



EUROPEAN COMMISSION

DIRECTORATE GENERAL COMMUNICATION

REPRESENTATION OF THE EUROPEAN COMMISSION IN SPAIN

## **ANNEX I TO THE INVITATION TO TENDER**

**European Commission**

**Call for tenders COMM/MAD/2019/OP/0006**

**Framework contract in cascade for organising public  
events in Spain**

**Open procedure**

# **TENDER SPECIFICATIONS**

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# 1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

## 1.1. Contracting authority: who is the buyer?`

This call for tenders is launched and managed by the European Commission, referred to as the *Contracting authority* for the purposes of this call for tender, assisted by its Representation in Spain, under the Directorate General for Communication.

## 1.2. Subject: what is this call for tenders about?

The subject of this call for tenders is to support the European Commission Representation in Spain in organising public events

## 1.3. Lots: is this call for tenders divided into lots?

This call for tenders is not divided into lots.

## 1.4. Description: what do we want to buy through this call for tenders?

The services that are the subject of this call for tender, including any minimum requirements, are described in detail below.

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

### 1.4.1. Background and objectives

The overall subject of the contract is to assist the EC Representation in its communication activity in Spain aimed at increasing public and media attention to the policy developments and strategic discussions at European Union level. This is to be done by facilitating the organisation of events and campaigns (such as the current EU corporate campaigns like [InvestEU](#), [EUandMe](#) or [EUprotects](#)). Accompanying services to the organisation of the events and activities include press and social media work to promote the events and activities taking place; these will, however, not be the core of the services requested. The types of events and activities include:

- conferences, seminars, workshops, meetings, round-table discussions, presentations, etc.;
- public events, fairs, award ceremonies;
- any other public gatherings and communication activities;
- press conferences, media briefings, media seminars, etc.

This activity will be aimed at stimulating public interest, in particular also the interest of written, audiovisual and online press as well as social media communities, in debate and consultation in Spain on the main political and strategic issues on the EU agenda.

Because the events target different focus groups, the potential participants in each of the events shall represent:

- General public;
- State and local institutions and administration in Spain
- Economic and social partners;
- Non-governmental organisations;
- Media (print, audio-visual, online);
- Diplomatic community;
- Academic and cultural institutions and organizations;
- External experts.

The Contractor(s) shall provide **creative advice** and logistical and technical support to the EC Representation in organising the events and media activities, in particular the question of how to best raise (social) media awareness and coverage of the event. Regarding logistics, timing and technical support, the Contractor shall provide the best possible environment for the organisation and conducting of the events in agreement with the EC Representation.

In order to fulfil its functions and to present the EC's priorities and policies in the country, the EC Representation relies on the active involvement of national and local media, cooperation with national and local authorities, civil society, communication networks and others. The contractor might, on occasions, be requested to cooperate with those partner organisations in order to successfully implement the services requested.

#### **1.4.2. Detailed characteristics of the purchase**

Therefore, the EC Representation is seeking contractors to facilitate its work for two inter-related tasks:

1. Key task: organising public events, gatherings and activities as described above;
2. Accompanying task: attracting interest of the general public and for clearly defined target groups (e.g. entrepreneurs or 15-25 year-olds) via media and social media actions to increase attendance and awareness for those events as well as their coverage in the (social) media.

As a rough guide, in 2018 the EC Representation in Spain organised around 70 events with up to 50 participants, 30 events with up to 150 participants, 5 events with up to 300 participants and 5 events with up to 500 participants (Citizens Dialogues).

Depending on the type of event, the Contractor(s) shall be required to undertake one or more of the following tasks:

##### **1.4.2.1. Design, planning and implementation of communication events, activities and (social media) campaigns, including media coverage:**

- For each event, the contractor shall appoint a Project Leader who shall be responsible for the **entire event, press and (social) media activities**, from the concept through selection and management of other necessary experts and technical staff and coordination with the EC to reporting. He/she should be the person which oversees the project implementation on the spot and drafts the reporting documentation.
- The Project Leader shall provide creative consultancy on the content, public relations and (social) media approach, scenario, programme and visual design of the event, design of the invitations and programme, and any other aspects of the preparation of the event and the largest possible (social) media impact.

- The Contractor shall present a detailed list of potential participants in the event in accordance with the requirements of the EC Representation for each specific event, as well as a list of potential media and/or individual journalists with potential to cover the event and the policy subject at hand. These lists shall include the name of the participant/journalist, the organisation he/she represents and his/her title. If publicly available also: telephone, e-mail and postal address. The lists shall be approved by the EC Representation.
- The Contractor shall provide detailed social media campaign in accordance with the usual activities of the EC Representation social media accounts, including planning and budget for possible small-scale (paid) campaigns to be performed to attract participants to events and raise awareness of selected topics. Under the validation of the EC Representation, the Contractor will also provide professional creative visuals (videos, pictures, animations, web, and other formats non-excluded) to be featured in this campaign.
- The Contractor shall manage, under supervision of the EC Representation, press actions intended to create media awareness and manage press participation. These actions may include: writing and sending press calls, writing press releases, follow-ups via phone and email to ensure media participation, list of journalists participating in event, news clipping and organisation of press points during the event.
- The EC Representation shall provide a brief for the text of the invitations and the draft programme. After hiring the venue and upon approval by the EC Representation, the Contractor shall send invitations, together with the draft programme, to the invitees approved on the lists mentioned above, within the deadline set by the EC Representation. In the invitation, the Contractor shall give the name of a contact person from its staff to whom all confirmations of participation in the event should be sent.
- The Contractor shall make follow up phone calls in order to confirm the receipt of the invitations by the invitees and their interest in attending the event.
- The Contractor shall draw up two separate lists of persons having confirmed their attendance: one including all participants, and another containing media/journalists. The Contractor shall send it to the EC Representation one working day before each event.
- The Contractor shall be responsible for registering all participants on-site and media representatives in the event before it starts. The Contractor shall deal also with: preparation and handing out to the participants of guest-packs and press-kits with the event materials, identity control if necessary and directing of the participants upon their arrival, providing information and distributing headphones if needed, taking care of the coatrack if needed, etc.

N.B. the participants do not have to pay for those services.

- The Contractor shall be present during the event, where necessary, to ensure logistical tasks (paperwork, handling of material, sending out social media messages/tweets, filming videos/interviews to be used in digital communication etc.).

- The Contractor shall be responsible for the evaluation of the event, via the gathering of on-site evaluation forms (paper or electronically) filled out by participants. Subject to evaluation shall be the organisation of the event (e.g. venue, technical facilities, registration, prior information, programme, etc.), the information materials, the presentations of the speakers (both content and oral presentation), the needs for follow-up activities, and overall evaluation of the event. The questionnaire shall be drafted by the Contractor for each event and approved by the EC Representation. This evaluation could be done in paper form at the end of the event, online form (online questionnaire) after the event or in other suitable form depending on the event and after approval by the EC Representation. Full evaluation and summary, including main conclusions/recommendations for improvements, shall be made available after the event.
- The Contractor shall be responsible for the evaluation of communication activities around the event, via (social) media reports, including usual key performance indicators (KPIs) such as potential reach of a publication, audiovisual or online media as well as KPIs for social media outreach (unique viewers/visitors, average viewing time, tweets, retweets, impressions etc.), agreed with the EC Representation.
- The Contractor shall draw up two lists of the people (one for participants, one for media representatives) who actually participated in the event. The list shall be produced electronically - using Excel or equivalent. The list shall be made available to the EC Representation within seven working days after the event and include the name of the participant/journalist, the organisation he/she represents and his/her title as well as, if provided, telephone, e-mail and postal address.

