|  |  |
| --- | --- |
| **C:\Users\geraran\Desktop\LOGO CE_Muet_PANTONE_LR.jpg** | EUROPEAN COMMISSION  EUROSTAT  Directorate B: Methodology; Dissemination; Corporation in the European Statistical System  **Unit B5: Data and metadata services; Standards** |

**ORIGINAL EN**

Invitation to tender for the purchase of external statistical data:

“Acquisition of financial, employment, ownership, and related data on companies”

**Tender specifications**

**(ESTAT/B/2019/019)**

**Annexes**

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ANNEX 1  
  
Administrative information form

Identification of the tenderer

Acting in the capacity of (please check the appropriate option):

Leader of group of economic operators

Member of group of economic operators

Single tenderer

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PRIVATE AND PUBLIC ENTITIES**  (To be filled in by each member of the group of economic operators in case of a joint tender) | | | | | |
|  | |  | |  |  |
| **LEGAL NAME OF ORGANISATION:** | |  | | | | |
| Are you a Small or Medium Size Enterprise in accordance with Commission Recommendation (2003/361/EC) [[1]](#footnote-2)? | | YES / NO | | | | |  |
| Please indicate the total number of employees | |  | | | | |  |
|  | |  | |  |  |
| **PERSON AUTHORISED TO SIGN THE CONTRACT** | |  | | | | |
| Name | |  | | | | |
| First name | |  | | | | |
| Function | |  | | | | |
| **SECOND PERSON AUTHORISED TO SIGN THE CONTRACT** | |  | | | | |
| Name | |  | | | | |
| First name | |  | | | | |
| Function | |  | | | | |
| Are they authorised to sign independently of each other? | | YES  / NO | | | | |
| Have you enclosed a copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties?[[2]](#footnote-3) | | YES  / NO | | | | |
|  | |  | |  |  |
| **CONTACT PERSON** (for the tender) | |  | | | | |
| Name | |  | | | | |
| First name | |  | | | | |
| Function | |  | | | | |
| Telephone | |  | | | | |
| Fax | |  | | | | |
| Email address | |  | | | | |
| Other contact details | |  | | | | |
| **INDIVIDUALS**  (To be filled in by each member of the group of economic operators in case of a joint tender) | | | | | |
| **NAME :** | | |  | | | |
| First name | | |  | | | |
| Function | | |  | | | |
| Telephone | | |  | | | |
| Fax | | |  | | | |
| Email address | | |  | | | |
| Other contact details | | |  | | | |
|  | | |  |  |  |
| **BANK DETAILS** (To be filled only by the single tenderer or by the leader/manager of group of economic operators in case of a joint tender)  Could you please indicate the details of the bank account to be used for payments in case of award of the contract (see Art I.7 of the draft contract) | | | | | |  | | |
| Account holder exact name |  | | | | | |
| IBAN Account number |  | | | | | |
| Bank name |  | | | | | |
|  |  | | |  |  |

**TYPE OF INVOICE** (To be filled only by the single tenderer or by the leader/manager of group of economic operators in case of a joint tender)

Could you please indicate which type of invoice you envisage to use in case of award the contract (see Art I.5 and in Art II.1 and II.5 of the draft contract)

|  |  |
| --- | --- |
| Paper format |  |
| Electronic e-invoicing (via E-PRIOR) |  |

**CONTACT PERSON** (To be filled only by the single tenderer or by the leader/manager of group of economic operators in case of a joint tender)

Could you please indicate the contact details of the person who will officially be responsible for the communication with EUROSTAT in case of award of the contract (See Art I.8 of the draft contract)

|  |  |
| --- | --- |
| Is this person the same as the contact person for the tender? (Fill the table only if the answer is “No”) | YES  / NO |
| Name |  |
| First name |  |
| Function |  |
| Telephone |  |
| Fax |  |
| Email address |  |
| Other contact details |  |

**ANNEX** 2. **Questionnaire for joint offers and/or subcontracting**

This questionnaire has to be completed by the tenderer.

