



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL  
ENVIRONMENT  
**Directorate B – Circular Economy & Green Growth**  
**ENV.B.2 – Sustainable Chemicals**

## **CALL FOR TENDERS**

**ENV/2019/OP/0006**

**Scientific/technical assistance for the implementation of Directive  
2010/63/EU on the protection of animals used for scientific purposes**

# **TENDER SPECIFICATIONS**

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## 1. INFORMATION ON TENDERING

### 1.1. How to submit a tender: Registration in the Participant Register and validations by the EU Validation services

In order to submit a tender using e-Submission, tenderers (each member of the group in the case of a joint tender) will need to register in the European Commission's Participant Register - an online register of organisations participating in EU calls for tenders or proposals. On registering, each organisation obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the above register. Instructions on how to create a PIC can be found in the [PIC-management Quick Guide for Economic Operators](#). Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

In the e-Submission application the tenderers should fill out the required identification information in line with the instructions in the e-Submission Quick Guide available at: [https://webgate.ec.europa.eu/e-Submission/assets/documents/manual/quickGuide\\_en.pdf](https://webgate.ec.europa.eu/e-Submission/assets/documents/manual/quickGuide_en.pdf). The sole tenderer or all members of a joint tender must be identified with a PIC – Participant Identification Code. No PIC is needed for subcontractors.

**It is not required at the level of the tender submission, to attach either Legal Entity Form or Financial Identification Form.**

The tenderer (and each member of the group in case of joint tender) must declare whether it is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#). This information is used for statistical purposes only. To that end, tenderers are invited to upload a self-declaration under the heading ‘other documents’ as part of their offer in e-Submission. See checklist in Annex 5.

### 1.2. Participation

Participation in this procurement procedure is open on equal terms to all natural and legal persons coming within the scope of the Treaties, as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the Union in the field of public procurement on the conditions laid down in that agreement. Where the plurilateral Agreement on Government Procurement<sup>1</sup> concluded within the World Trade Organisation applies, the participation to this procedure is also open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions it lays down.

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<sup>1</sup> See [http://www.wto.org/english/tratop\\_E/gproc\\_e/gp\\_gpa\\_e.htm](http://www.wto.org/english/tratop_E/gproc_e/gp_gpa_e.htm)

For British candidates or tenderers:

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

### **1.3. Contractual conditions**

The tenderer should bear in mind the provisions of the draft contract which specifies the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits.

### **1.4. Compliance with applicable law**

The tender must comply with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU<sup>2</sup>.

### **1.5. Joint tenders**

**Tenderers** may choose between presenting a **joint tender** and introducing a tender as a **sole economic operator**. A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders and sole tenders may also include subcontractors.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

Whichever type of bid is chosen, the tender shall stipulate the legal status and role of each legal entity in the tender proposed and the monitoring arrangements that exist between them and, failing this, the arrangement they foresee to establish if they are awarded the contract.

The sole tenderer or all members of a joint tender must be identified with a PIC – Participant Identification Code. No PIC is needed for subcontractors.

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<sup>2</sup> Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC (OJ L 94, 28.3.2014, p. 65).

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

To this end all members of the group should sign a **power of attorney** (see models in Annex 3). This document must be scanned and included in the offer. For groups not having formed a common legal entity, model 1 should be used, and for groups with a legal entity in place model 2 should be used.

## **1.6. Subcontracting**

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify all subcontractors and provide an indication of the proportion of subcontracting. Consequently, the bid must document their willingness to accept the tasks assigned to them by submitting the form in Annex 2, duly completed and signed. In case a tenderer relies on subcontracting to meet the required level under selection criteria, the subcontractor(s) concerned must upload the relevant supporting documents to that effect with their tender.

During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

## **2. EVALUATION AND AWARD**

### **2.1. Evaluation steps**

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- 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 set out in these tender specifications
- Evaluation of tenders on the basis of the award criteria

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

The Contracting Authority will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

## **2.2.Verification of non-exclusion**

All tenderers must provide a declaration on honour (see Annex 1), stating that they are not in one of the situations of exclusion listed in that declaration on honour.

The declaration(s) shall be signed by an authorised representative either with advanced electronic signature based on qualified certificates or by scanning and uploading a hand signed copy.

The hand-signed originals of the declaration on honour must be sent by letter to the contracting authority. See Invitation document for more details.

**In case of joint tender, each member of the group must provide a declaration on honour signed by an authorised representative.**

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring, at any point during the procedure, the supporting documents listed in the declaration on honour.

