintenance  |  |
| DSC #10. Electrical services maintenance  |  |
| DSC #11. Gas leak detection equipment  |  |
| DSC #12. Building management system (BMS) |  |
| DSC #13. Fire extinguishing equipment maintenance |  |
| DSC #14. Fire detection system maintenance  |  |
| DSC #15. Security equipment and alarms maintenance |  |
| DSC #16. Traffic control equipment maintenance  |  |
| DSC #17. X-ray machine maintenance  |  |
| DSC #18. Standby diesel generator set maintenance (model P300)  |  |
| DSC #19. Passenger lift maintenance  |  |
| DSC #20. Brahler CDSVAN interpreter system maintenance  |  |
| DSC #21. Audio visual and conference equipment maintenance  |  |
| DSC #22. Security services  |  |
| DSC #23. Bottled water and dispensers supply and maintenance  |  |
| DSC #24. First aid supplies monitoring  |  |
| DSC #25. Tennis court maintenance  |  |
| DSC #26. Catering Equipment maintenance |  |
| DSC #27. Full Time Reception Services  |  |
| **Total annual price scheduled services[[3]](#footnote-4):** |  |

**OFFICIAL PRICE LIST[[4]](#footnote-5) - Part 2: Additional (ad-hoc) Services and Responsive Maintenance**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ADDITIONAL (ad hoc) SERVICES** | **Minimum callout charge (EUR)** | **Number of hours included in callout charge** | **Cost per hour Mon- Fri****(EUR)** | **Cost per hour Saturdays****(EUR)** | **Cost per hour Sunday/****Bank Holiday****late night[[5]](#footnote-6)****(EUR)** |
| **Office cleaning** *{for the indication purposes of the possible scope please see Ad-Hoc #1}* |
| * Office cleaning – additional hours
 |  |  |  |  |  |
| **Security** *{for the indication purposes of the possible scope please see Ad-Hoc #22}* |
| * Security – additional hours (occasional)
 |  |  |  |  |  |
| * Alarm call-out – security patrol van.
 |  |  |  |  |  |
| **Intruder alarms/ CCTV/door access systems***{for the indication purposes of the possible scope please see Ad-Hoc #15}* |
| * 4hrs emergency call-out[[6]](#footnote-7)
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Fire alarm equipment** *{for the indication purposes of the possible scope please see Ad-Hoc #14}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Heating and air handling systems** *{for the indication purposes of the possible scope please see Ad-Hoc #9}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Gas supply equipment** *{for the indication purposes of the possible scope please see Ad-Hoc #9}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Plumbing** *{for the indication purposes of the possible scope please see Ad-Hoc #9}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Gas leak detection system** *{for the indication purposes of the possible scope please see Ad-Hoc #11}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Electrical System** *{for the indication purposes of the possible scope please see Ad-Hoc #10}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Building management system** *{for the indication purposes of the possible scope please see Ad-Hoc #12}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Televic interpretation equipment** *{for the indication purposes of the possible scope please see Ad-Hoc #20}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| * technician/conference assistance
 |  |  |  |  |  |
| **Audio/visual equipment** *{for the indication purposes of the possible scope please see Ad-Hoc #21}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| * technician/conference assistance
 |  |  |  |  |  |
| **Drain cleaning - (i.e. blocked drain)** *{for the indication purposes of the possible scope please see Ad-Hoc #4}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| * CCTV drain surveying
 |  |  |  |  |  |
| **Traffic control equipment** *{for the indication purposes of the possible scope please see Ad-Hoc #16}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Catering and refrigeration equipment** *{for the indication purposes of the possible scope please see Ad-Hoc #26}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **X-Ray machine** *{for the indication purposes of the possible scope please see Ad-Hoc #17}* |
| * X-Ray machine – inspection call-out
 |  |  |  |  |  |
| **Diesel Generator** *{for the indication purposes of the possible scope please see Ad-Hoc #18}* |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Passenger Lift** *{for the indication purposes of the possible scope please see Ad-Hoc #19}* |
| * immediate emergency call-out (trapped passengers)[[7]](#footnote-8)
 |  |  |  |  |  |
| * 4hrs emergency call-out
 |  |  |  |  |  |
| * Non-emergency standard rate
 |  |  |  |  |  |
| **Ad-Hoc # 27. Additional (ad-hoc) services** *{for the indication purposes of the possible scope please see Ad-Hoc #27}* |
| * Experienced tradesmen
 |  |  |  |  |  |
| * General worker – assistant/apprentice
 |  |  |  |  |  |
| **Recycling and waste disposal** | **Cost per pickup / Collection** | **Waste per tonne** |
| * Emptying of 14 cubic yard covered skip (paper and cardboard recyclables)
 |  |  |
| * Emptying of 14 cubic yard covered General Waste Skip
 |  |  |
| * Emptying of 1100 litre bin (plastic and metal recyclables)
 |  |  |
| **Projects, Labour and Parts mark up** | **%** |
| * Mark-up applied as a percentage of 3rd party invoice for services not included above\*
 |  |