#### **1.4.2.2. Venue**

The events will take place in Spain and, in very limited number of occasions, in other EU countries, in particular neighbouring France or Portugal.

Some events may take place in the "Sala Europa" (flexible capacity with a maximum of about 130 people), located in the premises of the EC Representation in Madrid or in partner's premises, in which case no costs for hiring conference halls shall be incurred in by the contractor.

On other occasions, the contractor shall reserve and hire a venue which meets the requirements of the EC Representation for the specific event.

The following different venues shall be required depending on the size of the events :

- For small-scale information sessions, such as on- or off-the-record briefings for local/regional media, the venue shall be able to accommodate between 5 and 20 people. Typically, such a small-scale information session would be organised in a separate room of a restaurant or café where some kind of catering (of different types – see chapter 1.4.2.7 below) can be offered.
- For small events, meetings, press conferences, seminars, etc., the venue shall be able to accommodate up to 50 people, regardless of the arrangement style of the chairs/tables;

- For events, meetings, press conferences, etc., the venue shall be able to accommodate up to 100 people, regardless of the arrangement style of the chairs/tables;
- For conferences and seminars, the venue shall be able to accommodate up to 150 people, regardless of the arrangement style of the chairs/tables;
- For bigger conferences and seminars, the venue shall be able to accommodate up to 300 people, regardless of the arrangement style of the chairs/tables;
- For large conferences, the venue shall be able to accommodate up to 500 people, regardless of the arrangement style of the chairs/tables;
- In exceptional cases the venue shall be able to accommodate more than 500 people, regardless of the arrangement style of the chairs/tables.

Some events might require the following specific requirements:

- For some events, indoor/outdoor rented space per square meter at exhibitions, fairs and similar events shall be requested by the EC Representation.
- For some events, a tent shall be requested with different size depending on the concept of each specific event. The contractor shall provide as well transport, pitching and folding of the tent.

The events' venues shall be appropriate for conferences, seminars, exhibitions, etc., as an example previous events have been held at:

- For Madrid as non-exhaustive examples: Fundación Bertelsmann, Fundación Carlos de Amberes, Círculo de Bellas Artes, Ateneo, Sala de Conferencias del Museo Reina Sofía, Hotel Castellana Intercontinental, Café Comercial or equivalent.
- For other locations in Spain or, indeed, Portugal/France– venues of similar quality to those in Madrid, i.e., for example, 3-5 star hotels. Ideally and in particular in larger towns, 2-3 options should be provided for the Representation to choose from.

#### **1.4.2.3. Rental of equipment/decoration**

The Contractor shall ensure clear visibility of the European Commission for all events, as well as the set up and decoration of the hall/venue and the stage where the event will take place, as follows:

- Design, production and all practical arrangements, including assembly/dismantling of the decoration of the venue (including but not limited to background set-up), of the stage/podium if requested; this may include, but is not limited to: balloons, 3D figures, art figures, information panels, info stands, lecterns, etc.;
- Provision of conference tables, small tables, exhibition stands, chairs, armchairs, sofas;
- Design and production of table decoration (flowers, table-cloths and other small visibility materials);

The Contractor shall provide the technical equipment for the event, in all cases where the venue selected does not provide it. In this case, the contractor must provide the bill of the potential subcontractor, separate to the venue location cost. If the equipment in question is included in the price of the meeting room/venue, it cannot be charged additionally/separately to the EC Representation.

The following equipment may be requested (non-exhaustive list):

- Microphones, including table, wireless, standing and headset microphones;
- Sound equipment (including the necessary number of loudspeakers depending on the venue and on the size of the event);
- Audio-visual equipment (multi-media projector, laptop, screen, flat-screen TV/monitor, etc.) – to be charged separately only if not included in the price of the meeting room/venue;
- Multimedia projector, minimum 6000 ANSI Lumen;
- Screen for front projection, including stand if needed;
- Screen for rear projection including stand if needed;
- Plasma/LCD Screen 50", including stand;
- Provision of wireless internet access 100 Mbit;
- Interactive voting system (base station, keypads, set up of voting presentation and slides, technical assistance);
- Equipment to ensure professional interpretation service, including interpreters' booth with all relevant technical equipment (e.g. headphones for attendants etc.);

Technical support staff should be ensured on the spot to establish, support and maintain the equipment in good working order.

The Contractor shall meet all general requirements of the technical standards and regulations for the equipment provided, as well as the security and health regulations for public events.

The Contractor shall bear the cost of equipment lost or damaged during the event.

#### **1.4.2.4 Design/Printing**

For each specific contract, the contractor will be responsible for developing and preparing the graphic design, visuals and other materials needed for the purposes of the event. The design of all items shall be approved in advance by the EC Representation.

- Design and production of printed invitations in A5 format in full colour, which shall be approved by the EC Representation on matt or gloss cardboard of at least 250 gsm and deliver them to the invitees to the event; with the necessary envelopes bearing the EC logo.
- Design and production of flyers in A5 format, on 130 gsm mat/glossy paper, in color 4+4 and distribution in public places, relevant and appropriate to advertise the event. The Contractor shall communicate the time-schedule of distribution and proposed list of locations to the EC Representation 7 days prior to the event.
- Design, production, delivery/distribution of brochures containing text and photos provided by the EC Representation, with the following characteristics: A5 size,

booklet, 16 pages, including body and cover, in color 4 + 4, on mat/glossy paper with weigh 90 gsm for the body and 120 gsm for the cover.

- Design, production and delivery of posters in size : 70 X 100cm, in 4+0 colours on glossy paper. Upon request, the posters shall be distributed in public places, relevant and appropriate to advertise the event. The Contractor shall communicate the time-schedule of distribution and proposed list of locations to the EC Representation 7 days prior to the event.
- Printing services (black and white and/or colour) for information materials in A4 format on a standard printer (e.g. programme, related documents, speeches, press releases, presentations, etc.); the materials to be printed shall be provided by the EC Representation with instructions about the quantity and type of printing needed (one sided, two-sided).
- Design, production and delivery of certificates (award certificates, certificates of attendance, certificates for different achievements, etc.) or similar printed materials depending on the specific event as follows: in full colour, A4 format, on gloss or mat cardboard of at least 300 gsm.
- Design, production and placement of vinyl banners and/or banner stands, in full colour, in different sizes and combinations depending on the specific concept of the event and on the characteristics of the venue. The EC Representation shall provide the text of the banners and shall approve the design of the banners.
- Design and production of PVC waterproof advertising/exhibition panels in different sizes, thickness 5mm, full colour, printing on both sides.
- Design and production of double-sided name plates for the speakers;
- Design and production of badges for the participants (incl. lanyards);
- Design and production of hastags made from foam

#### **1.4.2.5. Audio-visual and web / digital services**

The Contractor should be able to provide all the necessary equipment for audio-visual and web coverage of events, including:

- The production of animation and documentary type video clips of various lengths, as well as professional filming with drone and other special effects/techniques. The price per video clip should include the **total amount** of design, production, staff costs (for example camera person, director, content writer/editor, actors, make-up artists, animation artist etc), studio rentals, author rights for original music/images used, sound-mixing, voice-over, subtitling and up to 3 edits/cuts.
- Provision of web-streaming services, with the necessary equipment and staffing for 2 audio lines (original/ES and translation), that shall provide an optimal sound and image quality for mobile viewers as well as bigger screens, with possible animations/vectorial images to be streamed (enhanced stream)

- The technical equipment for a possible interaction shall be also provided, i.e. questions from the internet should be delivered to the event on a screen in the venue (moderated or directly published via Sli.do and/or Twitter wall).
- Provision of social media visuals, such as videos and images (vectorial and non-vectorial) to be used in small-scale social media campaigns on the platforms that the EC Representation uses. Please refer to financial offer for video specifications.
- Design of web banners for online publication and advertisement of the events in different online media and on specific websites (depending on the type and concept of the event). The banners should be in a flash or gif/jpeg format to the following sizes: 300 x 250 px, 728 x 90 px, 300 x 100 px, 468 x 60 px, 620 x 40 px. The approved banners shall be provided to the EC Representation in a file format appropriate to be sent to the online media/website.
- Landing page/website with images/video and at least 2 levels that will include information on the campaign, as well as a depository section for all the created visuals.