In case of joint tender this questionnaire has to be completed by the leader.

**Joint offer**

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

*The questions No 2 – 4 shall be answered only if the answer is affirmative.*

2. Please fill in the name of the economic operators having power of attorney for the group of tenderers and acting as a co-ordinator:

…….….……………………………….………………………………………..

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

…….….……………………………….………………………………………..

…….….……………………………….………………………………………..

1. If a group of economic operators or similar entity exists, please fill in the name and the legal status of the entity:

…….….……………………………….………………………………………..

…….….……………………………….………………………………………..

**Subcontracting**

5. Does your offer involve subcontracting? Yes  No

*If the answer is yes, please complete question number 6, and the next page once for each subcontractor.*

6. List of subcontractors:

…….….……………………………….…

…….….……………………………….…

…….….………………………………….

……….………………………………..…

…….….……………………………….…

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

*Please complete this page once for each subcontractor.*

Name of the subcontractor:

…….….……………………………….………………………………………..

Contact person:

…….….……………………………….………………………………………..

Telephone number, e-mail address:

…….….……………………………….………………………………………..

Reasons for subcontracting:

…….….……………………………….………………………………………..

Role, activities and responsibilities of the subcontractor:

…….….……………………………….………………………………………..

The volume or the proportion of the subcontracting:

…….….……………………………….………………………………………..

Do you intend to rely on capacities from the subcontractor in order to fulfill the selection criteria? Yes  No

If yes, specify which selection criterion – financial and economic capacity or technical and professional capacity – and be aware that the tenderer must be able to provide the supporting documents which make it possible to assess the selection criteria to the extent that the subcontractor puts its resources at the disposal of the tenderer. The stage of the procedure at which those documents (evidence) need to be provided is explained in Section 4.4.3 of the tender specifications.

…….….……………………………….………………………………………..

…….….……………………………….………………………………………..

ANNEX 3.1  
  
Commitment letter by a subcontractor

[*Letterhead, if any*]

EUROPEAN COMMISSION

Call for tenders Ref. ESTAT/B/2019/019

*[Insert date]*

I, the undersigned,

Name:

Position:

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 Tender ESTAT/B/2019/019– Acquisition of financial, employment, ownership, and related data on companies.

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:

Signature:

ANNEX 3.2  
  
Commitment letter by an entity  
on whose capacities are being relied

[*Letterhead, if any*]

EUROPEAN COMMISSION

Call for tenders Ref. ESTAT/B/2019/019

*[Insert date]*

I, the undersigned,

Name:

Position:

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 Tender ESTAT/B/2019/019– Acquisition of financial, employment, ownership, and related data on companies.

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:

Signature:

ANNEX 4  
  
Power of attorney

(To be filled in by each member of the group of economic operators in case of a joint tender)   
(NOT to be filled by the leader)

Call for tenders Ref. ESTAT/B/2019/019

The undersigned:

Name:

Position:

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 A - insert name of a member of the group]*, *[Company B - insert name of a member of the group]*, *[Company N - insert name of a member of the group[[3]](#footnote-4)]* (Group members), and led by *[Company 1 - insert name of the lead entity]* (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:
3. All *Group members* shall be jointly and severally liable towards the Contracting authority for the performance of the contract.
4. 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.
5. 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]*.
6. 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:
7. 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.
8. 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*.
9. 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), position, company and signature:

ANNEX 5  
  
Declaration on honour  
on exclusion criteria and selection criteria

(to be provided by single tenderer, by each member in case of joint tender and by each subcontractor)

**INVITATION TO TENDER** ESTAT/B/2019/019

title: Acquisition of financial, employment, ownership, and related data on companies

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

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal persons*) 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’) |

I – Situation of exclusion concerning the person

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

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

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

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

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

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

IV – Grounds for rejection from this procedure

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

V – Remedial measures

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

VI – Evidence upon request

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

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

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

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

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority (EUROSTAT). 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 call for tenders launched by EUROSTAT and confirms that there has been no change in its situation:

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

VII – Selection criteria

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications: | YES | NO | N/A |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 4.4.1 of the tender specifications; |  |  |  |
| 1. It fulfills the applicable economic and financial criteria indicated in section 4.5.1b of the tender specifications; |  |  |  |
| 1. It fulfills the applicable technical and professional criteria indicated in section 4.5.1b of the tender specifications. |  |  |  |

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

VIII – Evidence for selection

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

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority (EUROSTAT). 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 call for tenders launched by EUROSTAT and confirms that there has been no change in its situation:

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

***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

**ANNEX 6. Compulsory reply form for financial tender**

**INVITATION TO TENDER ESTAT/B/2019/019**

**“Acquisition of financial, employment, ownership, and related data on companies”**

**N.B. Tenderers are required to indicate prices exclusive of VAT.**

Prices indicated in the following tables must adhere to these guidelines:

* Prices must be expressed in euros and will not be affected by any changes in the rate of the euro against other currencies.
* Prices may contain only two decimals.
* Prices must be net of VAT.
* All items in the price tables must be completed. No clear cells may be left blank. If the price of an item is 0 euros, tenderers must indicate it in that way (no symbols: -, /, etc.).

**TENDERER: ………………………………………………………………….**

a) Unit Prices

Tenderers are required to indicate the price per user-ID (or license) with unlimited access for searches and downloads based upon the number of user-IDs. One User-ID is not limited to one specific user within the Entity. User-IDs will be concurrent (simultaneous) user licenses with unlimited access for searches and downloads.

1. **Prices per user-ID for package 1**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product package** | | | **Unit price in euro**  **(exl. VAT) per user-ID** |
| **Data content** | **Number of geographical location within the Entity** | **Pricing bands based upon the number of user-ID(s) (or licenses) for the Entity** |
| Data on companies **with specific coverage :**   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage * including only limited financial details (i.e no detailed balanced sheets, no detailed profit and loss account, no information on the notes) | One | Up to 10 |  |
| From 11 to 20 |  |
| From 21 to 30 |  |
| From 31 to 40 |  |
| From 41 to 50 |  |
| From 51 to 60 |  |
| From 61 to 70 |  |
| From 71 to 80 |  |
| From 81 to 90 |  |
| From 91 to 100 |  |
| More than 100 |  |

1. **Prices per user-ID for package 2**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product package** | | | **Unit price in euro**  **(exl. VAT) per user-ID** |
| **Data content** | **Number of geographical location within the Entity** | **User-ID**  **(or licenses) within the Entity** |  |
| Data on companies **with specific coverage**:   * including all the available companies from all size classes * covering all the available countries in **Europe + Israël** * including all sectors of coverage | One | Principal user-ID  (i.e total of 1 within the Entity) | **…** |
| Additional user-ID  (i.e. total of 1 to maximum 5 within the Entity) | **…** |
| Two | Principal user-ID  (i.e total of 2 within the Entity) | **…** |
| Additional user-ID  (i.e. total of 1 to maximum10 within the Entity) | **…** |
| Three and more | Principal user-ID  (i.e total equal to the number of geographical locations within the Entity) | **…** |
| Additional user-ID  (i.e. total of 1 to maximum 5 per geographical location within the Entity) | **…** |

1. **Prices per user-ID for package 3**

|  |  |  |  |
| --- | --- | --- | --- |
| **Product package** | | | **Unit price in euro**  **(exl. VAT)**  **per user-ID** |
| **Data content** | **Number of geographical location within the Entity** | **User-ID**  **(or licenses) within the Entity** |  |
| Data on companies **with full coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage | One | Principal user-ID  (i.e total of 1 within the Entity) | **…** |
| Additional user-ID  (i.e. total of 1 to maximum 5 within the Entity) | **…** |
| Two | Principal user-ID  (i.e total of 2 within the Entity) | **…** |
| Additional user-ID  (i.e. total of 1 to maximum10 within the Entity) | **…** |
| Three and more | Principal user-ID  (i.e total equal to the number of geographical locations within the Entity) | **…** |
| Additional user-ID  (i.e. total of 1 to maximum 5 per geographical location within the Entity) | **…** |