In any event, the successful tenderer must provide the documents mentioned in the declaration on honour before signature of the contract and within a deadline given by the contracting authority. This requirement applies to each member of the group in case of joint tender including subcontractors whose capacity is necessary to fulfil the selection criteria.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

## **2.3.Selection criteria**

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to carry out the work subject to this call for tender.

The tenderer may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must, in that case, prove to the Contracting Authority that it will have at its disposal the resources necessary for the performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

### **2.3.1. Declaration and evidence**

The tenderers (and each member of the group in case of joint tender) and subcontractors must provide the declaration on honour (see Annex 1), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them individually. In

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

This declaration is part of the declaration used for exclusion criteria (see section 2.2) so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the declaration on honour and evidence submitted for the legal and regulatory, financial and economic and technical and professional capacity of the tenderers.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued no more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour in the e-Submission that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that there has been no change in its situation.

A tenderer (or a member of the group in case of joint tender, or a subcontractor) is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

### **2.3.2. Legal and regulatory capacity criteria and evidence**

Tenderers must prove that they are allowed to pursue the professional activity necessary to carry out the work subject to this call for tenders.

In the course of the procedure the EU Validation Services (at Research Executive Agency) may contact tenderers (each member of the group in the case of a joint tender) via the Participant Register and ask for supporting documents with respect to the legal existence and status. The notifications concerning the legal status validation will be sent to the e-mail address of the contact person indicated in the Participant Register. It is the responsibility of the tenderer (each member of the group in the case of a joint tender) to provide a valid e-mail address and to check it. Please note that a request for supporting documents in no way implies that the tenderer has been successful.

The documents that may be requested by the EU Validation Services during the course of the procedure are listed in Annex 6.

The documents that shall be submitted with the tender in e-Submission are listed in the checklist available in Annex 5.

### **2.3.3 Economic and financial capacity criteria and evidence**

**The tenderer must have the necessary economic and financial capacity to perform this contract until its end.**

The tenderer must comply with the following selection criteria:

Annual turnover of the last two financial years above EUR 175,000 (one hundred and seventy five thousand Euros); this criterion applies to the tenderer as a whole, i.e. the combined capacity of all members of a group in case of joint tender and identified subcontractors.

**To that end, tenderers are required to upload the following supporting evidence under the heading ‘other documents’ as part of their offer in e-Submission:**

- Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned legal entity;
- Failing that, appropriate statements from banks;
- If applicable, evidence of professional risk indemnity insurance.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other documents which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Commission reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

### **2.3.4 Technical and professional capacity criteria and evidence**

#### **a. Criteria and evidence relating to tenderers**

Tenderers (in case of a joint tender or a tender with subcontracting) the combined capacity of all members of the group and identified subcontractors) must comply with the criteria listed below:

The project references indicated below consist of **a list of relevant services provided** (i.e. not ongoing but fully completed) in the past five years, **with the sums, dates and clients, public or private, accompanied by statements issued by the clients.**

- **Criterion A1:** The tenderer must prove solid experience in the field of laboratory animal use/laboratory animal science.

**Evidence A1:** The tenderer must provide references for three projects delivered in these fields in the last five years with a minimum value for each project of €60.000.

- **Criterion A2:** The tenderer must prove capacity and experience in collecting, analysing and summarising information, drafting reports and recommendations.

**Evidence A2:** The tenderer must provide references for three projects delivered in the last five years showing the necessary capacities and experience.

- **Criterion A3:** The tenderer must prove capacity to work, and draft reports, in English.

**Evidence A3:** The tenderer must provide one document of at least 10 pages (report, study, etc.) in this language that it has drafted and published or delivered to a client in the last two years. The verification will be carried out on 5 pages of the document.

**In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.**

**b. Criteria and evidence relating to the team delivering the service:**

The team delivering the service should include, as a minimum, the following profiles:

**Criterion B1 - Project Manager:** At least five years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size.

**Evidence B1:** CV

**Criterion B2 - Language quality check:** At least two members of the team should have native or at least C1 level in the Common European Framework for Reference for Languages<sup>3</sup> in English.

**Evidence B2:** A language certificate or past relevant experience.

**Criterion B3 - Experts in laboratory animal use/laboratory animal science** with at least seven years of professional experience and relevant higher education degree. One of the team members should be a veterinarian with at least seven years' of professional experience in the field of laboratory animal use.

**Evidence B3:** CV

**Criterion B4 - Expertise in the content and the requirements of Directive 2010/63/EU and its national implementation and application** demonstrated by involvement in at least three activities on practical application of the Directive. Understanding of other EU policies in the area of animal testing and the Three Rs, and good understanding of the current practises across EU in relation to the use of animals for scientific purposes.