#### **1.4.2.6 Stands / Pavilion**

The contractor is expected to provide the design, production and delivery, as well as renting out of stands, pavilions and other exhibition-related material, as well as material storage services

#### **1.4.2.7 Catering services**

Catering services for the participants and guests of the events may include:

- Sit-down lunch or dinner (with three courses, one glass of wine (0.2L), 0.5l water and soft drinks, coffee/tea);
- Lunch or dinner at a block table with wine (ca.200-250ml per person) and non-alcoholic drinks, juice, mineral water (ca.400-500ml per person), salads, small sandwiches and/or canapés (different types, including with cheese, meat/fish, vegetarian), hot dish, desserts (ca. 10-15 bites per person in total);
- Coffee break with coffee and tea (1-2 cups per person), mineral water and soft drinks (ca.400-500ml per person), croissants, two types of biscuits (ca.3-5 pieces per person);
- Water.

The catering services shall include also the necessary catering staff and equipment. The exact form of catering required, the quantities and the menus will be approved by the EC Representation prior to the event.

Please note that according to the European Commission's strategy for limiting the use of plastics, all catering providers should strive to limit the use of plastic disposable cups and

cutlery as much as possible. For example water should be provided in water dispensers with recyclable carton cups or in jugs and glasses or glass bottles.

#### **1.4.2.8. Transport**

The Contractor shall provide transport for the participants, speakers, etc. and for information, promotional materials or other items, to, from and at the place of the event. Transport shall be provided:

- by car;
- by minibus for 9 persons;
- by minibus for 18 persons;
- by minibus for 30 persons;
- by bus for 50 persons.

Materials shall be transported by car or minibus, depending on their volume.

All transport prices include parking, loading and unloading staff costs etc.

All prices for transport are calculated on the basis of distance between the starting and arrival points requested by the European Commission as calculated by popular and dependable maps services and applications such as Google maps/Via Michelin. Costs covering for the distance between provider's garages and the starting point requested by the Commission, as well as those between the end point and the provider's garages cannot be charged on the project.

#### **1.4.2.9. Accommodation: Reimbursable cost**

The Contractor shall provide hotel accommodation services in Madrid and/or other places in Spain:

- in a hostel,
- in three to five-stars category hotels (in case of VIP guests/events),
- in single rooms and/or double rooms ,
- breakfast shall be included in the price.

This cost will be a reimbursable cost. Accommodation is reimbursed on receipt of supporting documents proving the necessary overnight stay at destination, up to the flat rate ceiling specified in article I.5.3 of the contract.

The EC Representation reserves the right to make changes or to cancel the rooms booked up to 24 hours prior to arrival and without paying any change or cancellation charges. In case of no show the EC Representation shall reimburse a cancellation fee(s) according to the cancelation policy of the hotel, but not more than the price for the first night.

#### **1.4.2.10. Other supporting reimbursable services**

The EC Representation may request supporting services for the successful implementation of the event, such as:

- purchase of a ticket for bus, train, airplane for a participant in the event;
- reimbursement of a ticket for bus, train, airplane bought by a participant in the event;
- parking expenses;
- volunteers' daily fees;
- provision of prizes, awards for events including competitions, etc.;
- online and social media campaign fees (e.g. for Facebook, Google or Youtube);
- placement of newspaper advertorials and similar;
- additional services, not listed in the Financial offer (specific equipment for film festivals, 3D mapping show, social media services, some specific promotional materials, etc.).

The exact type(s) of the reimbursable service(s) will depend on each specific event to be organised. The amount of the reimbursement shall be approved by the EC Representation, prior to the expenses being incurred in, on the basis of an estimation of the costs for the requested services provided by the Contractor. It shall be specified in each Specific Contract.

The Commission shall reimburse the expenses that are directly connected with the execution of the tasks on production of original supporting documents, including receipts and used tickets, or failing that, on production of copies or scanned originals.

The cost of negotiating these reimbursable services will be budgeted according to the hours/days of work necessary (by the relevant category of staff) to carry out the task in accordance with the price indicated in Annex 6 (Financial offer form).

#### **1.4.2.11. Contingency**

If deemed necessary during the preparation of the event or during the event itself, the Contractor may add services which are quoted in the price list but were not explicitly included in the initial request for services and in the signed Specific Contract. In any case the "contingency" services shall be agreed with and approved by the EC Representation before their execution by the Contractor. The contingency expenses shall not exceed 10 % of the costs of the services ordered under the Specific Contract.

#### **1.4.3. Technical tender**

Tenderers should include in their bid a technical tender detailing how they will perform the tasks covered by the contract, in compliance with all the requirements of the tender specifications (methodology, approach to organising events and attracting media and social media awareness and coverage etc.).

Only technical offers which meet all the minimum technical requirements listed below will be considered compliant and evaluated:

1. By submitting a tender, tenderers declare that their technical offer is compliant 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/EU.

## 2. The technical tender will consist of the following:

- The tenderer's proposal for the implementation of the services required by these Tender Specifications including its understanding of the environment in which the Contract will be performed: the role of the European Commission and its Representation in Spain; the political, economic, social and media environment in Spain relevant to the organisation of communication events promoting the EU agenda; the EU's and the Commission's main priorities.
  
- The tenderer's proposed method of providing the services required by these Tender Specifications. The proposal shall include the methods chosen to carry out all the activities listed in point 1.4.2 (including each sub-section), the communication approach with respect to target groups and activities, and the professional approach to implementing the assignments, including in situations when two or more events taking place simultaneously have to be organized.
  
- The tenderer's proposed overall quality management system and quality assurance and quality control methods/procedures/technics to be used during performance of each of the services required by these Tender Specifications in order to ensure proper, professional performance of the tasks. The tenderers shall specify how he/she intends to monitor and ensure high quality and effectiveness during performance of the contract. Tenderers should propose a set of measurable performance indicators to be monitored, inter alia respect of deadlines and quality of work performed.
  