If available, additional pricing modalities are requested

In particular :

* Tenderers must also indicate prices per search and per download regardless of the number of user-IDs (or licenses) for an ordering Contracting authority.
* Prices may be expressed in units or credits provided these are defined in a transparent way (i.e. bytes, CPU time, information block or any other unit of measurement).
* The prices for the annual purchase **of varying quantities** of the service must be clearly stated.
* **Note that these additional pricing modalities will not be included in the financial comparison of the bids (only estimated distributions in b) will be evaluated) .**

1. **Prices per search for package 1**

|  |  |  |
| --- | --- | --- |
| **Product package** | | **Unit price in euro**  **(exl. VAT) per search** |
| **Data content** | **Pricing bands based upon the number of searches regardless of the number of user-IDs (or licenses) for an ordering Entity** |  |
| Data on companies **with specific coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage * including only limited financial details (i.e no detailed balanced sheets, no detailed profit and loss account, no information on the notes) | 1 - 199 | **…** |
| 200 - 299 | **…** |
| 300 - 499 | **…** |
| 500 - 999 | **…** |
| 1.000 – 1.499 | **…** |
| 1.500 – 1.999 | **…** |
| 2.000 – 2.999 | **…** |
| 3.000 – 4.999 | **…** |
| 5.000 – 7.999 | **…** |
| 8.000 – 9.999 | **…** |
| 10.000 – 24.999 | **…** |
| 25.000 – 49.999 | **…** |
| 50.000 – 99.999 | **…** |
| 100.000 to unlimited | **…** |

1. **Prices per download for package 1**

|  |  |  |
| --- | --- | --- |
| **Product package** | | **Unit price in euro**  **(exl. VAT) per download** |
| **Data content** | **Pricing bands based upon the number of downloads regardless of the number of user-IDs (or licenses) for an ordering Entity** |  |
| Data on companies **with specific coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage * including only limited financial details (i.e no detailed balanced sheets, no detailed profit and loss account, no information on the notes) | 1 - 199 | **…** |
| 200 - 299 | **…** |
| 300 - 499 | **…** |
| 500 - 999 | **…** |
| 1.000 – 1.499 | **…** |
| 1.500 – 1.999 | **…** |
| 2.000 – 2.999 | **…** |
| 3.000 – 4.999 | **…** |
| 5.000 – 7.999 | **…** |
| 8.000 – 9.999 | **…** |
| 10.000 – 24.999 | **…** |
| 25.000 – 49.999 | **…** |
| 50.000 – 99.999 | **…** |
| 100.000 to unlimited | **…** |

1. **Prices per search for package 3**

|  |  |  |
| --- | --- | --- |
| **Product package** | | **Unit price in euro**  **(exl. VAT) per search** |
| **Data content** | **Pricing bands based upon the number of searches regardless of the number of user-IDs (or licenses) for an ordering Entity** |  |
| Data on companies **with full coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage | 1 - 199 | **…** |
| 200 - 299 | **…** |
| 300 - 499 | **…** |
| 500 - 999 | **…** |
| 1.000 – 1.499 | **…** |
| 1.500 – 1.999 | **…** |
| 2.000 – 2.999 | **…** |
| 3.000 – 4.999 | **…** |
| 5.000 – 7.999 | **…** |
| 8.000 – 9.999 | **…** |
| 10.000 – 24.999 | **…** |
| 25.000 – 49.999 | **…** |
| 50.000 – 99.999 | **…** |
| 100.000 to unlimited | **…** |