**Evidence B4:** CV

**Criterion B5 - Expertise in moderating, consensus seeking and negotiation skills:** proven experience in moderating meetings in a multicultural environment to a successful delivery of consensus agreements and policy support tools in a controversial field of animal experimentation policies.

**Evidence B5:** CV

**In order to prove their capacity, the tenderer must upload in e-Submission the evidence listed above.**

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<sup>3</sup> See [http://www.coe.int/t/dg4/linguistic/Cadre1\\_en.asp](http://www.coe.int/t/dg4/linguistic/Cadre1_en.asp)

## 2.4. Compliance with the minimum requirements

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

## 2.5. Award criteria

The contract will be awarded to the most economically advantageous tender, according to the 'best price-quality ratio' award method. The quality of the tender will be evaluated based on the following criteria. The maximum total quality score is 100 points.

A maximum of 60 points will be attributed to criterion 1, a maximum of 20 points will be attributed to criterion 2, and a maximum of 20 points will be attributed to criterion 3. In addition a minimum threshold will be set up under this system of points:

Technical sufficiency levels: Selected companies will have to score a minimum of 30, 10 and 10 points under criteria 1, 2 and 3 respectively, with a minimum total of 65 points.

Assessment of the tenders will focus on the quality of the proposed services therefore tenderers should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero mark for the relevant qualitative award criteria.

### 1 Quality of the proposed methodology (60 points – minimum threshold 50%)

The degree to which the methodology shows the capacity to analyse, review and evaluate documents and figures, in accordance with the needs of the contracting authority will be assessed under this criterion. Furthermore the tender must demonstrate the capacity to resolve the questions underlying in the tender in a realistic and well-structured way, as well as demonstrate that the methods proposed are suited to the needs set out by the Commission in the Technical Specifications (see part 3).

Sub-criterion 1.1 (30 points – minimum threshold 50%)

- Proposed methodology for tasks under 3.3.1 related to the policy analysis, development and adaptation to technical/scientific progress

Sub-criterion 1.2 (20 points – minimum threshold 50%)

- Proposed methodology for tasks under 3.3.2 on EU implementation and evaluation reports

Sub-criterion 1.3 (10 points – minimum threshold 50%)

- Proposed methodology for the remaining tasks as described under section 3.3

**2 Organisation of the work and allocation of resources (20 points – minimum threshold 50%)**

This criterion will assess how the roles and responsibilities of the proposed team and of the economic operators (in case of joint tenders, including subcontractors if applicable) are distributed for each task. It also assesses the global allocation of time and resources to the project and to each task or deliverable, and whether this allocation is adequate for the work. The tender should provide details on the allocation of time and resources and the rationale behind the choice of this allocation. Details should be provided as part of the technical offer and not simply as part of the financial offer.

**3 Quality control measures (20 points – minimum threshold 50%)**

This criterion will assess the quality control system applied to the service foreseen in these tender specifications concerning the quality of the deliverables, the language quality check, and continuity of the service in case of absence of a member of the team. The quality control system should be detailed in the tender and specific to the tasks at hand; a generic quality control system will result in a low score.

**2.5.1 Ranking and Award**

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out of the 100 points that are available for the technical quality of the bid**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. The ranking of the tenders will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

**2.6. Technical proposal**

The technical proposal needs to be uploaded in the step "Tender Data" of the wizard of the e-Submission application. The e-Submission application allows attachment of as many documents as necessary.

Tenderers shall include in their bids a **technical proposal addressing the aspects detailed in the technical specifications** in section 3.

The technical proposal shall comply with the technical specifications and provide, as a minimum, the information specifically requested.

Due consideration should be given to the award criteria and method as stipulated under section 2.5 in this document.

Please note that, to grant equal treatment of all tenders, **it is not possible to modify offers after their submission in relation to the technical and financial proposals.**

Please note that proposals deviating from the technical specifications risk being rejected for non-compliance.

**The technical specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract.**

## **2.7. Financial offer**

The maximum budget allocated to this contract is fixed at EUR 350,000 (three hundred and fifty thousand Euros) excluding VAT (including fees, travel and all other costs. **Travel and subsistence expenses should be part of the lump sum and will not be refunded separately.**) Any offers received that do not respect this maximum budget will be automatically excluded from the evaluation procedure. For guidance purposes see Annex 4.

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

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

A complete financial proposal (see Annex 4 for guidance) needs to be uploaded in step "Tender Data" of the wizard of the e-Submission application.

The total price (including any options and renewals) needs also to be encoded directly in the e-Submission application (Total amount).