- Two case studies:
  - **Case study 1:** The tenderer's proposal for the organisation of a citizens' dialogue event for 300 participants (target: public) in Seville, aiming to promote the work of the European Commission in the field of international cooperation and development. The proposal shall include the development of a creative concept and a detailed description of the organisation to be carried out by the Contractor, including all the main tasks referred to in point 1.4.2., without quoting prices in the technical offer. The tenderer should explain the methods they propose to use to attract the 300 participants, broken down by target groups and channels chosen to do that as well as how they would reach the greatest impact both among key stakeholder as well as in media and social media. The indicative budget for the event shall be EUR 20.000. For an example of a citizen's dialogue event, please take a look at the "Passed events" section of the Representation website ([https://ec.europa.eu/spain/events/past-events\\_es](https://ec.europa.eu/spain/events/past-events_es)). One such example is: [https://ec.europa.eu/spain/events/20190222\\_Bilbao-Citizen-dialogue-with-the%20European-Commissioner-for-Humanitarian-Aid-and-Crisis-Management-Christos-Stylianides\\_es](https://ec.europa.eu/spain/events/20190222_Bilbao-Citizen-dialogue-with-the%20European-Commissioner-for-Humanitarian-Aid-and-Crisis-Management-Christos-Stylianides_es) . But there are several others.

- Case study 2: The tenderer's proposal for the organisation of a two-day-mission to the city of Vigo. The purpose of the mission is to explain the [European Pillar of Social rights and its main legislative and non-legislative initiatives](#) (both already approved as well as still pending projects) to the most relevant local and regional political, business and civil society organisations. Four different events and meetings shall be organised: 1. a two-hour meeting in the local Chamber of Commerce with the local and regional business community, trade unions and other civil society organisations (80-100 participants), followed by a coffee break or drinks with light catering/“vino español”; 2. another two-hour meeting with local and regional youth organisations, possibly at the local university or other (80-120 participants); 3. a two-hour meeting with local and regional politicians (more restrictive, in breakfast or coffee break format, 20-30 participants); 4. An off-the-record briefing over lunch with local and regional media directors (10-15 participants). The aim of these four events/meetings is to reach as many relevant physical participants and to get the highest possible media coverage in regional print, audiovisual and online media, including on social media. We expect a creative proposal, not only on whom to meet/invite, where to stage the event/meetings and in which format, but also on the best timing and agenda for the two-day-trip where all four key target audiences are reached in the best possible manner and media impact is maximised.

Tenderers should draw up propositions for handling the hypothetical case studies described above. They must be realistic and include real-life names and places, and should not exceed three A4 pages, plus possible illustrative annexes, such as draft agendas, timetables and photos or other illustrative material (maximum three more pages).

These cases are purely a simulation of a fictional request for services for the purpose of evaluating the quality of services that the tenderer may be required to provide. They cannot in any way be regarded as an indication of priorities and exact nature of future actions. In addition, the amount of information and input provided to tenderers to resolve each case is purposely limited in order to allow each tenderer to show creativity and propose its own approach. The technical tender will be assessed in the light of the quality award criteria set out under point 3.4.

#### **1.4.4. Deliverables**

An **Event Report** and a separate (social) **Media Impact Report** shall be submitted in English language, no later than seven working days following the date of the completion of each event.

##### **1.4.4.1 Event Report**

The Event Report shall contain a detailed description of all the services provided and the quantity of the work carried out, including:

- 1) A detailed time sheet for the hours worked by the experts and technical staff in relation to the organisation of the event shall be attached to the Report.
- 2) Programme of the event and list of participants (numbered and in an **Excel sheet** or equivalent);
- 3) Proof of project implementation (which must include photos from the event – venue, participants, decoration, etc.; video footage of the event (if requested) ;
- 4) A transcript in Spanish and/or English (if requested)
- 5) A copy of all necessary authorisations/permissions/agreements received from the competent public authorities for the organisation of the event;
- 6) Evidences of the distribution of all information and visibility materials, etc;
- 7) Information on cancelled request, changes made to the initial request, as well as a breakdown of the reimbursable expenses;
- 8) Evaluation reports, filled out by participants, if such have been requested prior to the event.

#### 1.4.4.2 Media Impact Report

The **Media Impact Report** shall contain a detailed description of all the services provided and the quantity of the work carried out, including:

- 1) A detailed time sheet for the hours worked by the Contractor's staff to raise media awareness and interest and provoke media coverage of the event;
- 2) A list of journalists covering / participating in the event (numbered and in an **Excel sheet** or equivalent);
- 3) A visual overview of print, online and audio-visual media reports and articles triggered by the event as well as its potential reach in terms of viewers/readers and a section with press clippings (including, where possible, website links);
- 4) A visual summary of the impact of the event and its related social media campaign on those social media channels designated before the event (Twitter, Facebook, Instagram, others) as well as its potential reach in terms of posts, engagement, impressions, reproductions –(key performance indicators to be agreed with the EC Representation);
- 5) A summary transcript of oral feedback received by attending journalists regarding the usefulness of the event / information session.
- 6) An overall assessment on the quality and quantity of the media coverage triggered.

Costs incurred for the production of the reports must be included in the Project Leader's fees.

### **1.5. Place of performance: where will the contract be performed?**

The events will take place in Spain and, in very limited number of occasions, in other EU countries, in particular neighbouring France or Portugal.

For more information on the venues for the events, please see section 1.4.2.2.

### **1.6. Nature of the contract: how will the contract be implemented?**

The procedure will result in the conclusion of a framework contract in cascade, i.e. signed with two contractors, placed first and second.

A framework contract establishes a mechanism for future repetitive purchases by the *Contracting authority* to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the *Contracting authority* to conclude specific contracts with a framework contractor.

The tenders deemed admissible as a result of the evaluation will be ranked in descending order to establish a list of contractors and a sequence in which they will be offered specific contracts during the implementation of the framework contract. The modalities of implementation of the framework contract in cascade are set out in Article I.4.3 of the Draft contract.

⚡ Tenderers need to take full account of the provisions of the Draft contract as the latter will define and govern the contractual relationship(s) to be established between the *Contracting authority* and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

### **1.7. Volume and value of the contract: how much do we plan to buy?**

An indicative estimate of the volumes to be ordered each year of implementation of the framework contract is given in the financial model in *Annex 6 (Tab 2)*. These volumes are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities, which the *Contracting authority* will order through specific contracts. In any case, the *framework contract ceiling*, i.e. the maximum amount to be spent under the framework contract, shall not be exceeded.

The estimated amount of the *framework contract ceiling* for four years is indicated in Heading II.2.6 of the contract notice.

The framework contract ceiling is indicated in Heading II.2.6 of the contract notice.

Within three years following the signature of the framework contracts resulting from the current call for tenders, the *Contracting authority* may use the negotiated procedure under point 11.1.e of Annex 1 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](#)<sup>1</sup> to procure new services from the contractors up to a maximum of 50 % of the initial contract value (article I.5.1 of the Framework Contract). These services will consist in

the repetition of similar services entrusted to the contractor(s).

### **1.8. Duration of the contract: how long do we plan to use the contract?**

The contracts resulting from the award of this call for tenders will be concluded for at most 48 months. The details of the initial contract duration and possible renewals are set out in Article I.3 of the Draft contract.

### **1.9. Electronic exchange system: can exchanges under the contract be automated?**

For all exchanges with the contractor during the implementation of the contract as well as for future possible subsequent proceedings for the purposes of EDES ([European Union's Early Detection and Exclusion System](#)) the *Contracting authority* may use an electronic exchange system meeting the requirements of Article 148 of [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](#)<sup>1</sup>. At the request of the *Contracting authority* the use of such a system shall become mandatory for the contractor(s) at no additional cost for the contractor. Details on specifications, access, terms and conditions of use will be provided in advance.

## 2. GENERAL INFORMATION ON TENDERING

### 2.1. Legal basis: what are the rules?

This call for tenders is governed by the provisions of 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 (the Financial Regulation)<sup>1</sup>.