|  |  |
| --- | --- |
| **Name in full and title(*in block capitals*)** |  |
| **Function/Position (*in block capitals*)*****(person authorised to sign the tender)*** |  |
| **Signature** |  |
| **Date** |  |

**Formula used for Framework Contract award**

For the purpose of the **award procedure** described in point 4.5 of the Tender Specifications, the **hypothetical specific service assignment** below will be used. The number of occurrences is provided toallow for comparability across tenders during the award procedure. **Tenderers should not fill it in.** This will be done by the Evaluation Committee on the basis of information provided in tenderer’s financial offers.

The actual number of occurrences during which Eurofound will order additional services in future may differ from the hypothetical model below.

|  |  |
| --- | --- |
|  | **TO BE COMPLETED BY EUROFOUND** |
| **ADDITIONAL (ad hoc) SERVICES** | **Hours required to complete** | **Number of occurrences in scenario** | **Total labour cost for task**(including callout and any other charges as appropriate)**(EUR)** |
| **Office cleaning** |
| o  Office cleaning – additional hours | 4 | 10 |  |
| o  Office cleaning – additional hours -SATURDAY | 8 | 2 |  |
| **Security** |
| o  Security – additional man hours (occasional) | 4 | 8 |  |
| o  Security – additional man hours (occasional) Bank holiday | 8 | 2 |  |
| o Alarm call-out – security patrol van. | 4 | 4 |  |
| **Intruder alarms/ CCTV/door access systems** |
| o  4hrs emergency call-out - working day | 2 | 1 |  |
| o  Non-emergency standard rate - working day | 2 | 2 |  |
| **Fire alarm equipment** |
| o  4hrs emergency call-out - working day | 2 | 2 |  |
| o  Non-emergency standard rate - working day | 2 | 7 |  |
| **Heating and air handling systems** |
| o  4hrs emergency call-out - working day | 1 | 5 |  |
| o  Non-emergency standard rate - working day | 1 | 15 |  |
| o  Non-emergency standard rate - working day | 2 | 10 |  |
| o  Non-emergency standard rate - working day | 3 | 5 |  |
| **Plumbing** |
| o  4hrs emergency call-out - working day | 1 | 5 |  |
| o  Non-emergency standard rate - working day | 1 | 15 |  |
| o  Non-emergency standard rate - working day | 2 | 10 |  |
| o  Non-emergency standard rate - working day | 3 | 5 |  |
| **Electrical System** |
| o  4hrs emergency call-out - working day | 1 | 5 |  |
| o  Non-emergency standard rate - working day | 1 | 15 |  |
| o  Non-emergency standard rate - working day | 2 | 10 |  |
| o  Non-emergency standard rate - working day | 3 | 5 |  |
| **Building management system** |
| o  4hrs emergency call-out - working day | 2 | 3 |  |
| o  Non-emergency standard rate - working day | 2 | 15 |  |
| **Brahler CDSVAN interpretation equipment** |
| o  4hrs emergency call-out - working day | 2 | 2 |  |
| o  Non-emergency standard rate - working day | 1 | 4 |  |
| o  technician/conference assistance | 6 | 10 |  |
| **Audio/visual equipment** |
| o  4hrs emergency call-out - working day | 2 | 2 |  |
| o  Non-emergency standard rate - working day | 1 | 4 |  |
| o  technician/conference assistance | 6 | 10 |  |
| **Drain cleaning - (i.e. blocked drain)** |
| o  4hrs emergency call-out - working day | 1 | 3 |  |
| o  Non-emergency standard rate - working day | 2 | 5 |  |
| **Traffic control equipment** |
| o  Non-emergency standard rate - working day | 2 | 5 |  |
| **Catering and refrigeration equipment** |
| o  4hrs emergency call-out - working day | 1 | 6 |  |
| o  Non-emergency standard rate - working day | 2 | 4 |  |
| **Diesel Generator** |
| o  4hrs emergency call-out - working day | 2 | 2 |  |
| o  Non-emergency standard rate - working day | 1 | 2 |  |
| **Passenger Lift** |
| o  immediate emergency call-out (trapped passengers) | 1 | 4 |  |
| o  4hrs emergency call-out - working day | 1 | 4 |  |
| o  Non-emergency standard rate - working day | 2 | 4 |  |
| **Decorative, building and other works** |
| o  experienced tradesmen - Bank Holiday | 2 | 10 |  |
| o  General worker - Bank Holiday | 2 | 10 |  |
| o  experienced tradesman | 2 | 10 |  |
| **Percentage Mark-up from 3rd party suppliers**  |  |  |  |
| o  Labour and parts not listed in Official Price List | 35 | €1000\* |  |
| **TOTAL:** |  |