**It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant tab of the e-Submission application corresponds exactly to the value reflected in the uploaded financial proposal. In case of discrepancies, only the value reflected in the financial proposal will be taken into account.**

## **3. TECHNICAL SPECIFICATIONS**

### **3.1. Background**

[Directive 2010/63/EU](#)<sup>4</sup> regulates the use of animals for scientific purposes in the EU, hereafter ‘the Directive’. The Directive took full effect on 1 January 2013.

Since its adoption, this Directive was already subject to a Citizens’ Initiative “Stop Vivisection” requesting it to be annulled and replaced by legislation effectively banning the use of animals for scientific purposes – highlighting the marked interest of both citizens and the European Parliament on this highly polarised policy area. As part of its response to the initiative, the Commission committed itself to a close follow-up of the progress of transposition and implementation of this Directive in the Member States. The shortcomings in some parts of the working of the Directive were noted during its mandated review in 2017. The review contained a number of recommendations for all involved in care and use of animals for scientific purposes, including for the Commission services, to facilitate meeting the aims of the Directive.<sup>5</sup>

The Directive contains a number of new elements for which further guidance was needed to ensure common understanding and implementation of the legislative tool. Over the first years since the Directive took effect, the Commission has developed a set of [guidance](#)<sup>6</sup> on these key elements. However, several important topics remain to be elaborated such as practical guidance on retrospective assessment, practices and obligations under the Directive in relation to genetically altered animals and the promotion of Culture of Care. Additional elements for further guidance are being identified together with Member States as experience continues to be gained from the implementation and application of the Directive.

In addition to general requirements concerning its implementation, the Commission has a number of specific obligations deriving from the new Directive. These include adaptation to technical progress of Annexes III and IV on care and accommodation and methods of killing which currently still lack standards for the newly introduced group of invertebrate species (*Cephalopods*) (this work was postponed and will take place under the new Commission); a new requirement on the preparation of annual EU summaries on statistics on the use of animals and on the implementation of the Directive (under the revised Article 57); thematic reviews under Article 58, where appropriate, and a feasibility study on the sourcing of non-human primates from self-sustaining colonies under Article 10 to cater for the research needs in the EU<sup>7</sup>. Finally, the Commission has made a commitment to evaluate the Directive to coincide with the second EU summary on the implementation of the Directive, due in May 2024.

The majority of these tasks require organisation of expert/stakeholder meetings to analyse the current situation, gather stakeholder views through questionnaires (to be developed by the contractor) and consultation meetings, draw from the latest scientific and technical

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<sup>4</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2010:276:0033:0079:EN:PDF>

<sup>5</sup> [http://ec.europa.eu/environment/chemicals/lab\\_animals/related\\_topics\\_en.htm](http://ec.europa.eu/environment/chemicals/lab_animals/related_topics_en.htm)

<sup>6</sup> [http://ec.europa.eu/environment/chemicals/lab\\_animals/interpretation\\_en.htm](http://ec.europa.eu/environment/chemicals/lab_animals/interpretation_en.htm)

<sup>7</sup> A related study concerning the supply of second and higher generation purpose-bred non-human primates, also carried out under Article 10 of the Directive, is published at [https://ec.europa.eu/environment/chemicals/lab\\_animals/related\\_topics\\_en.htm](https://ec.europa.eu/environment/chemicals/lab_animals/related_topics_en.htm)

knowledge, as well as to identify best practices and reach consensus on the approach to be taken to address specific issues.

### 3.2. Objectives

The objectives of the contract are to provide the Commission with the specialised scientific and technical expertise required to facilitate the correct, comprehensive and uniform implementation of the Directive, and its related obligations on the Commission.

With the contribution provided by the contract, the Commission will be able to prepare, carry out and follow-up the necessary activities that are required to be completed and within the timelines stipulated by the Directive.

### 3.3. Content / Description of the tasks

The tasks of the contractor are listed below with reference to the corresponding Articles in Directive 2010/63/EU, where appropriate.

#### 3.3.1. Policy analysis, development and adaptation to technical/scientific progress

- Data gathering, review, analysis and drafting of the study report with the related conclusions and recommendations under **Article 10** on sourcing of non-human primates from self-sustaining colonies from Q3 2021 onwards and to be completed by the end of Q3 2022;
- Data gathering, review, analysis and conclusions as a basis for the adaptation of **Annexes III and IV** to technical progress, and data gathering, review, analysis and drafting of conclusions of **thematic review(s) under Article 58** (where appropriate) with further scientific input from Commission scientific and expert committees if required;
- Data gathering and preparation of technical/scientific documents for **Expert Working Group meetings** (on average one per year), overseeing and co-ordinating follow-up work by sub-groups, where appropriate, and drafting of conclusions.