The *Contracting authority* has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure, any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

### 2.2. Rules on access to procurement: who may submit a tender?

Participation in this call for tenders is open on equal terms to all natural and legal persons coming within the scope of the [Treaties](#), as well as to international organizations.

It is also open to all natural and legal persons established in a third country, which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Where the Agreement on Government Procurement<sup>2</sup> concluded within the World Trade Organization applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.

The rules on access to procurement do not apply to subcontractors. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

To enable *the Contracting authority* to verify the access, each tenderer must indicate its country of establishment (and in case of joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country/-ies. The same document(s) could be used to prove country/-ies of establishment and the delegation(s) of the authorisation to sign as described in **Section 4.3**.

☞ *For tenderers established in the United Kingdom:*

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 tenderers from the UK depending on the terms of any Withdrawal Agreement. In case such

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<sup>1</sup> 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 of 30.07.2018, p.1).

<sup>2</sup> [https://www.wto.org/english/tratop\\_e/gproc\\_e/gp\\_gpa\\_e.htm](https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm).

access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.

### **2.3. Registration in the Participant Register: why register?**

Any economic operator willing to submit a tender for this call for tenders must be registered in the [Participant Register](#) - an online register of organizations and natural persons participating in European Commission's calls for tenders or proposals (participants).

On registering, each participant obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Commission's calls for tenders or calls for proposals.

At any moment during the procurement procedure, the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact the participant and ask for supporting documents on legal existence and status and financial capacity. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly.

The documents that may be requested by *the EU Validation Services* are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#).

**📌 Please note that a request for supporting documents by the *EU Validation Services* in no way implies that the tenderer has been successful.**

### **2.4. Ways to submit a tender: how can economic operators organise themselves to submit a tender?**

Economic operators can submit a tender either as a sole tenderer or as a group of tenderers. In either case, subcontracting is permitted.

In order to fulfil the selection criteria set out in **Section 3.2** the tenderer can rely on the capacities of subcontractors or other entities (not subcontractors).

The role of each entity involved in a tender (hereafter referred to as *involved entity*) must be clearly specified: sole tenderer, member of a group or Group leader, subcontractor or an entity on whose capacities the tenderer relies to fulfil the selection criteria<sup>3</sup>. This applies also, where the *involved entities* belong to the same economic group.

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<sup>3</sup> Such an entity is not considered a subcontractor, see Section 2.4.3.

### 2.4.1. Joint tenders

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a tenderer<sup>4</sup>.

All members of the group assume joint and several liability towards the *Contracting authority* for the performance of the contract as a whole.

Group members must appoint a *Group leader* and a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. The model power of attorney attached in *Annex 3* is to be used.

The joint tender must clearly indicate the role and tasks of each member and of the *Group leader* who will act as the *Contracting authority's* contact point for the contract's administrative or financial aspects and operational management. The *Group leader* will have full authority to bind the group and each of its members during contract execution. If the joint tender is successful, the *Contracting authority* shall sign the contract with the Group leader, authorised by the other members to sign the contract on their behalf via power of attorney drawn up in the model attached in *Annex 3*.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before contract signature) shall lead to rejection of the tender except in case of a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see *Section 2.2*) and is not in an exclusion situation, (see *Section 3.1*).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted tender may not be altered substantially, i.e. all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender may not be modified.

### 2.4.2. Subcontracting

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators, which will perform part of the contract on its behalf. The contractor retains full liability towards the *Contracting authority* for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3,

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<sup>4</sup> References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

- (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
  - c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)) .
  - d) Use of staff without employment contract (“self-employed persons working for the contractor”) to perform substantially the same tasks as the staff with employment contract (“employees”), without the tasks of the self-employed persons being particular well-defined parts of the contract.
  - e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tender (see **Section 1.4**).
  - f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the *Technical specifications* expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a member of the group.

By filling in the form available in **Annex 4**, tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions (hereafter referred to as *identified subcontractors*):

- on whose capacities the tenderer relies upon to fulfil the selection criteria as described under **Section 3.2**;
- Whose individual share of the contract, known at the time of submission, is above 20 % .

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 5.1** and signed by its authorised representative.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the *Contracting authority* subject to the following verifications:

- any new subcontractor is not in an exclusion situation;
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity,

the change does not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the *Contracting authority* and resulted in a signed contract, is considered authorised.

### **2.4.3. Entities on whose capacities the tenderer relies to fulfil the selection criteria**

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in **Annex 5.2**, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources.

If the contract is awarded to a tenderer intending to rely on another entity to meet the minimum levels of economic and financial capacity, the *Contracting authority* may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required (i.e. the latter will assume the role of subcontractors).

⚠ Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

### 3. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer has access to procurement (see *Section 2.22*);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and signed by duly authorised representative(-s) of the tenderer);
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements defined in the Tender specifications;
- Evaluation of tenders on the basis of the award criteria.

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *Contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *Contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria *the Contracting authority* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

#### 3.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour<sup>5</sup> in the model available in *Annex 2*.<sup>6</sup> The declaration must be signed by an authorised representative of the entity providing the declaration.

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<sup>5</sup> The European Single Procurement Document (ESPD) may not be used yet in European Commission's calls for tenders.

<sup>6</sup> Unless the same declaration has already been submitted for the purposes of another award procedure of the European Commission, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the [European Union's Early Detection and Exclusion System](#). The documents mentioned as supporting evidence in the Declaration on Honour need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the Contracting authority<sup>7</sup>.

*Annex 1* specifies which of the *involved entities* participating in a tender need to provide the Declaration on Honour and, when requested by *the Contracting authority*, the supporting evidence.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

### **3.2. Selection criteria**

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tender. The model Declaration on Honour available in *Annex 2* shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure<sup>8</sup>. In any case,

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<sup>7</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;
- if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide *the Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

<sup>8</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;
- if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

to the extent that there is no ground for a waiver, the evidence must be provided, upon request and within a deadline given by the Contracting authority. The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the *involved entities* who contribute to the fulfilment of the criterion, and in case of individual assessment – by each *involved entity* to whom the criterion applies individually.

**3.2.1. Legal and regulatory capacity**

Tenderers do not need to prove specific legal and regulatory capacity to perform the contract.

**3.2.2. Economic and financial capacity**

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Criterion F1	
<b>Minimum level of capacity</b>	Average yearly turnover of the last two financial years above EUR 600.000
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.
<b>Evidence</b>	Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned <i>involved entity</i> , or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

👉 The evidence of economic and financial capacity does need not be provided with the tender but may be requested by the *Contracting authority* or the *EU Validation Services* at any time during the procedure. **Please note that a request for evidence in no way implies that the tenderer has been successful.**

**3.2.3. Technical and professional capacity**

Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract.