1. **Prices per download for package 3**

|  |  |  |
| --- | --- | --- |
| **Product package** | | **Unit price in euro**  **(exl. VAT) per download** |
| **Data content** | **Pricing bands based upon the number of downloads regardless of the number of user-IDs (or licenses) for an ordering Entity** |  |
| Data on companies **with full coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage | 1 - 199 | **…** |
| 200 - 299 | **…** |
| 300 - 499 | **…** |
| 500 - 999 | **…** |
| 1.000 – 1.499 | **…** |
| 1.500 – 1.999 | **…** |
| 2.000 – 2.999 | **…** |
| 3.000 – 4.999 | **…** |
| 5.000 – 7.999 | **…** |
| 8.000 – 9.999 | **…** |
| 10.000 – 24.999 | **…** |
| 25.000 – 49.999 | **…** |
| 50.000 – 99.999 | **…** |
| 100.000 to unlimited | **…** |

1. **Prices per search for package 4**

|  |  |  |
| --- | --- | --- |
| **Product package** | | **Unit price in euro**  **(exl. VAT) per search** |
| **Data content** | **Pricing bands based upon the number of searches regardless of the number of user-IDs (or licenses) for an ordering Entity** |  |
| Data on companies **with specific coverage**:   * including all the available financial services companies[[4]](#footnote-5) from all size classes * covering all the available countries in Europe | 1 - 199 | **…** |
| 200 - 299 | **…** |
| 300 - 499 | **…** |
| 500 - 999 | **…** |
| 1.000 – 1.499 | **…** |
| 1.500 – 1.999 | **…** |
| 2.000 – 2.999 | **…** |
| 3.000 – 4.999 | **…** |
| 5.000 – 7.999 | **…** |
| 8.000 – 9.999 | **…** |
| 10.000 – 24.999 | **…** |
| 25.000 – 49.999 | **…** |
| 50.000 – 99.999 | **…** |
| 100.000 to unlimited | **…** |

1. **Prices per download for package 4**

|  |  |  |
| --- | --- | --- |
| **Product package** | | **Unit price in euro**  **(exl. VAT) per download** |
| **Data content** | **Pricing bands based upon the number of downloads regardless of the number of user-IDs (or licenses) for an ordering Entity** |  |
| Data on companies **with specific coverage**:   * including all the available financial services companies[[5]](#footnote-6) from all size classes * covering all the available countries in Europe | 1 - 199 | **…** |
| 200 - 299 | **…** |
| 300 - 499 | **…** |
| 500 - 999 | **…** |
| 1.000 – 1.499 | **…** |
| 1.500 – 1.999 | **…** |
| 2.000 – 2.999 | **…** |
| 3.000 – 4.999 | **…** |
| 5.000 – 7.999 | **…** |
| 8.000 – 9.999 | **…** |
| 10.000 – 24.999 | **…** |
| 25.000 – 49.999 | **…** |
| 50.000 – 99.999 | **…** |
| 100.000 to unlimited | **…** |

Tenderers must define a search and a download and also explain in the tender at what point a charge is being made. Searches must include viewing of reports on the screen. Downloads consist of extraction/export of a report from the database.

Prices for searches and downloads may be expressed in units or credits provided these are defined in a transparent way and also expressed in a conventional unit of measurement, i.e bytes, CPU time, information block or any other well defined unit of measurement.

1. **Pricing for options**

Pricing modalities for options, i.e. any additional information on companies, functionality and/or extra database features, which tenderers could include in the offer, should be mentioned below in the corresponding table.