Data gathering requires the contractor to identify, in collaboration with the Commission, and specific to the topic, the specific data needs and the appropriate sources of information; devise questionnaires (where appropriate), ensure sufficient quantity and quality of responses; it may also include conducting interviews with relevant stakeholders and organisation of expert meetings (the practical organisation of a meeting will not be the task of the contractor).

#### 3.3.2. EU implementation and evaluation reports

- Preparation of the **EU summary of the implementation** of the Directive in line with revised Article 54(1): streamlining data collection (Q4 2022); review, analysis and drafting of conclusions from Q4 2023 to be completed on the basis of MS submissions by the end of contract during Q1 2024;
- Data gathering, review, analysis and drafting of conclusions for a **Directive evaluation** starting from Q2 2022, and adoption foreseen to coincide with the second EU summary on the Implementation of the Directive (due May 2024).

### 3.3.3. Reporting and transparency

- Assistance in activities, such as analysis of areas of concern, preparation of additional guidance and presentations for stakeholders, to ensure correct implementation of **statistical reporting requirements in Article 54(2)**, including assistance in the development of annual EU summaries thereof;
- Assistance in activities, such as preparation of additional guidance and presentations for stakeholders, to facilitate MS timely publication of **non-technical project summaries (Article 43)** of sufficient quality and accuracy through **EU Database**<sup>8</sup>.

### 3.3.4. Miscellaneous scientific/technical support in the application of the EU policy on the Three Rs<sup>9</sup> and the use and care of animals for scientific purposes

- Data gathering and preparation of technical/scientific documents for the twice yearly **National Contact Point meetings** (Article 59), and **meetings of National Committees** (Article 49), as required;
- Follow up activities, such as preparation of discussion documents and development of guidance, arising from the recommendations in the Staff Working Document of Article 58 Directive Review Report from November 2017<sup>10</sup>, and Article 57 Implementation Report (adoption foreseen in November 2019);
- Assistance in ad-hoc technical/scientific questions concerning the transposition and application of the Directive in the Member States as well as other policies related to Directive 2010/63/EU. Assistance in ad-hoc questions usually take the form of answering specific, well-defined scientific/technical questions within the scope of the Directive, or reviewing/analysing documents for their technical/scientific accuracy related to the policy area. The ad-hoc assistance is not expected to exceed five man-days a year.

Participation in and moderation of the related meetings and workshops aiming for consensus outcome, including co-ordination and moderation of the work of any related follow-up sub-groups; co-ordination of contributions for and drafting of conclusions and related reports thereof.

The completion of the tasks will require presence at meetings and workshops in Brussels. Administrative work related to meetings (e.g. invitations, logistics, travel/accommodation) are not part of the tasks of the contractor, nor are any financial aspects of the evaluation of the Directive. The contractor should foresee a maximum of 20 meetings in Brussels, including both the National Contact Point and expert meetings/workshops. Most will be two-day meetings some of which will require an additional preparatory day resulting in a maximum of 60 days in Brussels. For the smooth running of the contract, these meetings also include a kick-off meeting as well as progress monitoring meetings. The majority of them are planned to be held back to back with other scheduled meetings and workshops. Smaller meetings may also be conducted by video/teleconference.

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<sup>8</sup> Article 43 of the Directive as amended by Regulation (EU)2019/1010

<sup>9</sup> To Replace, Reduce and Refine the use of animals for scientific purposes

<sup>10</sup> [https://ec.europa.eu/environment/chemicals/lab\\_animals/related\\_topics\\_en.htm](https://ec.europa.eu/environment/chemicals/lab_animals/related_topics_en.htm)

All tasks will be carried out in English.

### **3.4. Deliverables**

For each of the Workshops, Expert, National Committee and National Contact Point meetings, the contractor is expected to deliver the agreed preparatory documents four weeks in advance of the meeting. The written conclusions in the agreed format are expected to be delivered within six weeks following the meetings, unless otherwise agreed.

In addition, the following deliverables are required:

- **Inception report** reflecting the outcomes of the kick-off meeting that will take place three weeks after the effective start date of the contract, describing in detail the planned execution of the activities for the first 24 months

Deadline: two weeks after the kick-off meeting

- **One progress report** 24 months after the effective start date of the period of implementation of the contract covering the main activities undertaken during the previous period and detailing the planned execution of the activities for the next/remaining period.