Criterion T1
Professional <b>experience in similar services</b> : the tenderer must prove his experience in the field of event organisation and event management, with a minimum value for each project of

8,000 €.	
<b>Minimum level of capacity</b>	At least 5 similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline , with a minimum value for each of them EUR 8,000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
<b>Evidence</b>	<p>A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. It might also include a limited number of visuals which proof and illustrate the projects carried out. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each project reference, the <i>Contracting authority</i> may request statements issued by the clients and take contact with them.</p>

Criterion T2	
<p><b>Professional experience in similar services:</b> the tenderer must prove experience in the field of implementing communication and (social) media campaigns, with a minimum value for each project of 8,000 €. In particular its ability to raise media/journalist/targeted audience awareness and interest, and to trigger media coverage, both in written, online, audiovisual and social media.</p>	
<b>Minimum level of capacity</b>	At least 5 similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline , with a minimum value for each of them EUR 8,000.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
<b>Evidence</b>	<p>A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. It might also include a limited number of visuals which proof and illustrate the projects carried out. In case of projects still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each project reference, the <i>Contracting authority</i> may request statements issued by the</p>

	clients and take contact with them.
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Criterion T3	
The tenderer must prove the necessary <b>human resources</b> to perform the contract in line with best professional practice according to requirements in section 1 of the Tender specifications.	
<b>Minimum level of capacity</b>	<p>The team delivering the services should include, as a minimum, the following profiles:</p> <p><b>- A Project Leader and three other team members</b>, including communication staff (PR and press), secretary/assistant and social media manager, providing for each of them:</p> <ul style="list-style-type: none"> <li>• Completed university degree of at least Bachelor level for the project leader and the communication staff;</li> <li>• At least five years of relevant experience in project management, event management, implementation and management of media and public relations events or projects for the project manager and communication staff, and two years for the secretary/assistant and social media manager;</li> <li>• Native level language skills (or equivalent) in Spanish as guaranteed by a certificate or past relevant experience</li> <li>• At least a <a href="#">B" CEFR 2 level language skills</a> (or equivalent) in English, as guaranteed by a certificate or past relevant experience, for the project leader and the communication staff as well as the social media manager.</li> </ul>
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
<b>Evidence</b>	Tenderers shall provide detailed CVs accompanied by diploma(s) and/or other relevant certificate(s) attesting the educational and professional qualifications of minimum one Project Leader and three team members proposed. If the Project Leader(s) is replaced by the Contractor during performance of the contract, the EC Representation shall be informed of the change and the new staff shall comply with the criteria stated above.

### Criterion T4

The tenderer(s) must prove the necessary **technical resources** to perform the contract in line with best professional practice according to requirement in Tender specifications 1.4.2.1 to 1.4.2.10

<p><b>Minimum level of capacity</b></p>	<p>The infrastructure and equipment available shall include, as a minimum, the following elements:</p> <ul style="list-style-type: none"> <li>- Office equipment - including computer equipment, printing facilities (both black/white and colour), copy machines, etc.</li> <li>- Furniture and items for decoration of event venues – including tables, conference tables, chairs, armchairs, sofas, stages, podiums, tents, etc.</li> <li>- Technical equipment for production and provision of visibility and decoration, promotional and information materials (printed and electronic)</li> <li>- Audio-visual equipment, including video, sound, projection, voting equipment, photo and video shooting equipment, audio recording, audio and video editing, etc. as well as web/multichannel streaming equipment, as well as experienced technical support staff to operate the specialized audio visual equipment,</li> <li>- Access to countrywide media / journalists' database;</li> <li>- Access to professional social media platforms to perform paid campaigns, including influencer marketing tools;</li> <li>- Necessary media monitoring capacity;</li> </ul>
<p><b>Basis for assessment</b></p>	<p>This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.</p>
<p><b>Evidence</b></p>	<p>Tenderers will provide a description of the technical resources available to provide the services listed in point 1.4.2.3 to 1.4.2.10 of these Tender Specifications.</p>

👉 Involved entities must not be subject to conflicting interests which may negatively affect the contract performance. Where the *Contracting authority* has established such conflicting interests, it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

The presence of conflicting interests shall be examined during the evaluation phase based on the statements made through the Declarations on Honour and, where applicable, the commitment letters (*Annex 5.1 and Annex 5.2*).

### **3.3. Compliance with the minimum requirements of the Tender specifications**

By submitting a tender, a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tender. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications and to the fact that tenders must comply with applicable data protection, 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 minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

**⚡ Tenders that are not compliant with the applicable minimum requirements shall be rejected.**

### **3.4. Award criteria**

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

1. Price - 40%

The price considered for evaluation will be the total price of the financial tender.

The template for the financial tender include a list of unit prices as well as a volume scenario for each of the units over the period of one year. The total amount of the scenario will be used for the financial comparison of tenders.

2. Quality – 60%

The quality of the tender will be evaluated based on the following criteria:

Quality award criterion	Explanation of the criterion's scope	Maximum number of points per criterion (weighting)	Minimum points to be obtained  (at least 60 % per criterion and 70 in total)
a) Relevance, coherence and conciseness of the proposal	Relevance, coherence and conciseness of the tender for the implementation of the services required, particularly its understanding of the environment in which the Contract will be performed: understanding of the role of the European Commission and its Representation in Spain, of the political, economic, social and media environment in Spain relevant to the organisation of communication events promoting the EU agenda, and of the EU's and the Commission's main priorities.	20	12
b) Appropriateness, effectiveness, coherence and conciseness of the proposed method	Appropriateness, effectiveness, coherence and conciseness of the tender proposed method of providing the services required, including the methods chosen to carry out all the activities listed in the Tender Specifications (considering also the requirements under section 1.4.), the communication approach with respect to target groups and activities, the approach regarding media and social media outreach, and the professional approach to implementing the assignments, including in situations when two or more events taking place simultaneously have to be organized.	20	12

c) Quality of the measures implemented for a continuous high performance throughout the contract period, including quality control measures	This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables and the continuity of the service. The quality system should be detailed and specific to the tasks; a generic quality system will result in a low score.	10	6
d) Appropriateness, effectiveness, coherence, creativity and conciseness of the proposal for the <b>first case study</b> (organisation of citizens' dialogue)	Are the chosen venue, speakers, time-slot, invited audience, media targeted, communication and (social) media strategy etc. appropriate and <b>relevant</b> to the topic and format of the event? (7 points). Are the method, time-line, assignment of roles of team members etc. <b>effective?</b> (8 points). Does the proposal add a touch of <b>creativity</b> or is it following the beaten track of similar events? (10 points).	25	15
e) Appropriateness, effectiveness, coherence, creativity and conciseness of the proposal for the second case study (organisation of Social Pillar communication mission)	Are the chosen venue, speakers, time-slot, invited audience, media targeted, communication and (social) media strategy etc. appropriate and <b>relevant</b> to the topic and format of the event? (7 points). Are the method, time-line, assignment of roles of team members etc. <b>effective?</b> (8 points). Does the proposal add a touch of <b>creativity</b> or is it following the beaten track of similar events? (10 points).	25	15
Total		100	70

The result of the technical evaluation is the sum of the number of points obtained as a result of the evaluation of each criterion. Only those tenders which are awarded at least 60% for each criterion and a total score of at least 70 points will be considered for the award of the contract.

The following table shall be used to establish the points attributed to each criterion:

Points Range	Classification	Criteria for Attributing Points
0% - 20%	No response (complete non-compliance)	The tender fails to meet the criterion and/or it does not provide any solution or its meaning is unclear and/or just quotes/recalls the text or the Tender Specifications
21-40%	Unsatisfactory response	The tender fails to meet the criterion as it has significant shortcomings in a number of key aspects and/or is inconsistent in number identifiable respects and/or is partially incomplete and/or just quotes/recalls the text of the Tender Specifications to the majority of the key aspects.
41-60%	Partially acceptable response	The tender meets the criterion but with some shortcomings that render the answer only partially satisfactory and/or not specific to the question
61-80%	Satisfactory and acceptable response	The tender meets what is required under the criterion covering most of key aspects
81-90%	Fully satisfactory/very good response	The tender meets what is required by the criterion in all key aspects
91-100%	Excellent response	The tender meets what is required by the criterion in all key aspects and exceeds some or all of the major requirements.