\*  The percentage quoted in the Official Price List shall be added to €1000 and multiplied by the number of hours required to complete to establish a figure.

**TOTAL REFERENCE PRICE CALCULATION FORMULA**

The annualised total of cost of Scheduled Services and the cost of Additional Services (as calculated on the basis of the scenario provided above) will be used by the Evaluation Committee in order to calculate a total reference price. The latter will be used solely in order to compare tenders received.

|  |  |  |
| --- | --- | --- |
|  |  | **TO BE COMPLETED BY EUROFOUND** |
| **Item** | **Cost comparison service** | **Total cost****(in EURO)**  |
| A | TOTAL PRICE – Part 1: Scheduled Services – Preventative Maintenance – DIRECT service contract: **Total annual price from Cost Table x 4** |  |
| B | TOTAL PRICE – Part 2: Additional (ad-hoc) Services and Responsive Maintenance – FRAMEWORK service contract – Ad-hoc services):**Total from the hypothetical specific service assignment** |  |
| **C = A+B** | **total reference price (FOR COMPARISON PURPOSES ONLY)**  |  |

Tenders in case of which a Total Reference Price calculated will be found in excess of the budget allocated to Eurofound in case of this tender (i.e. EUR 925,000 – Part 1 and EUR 400,000 – Part 2), will be deemed to exceed the budget allocated and may be rejected.

# Checklist

|  |  |
| --- | --- |
| Delivery method: By the electronic submission system (e-Submission) |  |
| The tender report (a document generated by e-Submission and listing all the documents included in the tender, to be signed by the tenderer or the group leader in case of a joint tender) provided |  |
| Tender administrative data allowing its identification provided (including information on consortium partners and subcontracting) |  |
| Declaration on Exclusion and Selection provided |  |
| Selection criteria evidence (including CVs) provided |  |
| Financial offer provided |  |

1. The consortium leader must be one of the consortium members. [↑](#footnote-ref-2)
2. <http://www.eurofound.europa.eu/about/procurement>. [↑](#footnote-ref-3)
3. The price shall include all costs (travel costs, overhead costs, etc.) to be borne for the performance of the contract. [↑](#footnote-ref-4)
4. The price provided shall include all costs (travel costs, overhead costs, etc.) to be borne for the performance of the contract. [↑](#footnote-ref-5)
5. Late Night is between the hours of 9pm and 7am. Any other hours outside these hours are deemed standard hours [↑](#footnote-ref-6)
6. For the purposes of this tender ‘4hrs emergency call-out’ indicates the maximum response time for the required service to be present on site and does not indicate that 4 hours are or should be considered the chargeable duration for the service. [↑](#footnote-ref-7)
7. Max 2hrs response time [↑](#footnote-ref-8)