**However, these costs will not be included in the financial comparison of the bids.**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Name of the option | Description | **Unit prices in euro (excl. VAT)** |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| … |  |  |  |

b) The comparison of financial propositions will be based on the estimated distributions[[6]](#footnote-7):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Product Package** | | | |  | **[Total in euro for one year subscription of a Package for an Entity]**  **X**  **Quantity** |
| **Data content** | **Number of location within the Entity** | **Number of principal user-IDs within the Entity**  **or**  **Number of downloads/reports** | **Number of additionnal user-IDs within the Entity** | **Quantity** |
| Data on companies **with full coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage | One | 150 reports | N/A | **1** | **…** |
| 3500 reports | N/A | **1** | **…** |
| Data on companies **with specific coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage * limited to information on legal entities (i.e hierarchy relationships, the cooperate structure, the industry classification, total staff, latest financial accounts, historical and current ownership, changes in the legal form, the list of sanctions and adverse news) | Two | 1600 reports | N/A | **1** | **…** |
| Data on companies **with specific coverage**:   * including all the available financial services companies[[7]](#footnote-8) from all size classes * covering all the available countries in Europe | Two | 300 reports | N/A | **1** | **…** |
| Data on companies **with specific coverage**:   * including all the available companies from all size classes * covering all the available countries in **Europe + Israël** * including all sectors of coverage | One | 1 user-ID | 0 user-ID | **1** | **…** |
| Data on companies **with full coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage | One | 1 user-ID | 0 user-ID | **8** | **…** |
| 1 user-ID | 1 user-ID | **1** | **…** |
| 1 user-ID | 5 user-IDs | **1** | **…** |
| Two | 2 user-IDs | 0 user-ID | **1** | **…** |
| Four | 3 user-IDs | 4 user-ID | **1** | **…** |
| Data on companies **with specific coverage**:   * including all the available companies from all size classes * covering all the available countries worldwide * including all sectors of coverage * including only limited financial details (i.e no detailed balanced sheets, no detailed profit and loss account, no information on the notes) | One | 1 user-ID | 64 user-IDs | **1** | **…** |
| **Total amount in euro for one year subscription for all Product Packages** | | | | **T** | **…** |
| **Total amount in euro for the entire duration of the FWC** | | | | **T x 4** | **…** |

All costs associated with the completion of the work, including overheads such as infrastructure, administration, management and travel costs should be included in the financial proposal.

**ANNEX 7. Draft contract**

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**ANNEX 8 e-SUBMISSION APPLICATION GUIDE**

The tender must only be submitted electronically using the e-Submission application, available on the e-Tendering website. Tender must be submitted within the time limit for receipt of tenders indicated in the invitation to tender.

The e-Submission application allows economic operators to respond to calls for tenders by preparing their tenders electronically in a structured and secured way, and submitting their tenders electronically. The e-Tendering is the starting point for launching the e-Submission application

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[Funding & tender opportunities](http://ec.europa.eu/research/participants/portal/desktop/en/home.html) *(Select “How to participate / Participant Register” from the menu bar)* - an online register of organisations participating in EU calls for tenders orproposals. 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](https://webgate.ec.europa.eu/supplier_portal_toolbox/quickGuide/SP_quickGuide_en.pdf). Tenderers already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

**Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline**. **A tender received after the deadline indicated in the procurement documents will be rejected.**

In case of technical problems, contact the e-Submission support via email: [DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu](mailto:DIGIT-EPROCUREMENT-SUPPORT@ec.europa.eu), or phone: +32 (0) 229 71063

# How to Submit your Tender in e-Submission

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering, as specify in <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5442>

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED eTendering first. To subscribe, you will need to login with your an [EU Login](https://ecas.ec.europa.eu/cas/eim/external/help.cgi)[[8]](#footnote-9). In case you don't have an [EU Login](https://ecas.ec.europa.eu/cas/eim/external/help.cgi), you can [create an account](https://ecas.ec.europa.eu/cas/eim/external/register.cgi) at any moment. For more information see the [EU login help](https://ecas.ec.europa.eu/cas/help.html). After logging in with your EU Login password, the e-Tendering will then display a button ‘submit your tender’ and you will be able to access the e-Submission.