Deadline: month 24 after the effective start date of the period of implementation of the contract

- **Final report** covering a summary of the main activities undertaken during the four-year contract. The written conclusions from the Workshops/Expert and National Contact Point meetings will be annexed to the Final report (forming the main bulk of the report).

Deadline: month 48 after the effective start date of the period of implementation of the contract

### **Duration of the tasks**

The tasks should be completed within 48 months of the effective start date of the period of implementation of the contract, which is set for 1.3.2020. The execution of the tasks may not start before the contract has been signed.

### **Place of performance**

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises.

**ANNEX 1 - DECLARATION ON HONOUR ON  
EXCLUSION CRITERIA AND SELECTION CRITERIA**

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

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number:  (‘the person’)	Full official name:  Official legal form:  Statutory registration number:  Full official address:  VAT registration number:  (‘the person’)

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority<sup>11</sup>, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

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

Date of the declaration	Full reference to previous procedure

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

➤ declares that the above-mentioned person is in one of the following situations:	YES	NO
---	-----	----

\_\_\_\_\_

<sup>11</sup> The same EU institution, agency, body or office.

a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting	<input type="checkbox"/>	<input type="checkbox"/>

<b>to commit such offences, as referred to in Article 4 of that Decision;</b>		
<b>(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>h) (<i>only for legal persons</i>) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g).</b>	<input type="checkbox"/>	<input type="checkbox"/>
<b>i) for the situations referred to in points (c) to (h) above the person is subject to:</b> <b>i.facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office (OLAF) or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</b> <b>ii.non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</b> <b>iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;</b> <b>iv.information transmitted by Member States implementing Union funds;</b> <b>v.decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or</b> <b>vi.decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</b>	<input type="checkbox"/>	<input type="checkbox"/>

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

***Not applicable to natural persons, Member States and local authorities***

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

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

➤ declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
<b>Situation (a) above (bankruptcy)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Situation (b) above (breach in payment of taxes or social security contributions)</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### IV – Grounds for rejection from this procedure

(4) declares that the above-mentioned person:	YES	NO
<b>Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.</b>	<input type="checkbox"/>	<input type="checkbox"/>

### V – Remedial measures

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

### VI – Evidence upon request

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

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

**For situations described in (a), (c), (d), (f), (g) and (h), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.**

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

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority<sup>12</sup>. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

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

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

## VII – Selection criteria

	YES	NO	N/A
(1) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:			
<b>(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 2.3.2 of the tender specifications;</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>12</sup> The same institution or agency.

<b>(b) It fulfills the applicable economic and financial criteria indicated in section 2.3.3 of the tender specifications;</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>(c) It fulfills the applicable technical and professional criteria indicated in section 2.3.4 of the tender specifications.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(2) if the above-mentioned person is the <b>sole tenderer</b> or the <b>leader in case of joint tender</b> , declares that:	YES	NO	N/A
<b>(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### VIII – Evidence for selection

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority<sup>13</sup>. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

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

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

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

Full name

Date

Signature

\_\_\_\_\_

<sup>13</sup> The same institution of agency.

**ANNEX 2 – SUBCONTRACTING LETTER OF INTENT**

*"Title of the call for tender"*

The undersigned: .....

Name of the company/organisation: .....

Address: .....

Declares hereby the intention to collaborate in the execution of the tasks subject to the above call for tender, in accordance with the terms of the offer to which the present form is annexed, if the contract is awarded to ... .. *(name of the tenderer)*.

Declares hereby accepting the general conditions attached to the tendering specifications for this call for tender, and in particular art. II.24 in relation with checks and audits.

**Full name**

**Date**

**Signature**

.....

### ANNEX 3 – POWER OF ATTORNEY/AGREEMENT MODEL 1

#### **(DESIGNATING ONE OF THE COMPANIES OF THE GROUP AS LEADER AND GIVING A MANDATE TO IT)**

We the undersigned:

- Signatory 1 (Name, Function, Company, Registered address, VAT Number)
- Signatory 2 (Name, Function, Company, Registered address, VAT Number)
- .....
- Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company, **HEREBY AGREE AS FOLLOWS:**

In case the European Commission awards Contract .... (« **the Contract** ») to Company 1, Company 2, ..., Company N (« **the Group Members** »), based on the joint offer submitted by them on ... .. for the supply of ..... and/or the provision of services for ... (« **the Supplies and/or the Services** »).