### 3.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

Score for tender X	=	Lowest reference Price	*100	*	40% (Price weighting 40%)	+	Total quality score (out of 100) for all criteria of tender X	*	60% (quality weighting 60%)
		Reference Price of tender X							

☞ The contract shall be awarded to the first **two** ranked tenders, which comply with the Tender Specifications and are submitted by tenderers with access to procurement, not in an exclusion situation and fulfilling with the selection criteria. The ranking will determine the sequence in which the contractors will be offered specific contracts during the implementation of the framework contract.

## 4. FORM AND CONTENT OF THE TENDER

### 4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted via the e-Submission application according to the instructions laid down in the Invitation to tender letter and the [e-Submission Quick Guide](#).

👉 Make sure you prepare and submit your electronic tender in e-Submission early enough to ensure it is received within the deadline specified under Heading IV.2.2 of the contract notice. A tender received after this deadline will be rejected.

### 4.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender in e-Submission are listed in *Annex 1*.

The following requirements apply to the technical and financial offer (to be uploaded as Technical tender and Financial tender in e-Submission):

- *Technical offer.*

The technical offer must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

- *Financial offer.*

A complete financial offer, including the breakdown of the price needs to be uploaded. For this purpose, the Financial Model in *Annex 6* shall be completed, duly signed and uploaded in e-Submission.

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant field of the e-Submission application corresponds to the amount indicated in the uploaded financial offer. In case of discrepancies, only the amount indicated in the financial offer will be taken into account.

The financial offer shall be:

- Expressed in euros. 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.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT. The tenderer may indicate the amount of VAT but it must be shown separately.

👉 The European Union Institutions are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

In Spain, according to B.O.E N° 33 of 07/02/1997 pages 3917 to 3919, the European Union Institutions benefit from direct exception from the payment of value added tax (VAT) for the acquisition of goods and services with a value equal to or higher than 301,00 Euro, including the tax due if the acquisition would not have been exempted. The exemptions is not applied if the value of goods and services on the invoice is lower than 301, 00 Euro, including the tax due if the acquisition would not be exempted.

#### **4.3. Signature policy: how can documents be signed?**

Where a document needs to be signed, the signature must be either hand-written, a qualified electronic signature or an advanced electronic signature based on a qualified certificate as defined in [Regulation \(EU\) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market \(the eIDAS Regulation\)](#).

For hand-written signatures, see Section 1 of the Invitation to tender.

- For electronic signatures see: <https://ec.europa.eu/docsroom/documents/32342>

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign:

- The Tender report;
- The Declaration on Honour of the tenderer (in case of joint tender – the Declarations on Honour of all group members);
- (If applicable – in the case of joint tender) the power(s) of attorney drawn up using the model attached in **Annex 3**).

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy (-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

#### **4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?**

Once the *Contracting authority* has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the *Contracting authority* is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, agencies and bodies, as well to other persons and entities working for the *Contracting authority* or cooperating with it, including contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.

- After the signature of the award decision tenderers whose tenders were received in accordance with the submission modalities, who have access to procurement, who are not found to be in an exclusion situation referred to in Article 136(1) of the FR, who are not rejected under Article 141 of the FR, whose tenders are not found to be incompliant with the procurement documents, and who make a request in writing will be notified of the name of the tenderer to whom the contract is awarded, the characteristics and relative advantages of the successful tender and the price of the offer and/or contract value. The *Contracting authority* may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial offer, technical or trade secrets<sup>9</sup>.
- The *Contracting authority* may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure<sup>10</sup>, the *Contracting authority* may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

☞ The *Contracting authority* will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The *Contracting authority* reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

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<sup>9</sup> For the definition of trade secrets please see Article 2 (1) of DIRECTIVE (EU) 2016/943 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure.

<sup>10</sup> See Article 4 (2) of the REGULATION (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents.

## **APPENDIX: LIST OF REFERENCES**

<b><i>Award criteria</i></b>	See Section 3.4
<b><i>Contracting authority</i></b>	See Section 1.1
<b><i>Entities on whose capacities the tenderer relies to fulfil the selection criteria</i></b>	See Section 2.4.3
<b><i>EU Validation services</i></b>	See Section 2.3 <a href="#">EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment</a>
<b><i>Exclusion criteria</i></b>	See Section 3.1
<b><i>Financial Regulation</i></b>	<a href="#">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</a>
<b><i>Framework contract</i></b>	See Section 6
<b><i>Framework contract ceiling</i></b>	See Section 6
<b><i>Group leader</i></b>	See Section 2.4.1
<b><i>Identified subcontractors</i></b>	See Section 2.4.2
<b><i>Involved entities</i></b>	See Section 2.4
<b><i>Joint tender</i></b>	See Section 2.4.1
<b><i>Participating entities</i></b>	See Section 1.1
<b><i>Participant Register</i></b>	See Section 2.3 <a href="https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register">https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register</a>
<b><i>Selection criteria</i></b>	See Section 3.2
<b><i>Sole tenderer</i></b>	See Section 2.4
<b><i>Subcontracting/subcontractor</i></b>	See Section 2.4.2
<b><i>Treaties</i></b>	The EU Treaties: <a href="https://europa.eu/european-union/law/treaties_en">https://europa.eu/european-union/law/treaties_en</a>

# **ANNEXES**

## Annex 1. List of documents to be submitted with the tender or during the procedure

Description	Sole tenderer	Joint tender		Identified Subcontractor	Entity on whose capacity is being relied	When and where to submit the document?	Instructions for uploading in eSubmission (if applicable)	
		Group leader	Member of the group				How to name the file?	Where to upload?
<p><b>1. Identification and information about the tenderer.</b></p> <p><i>eSubmission view</i></p> 								
<p><b>Declaration on Honour on Exclusion and Selection Criteria</b> (see Section 3.1)</p> <p>model in Annex 2. Declaration on Honour on exclusion and selection criteria</p>	☒	☒	☒	☒	☒	With the tender in e-Submission	'Declaration on Honour'	With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Declaration on Honour'.
<p><b>Evidence</b> that the person signing the documents is <b>an authorised</b></p>	☒	☒	☒			With the tender in e-Submission	'Authorisation to sign' documents'.	With the concerned entity under 'Parties' →'Identification tenderer'

<b>representative of the entity</b> <sup>11</sup>								→'Attachments'→'Other documents'.
<b>Power of attorney</b> (see Section 2.4.1)  model in Annex 3. Power of attorney			<input checked="" type="checkbox"/>			With the tender  in e-Submission	'Power of attorney'	In the Group leader's section under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
<b>Commitment letter</b> (see Section 2.4.2 and 2.4.3)				<input checked="" type="checkbox"/>  (model in Annex 5.1)	<input checked="" type="checkbox"/>  (model in Annex 5.2)	With the tender  in e-Submission	'Commitment letter'	With the concerned entity under 'Parties' →'Identification tenderer' →'Attachments'→'Other documents'.
<b>Evidence of non-exclusion</b> (see Section 3.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Only upon request by <i>the Contracting authority</i>  At any time during the procedure	n.a.	n.a.
<b>Evidence of legal existence and status</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			Only upon request by <i>the EU Validation services</i>  At any time during the procedure	n.a.	n.a.
<b>Evidence of legal capacity</b> (see Section 3.2.1)						n.a	n.a.	n.a.