## Information to be filled in

In the e-Submission application, fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in item “4.4 Structure of the tender” of the tender specifications, including:

* Signed declaration(s) on Honour**.** All members of a joint tender, including subcontractors – if applicable – must upload the signed and dated declaration on honour using the template Annex 5,
* Exclusion criteria. If requested in Tender specifications (see 4.4.2 of the Tender Specifications), the tenderer and all members of a joint tender including subcontractors – if applicable – must provide the documentary evidence for exclusion criteria,
* Selection criteria. If requested in Tender specifications(see 4.4.3 of the Tender Specifications), the tenderer and all members of a joint tender including subcontractors – if applicable –, must provide the documentary evidence for selection criteria
* Technical tender. It must address all the requirements laid down in Tender specifications
* Financial tender The complete financial tender, including the breakdown of the price as provided in Annex 6,

For detailed instructions on how to submit your tender, download the [Quick Reference Guide for Economic Operators](https://webgate.ec.europa.eu/esubmission/assets/documents/manual/quickGuide_en.pdf)[[9]](#footnote-10) (pdf document), where you will find on:

* Technical requirements to use e-Submission,
* Step-by-step guide to help you submit your tender,
* Test call for tenders,
* Important advices and information and
* how to get technical support

## Documents to be signed and dated while creating your Tender

The following documents must be signed and dated during the creation of your tender in e-Submission:

* **Declaration(s) on honour.** All members of a joint tender, including subcontractors must sign and date this declaration. The declaration on honour must be converted to PDF format and then signed by an authorised representative of each member.
* **Tender Report.** Thisreport is generated by e-Submission while you are completing your tender and it contains the list of documents that you submit.The sole tenderer’s or leader’s authorised representative(s) must sign the report.

The documents must be signed using one of the following 2 options:

* *Electronic signature,* in this caseyou must sign with *an advanced electronic signature based on qualified certificates*.
* *Hand signature*, in this case, the documents must be printed; the authorised representative must sign them and then scan and upload them into the system.

In this case, you **must send by post all the original documents** that were signed by hand immediately after the electronic submission of your Tender. The hand-signed originals must be sent by letter at the latest on the first working day following the electronic submission of tender.

In case of a joint tender, the leader must collect all the original declarations signed by hand by the members of the group and send them by post together with the Tender Report, if the latter was also signed by hand. The original documents must be sent to the postal address indicated in the section 5 [Contact the Contracting Authority](#_Contact_the_Contracting), stating the reference to the call for tenders and the Tender ID.

The documents which were signed with an advanced electronic signature based on qualified certificates are *not* required to be sent by post.

# Re-submission or alternative tender

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender.

You must formally notify that the previous tender is withdrawn. You are also entitled to send several tenders to one call for tenders.

The notification must be sent to the postal address indicated in the section 5 Contact the Contracting Authority, stating the reference to the call for tenders and the Tender ID you wish to withdraw.

**If you submit a new Tender you must include all your Tender documents, including the Qualification and Tender documents**

# Withdrawal of tenders

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify that you wish to withdraw your submitted Tender(s).This notification must be signed by the same authorised legal representative(s) who previously signed the tender(s) in question.

The notification must be sent to the postal address indicated in the section 5 Contact the Contracting Authority, stating the reference to the call for tenders and the Tender ID(s) you wish to withdraw.

# Deadline for receipt of tenders

The tender (including all documents) must be fully uploaded and received before the deadline for receipt of tenders indicated in the contract notice.

**Please note that you are responsible to ensure that your full tender reaches the destination in due time**

In case of problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using.

If the contracting authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the contracting authority at the e-Tendering link indicated in <https://etendering.ted.europa.eu/cft/cft-display.html?cftId=5442>

# Contact the Contracting Authority

* Original hand signed tender report and/or hand signed declaration(s) on honour must be sent by post immediately after submission, to the following address:

European Commission

*Invitation to tender ESTAT/B/2019/019*

For the attention of Eurostat

L-2920 Luxembourg

* Notifications for re-submission or withdrawal of tenders must be sent to:

European Commission

*Invitation to tender ESTAT/B/2019/010*

For the attention of Eurostat

L-2920 Luxembourg

When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

# Get Technical help

In order to get technical help please consult the [Quick Reference Guide for Economic Operators](https://webgate.ec.europa.eu/esubmission/assets/documents/manual/quickGuide_en.pdf) or directly contact us by consulting the footer section on e-Submission application

1. **Testing the e-Submission application**

In order to familiarise you with the system and to test whether your PC configuration is working correctly with the e-Submission environment, we offer you the possibility to access the test environment.