(1) As co-signatories of the Contract, all the Group Members:

- (a) Shall be jointly and severally liable towards the European Commission for the performance of the Contract.
- (b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

(2) To this effect, the Group Members designate Company X as **Group Leader**. [*N.B.: The Group Leader has to be one of the Group Members*]

- (3) Payments by the European Commission related to the Supplies or the Services shall be made through the Group Leader’s bank account .[*Provide details on bank, address, account number, etc.*].
  
- (4) The Group Members grant to the Group Leader all the necessary powers to act on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks:
  - (a) The Group Leader shall sign any contractual documents—including the Contract and Amendments thereto—and issue any invoices related to the Supplies or the Services on behalf of the Group Members.
  
  - (b) The Group Leader shall act as single point of contact for the European Commission in connection with the Supplies and/or the Services to be provided under the Contract. It shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the European Commission’s express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the European Commission in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission’s consent.

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

Name  
 Function  
 Company

Name  
 Function  
 Company  
 ETC

## ANNEX 3 – POWER OF ATTORNEY/AGREEMENT MODEL 2

### (CREATING THE GROUP AS SEPARATE ENTITY, APPOINTING A GROUP MANAGER AND GIVING A MANDATE TO HIM/HER)

We the undersigned:

- Signatory 1 (Name, Function, Company, Registered address, VAT Number)
- Signatory 2 (Name, Function, Company, Registered address, VAT Number)
- .....
- Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company, HEREBY AGREE AS FOLLOWS:

In case the European Commission awards Contract .... (« **the Contract** ») to Company 1, Company 2, ..., Company N (« **the Group Members** »), based on the joint offer submitted by them on ... .. for the supply of ..... and/or the provision of services for ... (« **the Supplies and/or the Services** »).

(1) As co-signatories of the Contract, all the Group Members:

- (a) Shall be jointly and severally liable towards the European Commission for the performance of the Contract.
- (b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

(2) To this effect, the Group Members have set up under the laws of ..... the Group ..... (« **the Group** »). The Group has the legal form of a ..... [*Provide details on registration of the Group: VAT Number, Trade Register, etc.*].

(3) Payments by the European Commission related to the Supplies or the Services shall be made through the Group's bank account . [*Provide details on bank, address, account number, etc.*].

(4) The Group Members appoint Mr/Ms ..... as **Group Manager**.

(5) The Group Members grant to the Group Manager all the necessary powers to act alone on their behalf in connection with the Supplies and/or the Services. This mandate involves in particular the following tasks :

- (a) The Group Manager shall sign any contractual documents—including the Contract and Amendments thereto—and issue any invoices related to the Supplies or the Services on behalf of the Group Members.
  
- (b) The Group Manager shall act as single point of contact for the European Commission in connection with the Supplies and/or the Services to be provided under the Contract. He/she shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to the European Commission, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to the European Commission's express approval.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the European Commission in connection with the Supplies and/or the Services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the Commission's consent.

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

Name

Function

Company

## ANNEX 4 – FINANCIAL OFFER TEMPLATE

(for guidance purposes only)

(to be completed and signed by the tenderer only or the lead tenderer in the case of joint bids)

### Price and Estimated budget breakdown

Calculation of the costs (incl. travel, overheads, consumables and any other related costs)

Type of service provider	Position within the project team	Number of working days	Allocation of tasks	Proportion of the contract in %	Costs in €
<b>Lead contractor</b>					
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
	<b>Sub-total</b>	.....		.....	.....
<b>Sub-contractor 1</b>					
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
	<b>Sub-total</b>	.....		.....	.....
<b>Sub-contractor 2</b>					
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
	<b>Sub-total</b>	.....		.....	.....
<b>Sub-contractor 3</b>					
	.....	.....	.....	.....	.....
	.....	.....	.....	.....	.....
	<b>Sub-total</b>	.....		.....	.....
<b>Travel/other costs<sup>14</sup> (if applicable)</b>					
	<b>Total</b>	.....		.....	.....

**Signature of Tenderer**

.....

**Date**

.....

\_\_\_\_\_

<sup>14</sup> Will be reimbursed on a lump-sum basis.

**ANNEX 5 – CHECKLIST OF DOCUMENTS TO BE SUBMITTED IN THE E-SUBMISSION APPLICATION**

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender (joint tender leader in joint bid, partner in joint bid, sole tenderer, subcontractor).

Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

Description	Joint tender leader in joint bid	Partners in joint bid	Sole tenderer	Sub-contractor(s)
Power of attorney of partners in joint bid indicating the group leader (see Annex 3)		■		
Evidence that the person signing the documents is an authorised representative of the tenderer	■	■	■	
Letter of intent of subcontractor (see Annex 2)				■
SME declaration (See section 1.1)	■	■	■	
Exclusion and selection Criteria form (See Annex 1)	■	■	■	■
Evidence of Economic and financial capacity (see section 2.3.3)	■	■	■	■ <sup>15</sup>
Evidence of Technical and professional capacity (see section 2.3.4)				
<b>Go to the following page to fill in the CV:</b> <a href="http://europass.cedefop.europa.eu/en/documents/curriculum-vitae">http://europass.cedefop.europa.eu/en/documents/curriculum-vitae</a>	■	■	■	■

<sup>15</sup> If relied upon to fulfil economic and financial capacity

The following sections must be provided in the bid, their absence would mean rejection of the bid for incompleteness:

Description	Joint tender leader or sole tenderer
Technical Offer (see section 2.6)	■
Financial Offer (See section 2.7 and Annex 4)	■

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 [e-Submission Quick Guide for economic operators](#).

Description	Joint tender leader in joint bid	Partners in joint bid	Sole tenderer	Sub-contract or	Where to upload a document in e-Submission
Tender Report	■		■		In Step "Tender Report" of the e-Submission wizard

**ANNEX 6 – DOCUMENTS WHICH MAY BE REQUESTED BY THE EU  
VALIDATION SERVICES DURING THE COURSE OF THE PROCEDURE**

- Signed [legal entity identification form](#)
- Natural Person
- Private Law Body
- Public Law Body
  - **Official VAT document** or — if the entity is not registered for VAT — the proof of VAT exemption, not older than 6 months.
  - Signed **Financial Identification Form, and**
  - the following additional documents, where relevant:

Private body	Registration extract (not older than 6 months).
Public body	Copy of the act, law, decree or decision that established the organisation as a public body (or, if this doesn't exist, any other official legal document that proves this).
Non-profit organisation	Copy of an official document attesting that the organisation has a legal or statutory obligation not to distribute profits to shareholders or individual members.  The certificate of tax exemption may only constitute an indication of the non-profit status of the entity which has to be assessed together with other elements.
Research organisation	Copy of an official document attesting that one of the main objectives of the entity is carrying out research or technological development.
Secondary or higher education establishment	Copy of an official document attesting that the organisation is recognised such as 'secondary or higher education establishment' by the national education system and is entitled to deliver diplomas recognized by the State.
International organisation	Copy of the relevant international treaty creating the organisation under international public law.

International organisation of European interest	
Natural person	Copy (legible) of valid identity card or passport
Entities without legal personality	<p>- Copy of an official document attesting that the representatives of the entity have the capacity to undertake legal obligations on its behalf.</p> <p>- Copy of an official document attesting that the entity has the same operational and financial capacity as that of a legal entity: i.e.</p> <ul style="list-style-type: none"> <li>• a document showing patrimony/asset/capital that is separated and different from those of the members/owners of the entity, and</li> <li>• a copy of the rules providing that creditors can rely on this patrimony/asset/capital and — in case of liquidation/insolvency — are reimbursed before the patrimony/asset/capital is divided between the owners/members.</li> </ul>

## ANNEX 7 – TRAVEL AND SUBSISTENCE COSTS

(Only applicable if the organisation of workshops/conferences is specified in the tender specifications –  
Not applicable to contractor's own staff)

Travel costs must be based on the following:

- Train: first-class rail travel for journeys less than 400 km (one way).
- Flight: economy class air travel for distances of more than 400 km. Business class is allowed for a flight of 4 hours or more without stopovers.
- Private car: the travel shall be reimbursed at the same rate as the first-class rail ticket, or by default at the rate of 0.22 € per km.

Different travel options will not be accepted and will entail the refusal of the offer. Amounts must be quoted in EURO. Prices must be fixed amounts and be calculated exclusive of all duties and taxes.

### Maximum rates for accommodation and meals.

Destination	Hotel ceiling in euros	Daily allowance in euros
Belgium	148	102
Bulgaria	135	57
Czech Republic	124	70
Denmark	173	124
Germany	128	97
Estonia	105	80
Ireland	159	108
Greece	112	82
Spain	128	88
France	180	102
Croatia	110	75
Italy	148	98
Cyprus	140	88
Latvia	116	73
Lithuania	117	69
Luxembourg	148	98
Hungary	120	64
Malta	138	88
Netherlands	166	103
Austria	132	102
Poland	116	67
Portugal	101	83
Romania	136	62
Slovenia	117	84
Slovak Republic	100	74
Finland	142	113
Sweden	187	117
United Kingdom	209	125

Rates for hotel and subsistence for countries not included in the above table will be provided by the Commission services if necessary.