<sup>11</sup> A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

<b>Evidence of economic and financial capacity F1</b>  (see Section 3.2.2)	<p style="text-align: center;"><b>The documents must be provided</b></p> <p style="text-align: center;"><b>only by the <i>involved entities</i></b></p> <p style="text-align: center;"><b>who contribute to reaching the minimum capacity level</b></p> <p style="text-align: center;"><b>for criterion F1</b></p>				Only upon request by <i>the Contracting authority or by the EU Validation services</i>  At any time during the procedure  In the Participant Register	n.a.	n.a.	
<b>Evidence of technical and professional capacity T1 and T2</b>  (see Section 3.2.3)	<p style="text-align: center;"><b>The documents must be provided</b></p> <p style="text-align: center;"><b>only by the <i>involved entities</i></b></p> <p style="text-align: center;"><b>who contribute to reaching the minimum capacity level</b></p> <p style="text-align: center;"><b>for criterion T1 and T2</b></p>				Only upon request by <i>the Contracting authority</i>  At any time during the procedure	n.a.	n.a.	
<b>Evidence of technical and professional capacity T3</b>  (see Section 3.2.3)	<p style="text-align: center;"><b>The documents must be provided</b></p> <p style="text-align: center;"><b>only by the involved entities</b></p> <p style="text-align: center;"><b>who contribute to reaching the minimum capacity level</b></p> <p style="text-align: center;"><b>for criterion T3</b></p>				Only upon request by <i>the Contracting authority</i>  At any time during the procedure	n.a.	n.a.	

<p><b>Evidence of technical and professional capacity T4</b></p> <p>(see Section 3.2.3)</p>	<p><b>The documents must be provided</b></p> <p><b>only by the <i>involved entities</i></b></p> <p><b>who contribute to reaching the minimum capacity level</b></p> <p><b>for criterion T4</b></p>	<p>Only upon request by <i>the Contracting authority</i></p> <p>At any time during the procedure</p>	<p>n.a.</p>	<p>n.a.</p>
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**2. Tender data.**



***Failure to upload the following documents in eSubmission will lead to rejection of the tender.***

<p><b>Technical offer</b></p> <p>(see Section 4.2)</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<p>With the tender in e-Submission</p>	<p>'Technical tender'</p>	<p>Under section 'Tender Data' → 'Technical Tender'</p>
<p><b>Financial offer</b></p> <p>(see Section 4.2)</p>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<p>With the tender in e-Submission</p>	<p>'Financial tender'</p>	<p>Under 'Tender Data' → 'Financial Tender'</p>

### 3. Tender report.

Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to download the Tender Report generated by the e-Submission application. It will have to be signed (hand signature or electronic signature) and uploaded, as explained in the [eSubmission Quick Guide](#).



<b>Tender report</b>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				With the tender in e-Submission	"Tender report"	Under section report'	Tender
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**Annex 2. Declaration on Honour on exclusion and selection criteria**

### Annex 3. Power of attorney

Call for tenders COMM/MAD/2019/OP/0006

Framework contract in cascade for organising public events in Spain

#### POWER OF ATTORNEY

The undersigned:

– Signatory (Name, Function, Company, Registered address, VAT Number)

having the legal capacity required to act on behalf of his/her company,

HEREBY AGREES TO THE FOLLOWING:

- 1) To submit a joint tender as a member of a group of tenderers (the Group), constituted by Company 1, Company 2, Company N (Group members), and led by Company 1 (Group leader), in accordance with the conditions specified in the Tender specifications and the terms specified in the tender to which this Power of attorney is attached.
- 2) If the Contracting authority awards the contract resulting from this call for tenders to the *Group* on the basis of the joint tender to which this power of attorney is attached, all *Group members* shall be considered parties to the contract in accordance with the following conditions:
  - (a) All *Group members* shall be jointly and severally liable towards the Contracting authority for the performance of the contract.
  - (b) All *Group members* shall comply with the terms and conditions of the contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the contract.
- 3) Payments by the Contracting authority related to the services and/or supplies subject to the Contract shall be made through the bank account of the *Group leader*: [Provide details on bank, address, account number].
- 4) The *Group members* grant to the *Group leader* all the necessary powers to act on their behalf in the submission of the tender and the conclusion of the contract, including:
  - (a) The *Group leader* shall submit the tender on behalf of all *Group members* and indicate in the "Tender Contact Info" section in e-Submission the name and e-mail address of an individual - single point of contact authorised to communicate officially with the Contracting authority in connection with the submitted tender on behalf of all *Group members*, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature.
  - (b) The *Group leader* shall sign any contractual documents — including the contract, and amendments thereto — and issue any invoices related to the performance of the contract on behalf of all *Group members*.

(c) The *Group leader* shall act as a single contact point with the Contracting authority in the delivery of the services and/or supplies subject to the contract. It shall co-ordinate the delivery of the services and/or supplies by the *Group* to the Contracting authority, and shall see to a proper administration of the contract.

Any modification to the present Power of attorney shall be subject to the Contracting authority's express approval. This Power of attorney shall expire when all the contractual obligations of the *Group* have ceased to exist. The parties cannot terminate it before that date without the Contracting authority's consent.

Place and date:

Name (in capital letters), function, company and signature:

#### Annex 4. List of identified subcontractors

Identification details	Roles/tasks during contract execution	Proportion of subcontracting (% of contract volume)
[Full official name Registered address Statutory registration number VAT registration number]		
[Full official name Registered address Statutory registration number VAT registration number]		
[REPEAT AS MANY TIMES AS THE NUMBER OF IDENTIFIED SUBCONTRACTORS]		
<b>Other subcontractors that do not need to be identified under Section 2.4.2</b>		
	<b>TOTAL % of subcontracting</b>	0,00%

## Annex 5.1. Commitment letter by an identified subcontractor

[Letterhead, if any]

### EUROPEAN COMMISSION

Call for tenders Ref. COMM/MAD/2019/OP/0006  
Framework contract in cascade for organising public  
events in Spain

Attn:

[Insert date]

### **Commitment letter by identified subcontractor**

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company **[insert name of the entity]** hereby confirm that our company agrees to participate as subcontractor in the offer of **[insert name of the tenderer]** for the Call for Tenders COMM/MAD/2019/OP/0006 – “Framework contract in cascade for organising public events in Spain”

In the event that the tender of the aforementioned tenderer is successful, **[insert name of the subcontractor]** commits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance and that it accepts the general conditions attached to the Tender Specifications for the above call for tender, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

**Annex 5.2. Commitment letter by an entity on whose capacities is being relied**

[Letterhead, if any]

**EUROPEAN COMMISSION**

Call for tenders Ref. COMM/MAD/2019/OP/0006  
Framework contract in cascade for organising public  
events in Spain

**Attn:**

*[Insert date]*

**Commitment letter by an entity on whose capacity is being relied**

I, the undersigned,

Name:

Function:

Company:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of the company *[insert name of the entity]* hereby confirm that our company **authorises the *[insert name of the tenderer]* to rely on its financial and economic capacity in order to meet the minimum levels** required for the Call for Tenders COMM/MAD/2019/OP/0006 – “Framework contract in cascade for organising public events in Spain”

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the entity]* commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance, and that it accepts the general conditions attached to the Tender Specifications for the above call for tender, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

**Annex 6. Financial offer form**