The following link for the test can be found in the Quick reference Guide for Economic Operators as well:

Further explanation are provided in the [Quick Reference Guide for Economic Operators](https://webgate.ec.europa.eu/esubmission/assets/documents/manual/quickGuide_en.pdf)

This will enable you to make a submission test well in advance of the time limit for receipt, as indicated in the invitation to tender letter.

Please note that data and documents uploaded through the test environment are not taken for consideration for a timely submission of the tender.

ANNEX 9  
  
Checklist 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?** |
| 1. Identification and information about the tenderer.   *eSubmission view* | | | | | | | | | |
| Declaration on Honour on Exclusion and Selection Criteria (see Section 4.4.2)  Annex 5 | **☒** | **☒** | **☒** | **☒** | **☒** | | With the tender in e-Submission | Declaration on Honour | With the concerned entity under 'Parties' 🡪'Identification tenderer' 🡪'Attachments'🡪'Decla-ration on Honour'. |
| Administrative information form (see section 4.4.1)  Annex 1 | **☒** | **☒** | **☒** |  |  | | With the tender in e-Submission | Administrative information | With the concerned entity under 'Parties' 🡪'Identification tenderer' 🡪'Attachments'🡪'Other documents'. |
| Questionnaire for joint tender and/ or subcontracting (see section 4.4.1)  Annex 2 | **☒** | **☒** |  |  |  | | With the tender in e-Submission | Questionnaire for joint tender and/ or subcontracting | With the concerned entity under 'Parties' 🡪'Identification tenderer' 🡪'Attachments'🡪'Other documents'. |
| Evidence that the person signing the documents is an authorised representative of the entity[[10]](#footnote-11) | **☒** | **☒** | **☒** |  |  | | With the tender in e-Submission | 'Authorisation to sign' documents'. | With the concerned entity under 'Parties' 🡪'Identification tenderer' 🡪'Attachments'🡪'Other documents'. |
| Power of attorney  (see Section 4.2.1 / 4.4.1)  Annex 4 |  |  | **☒** |  |  | | With the tenderin e-Submission | 'Power of attorney' | In the Group leader's section under 'Parties' 🡪'Identification tenderer' 🡪'Attachments'🡪'Other documents'. |
| Commitment letter  (see Section 4.2.2 and 4.2.3 / 4.4.1) |  |  |  | **☒**  (model in Annex 3.1) | **☒**  (model in Annex 3.2) | | With the tender in e-Submission | 'Commitment letter' | With the concerned entity under 'Parties' 🡪'Identification tenderer' 🡪'Attachments'🡪'Other documents'. |
| Evidence of non-exclusion (see Section 4.4.2) | **☒** | **☒** | **☒** | **[☒]** | [**☒**] | | Only upon request by *the Contracting authority*  At any time during the procedure | n.a. | n.a. |
| Evidence of legal capacity (existence) and status  (see Section 4.4.1) | **☒** | **☒** | **☒** |  |  | | Only upon request by *the EU Validation services*  At any time during the procedure  In the Participant Register | n.a. | n.a. |
| Evidence of economic and financial capacity  (see Section 4.4.3a) | **☒** | **☒** | **☒** | **[☒]** | [**☒**] | | Only upon request by *the EU Validation services*  At any time during the procedure  In the Participant Register | n.a. | n.a. |
| Evidence of technical and professional capacity  (see Section 4.4.3b) | **☒** | **☒** | **☒** | **☒** | **☒** | | With the tender in e-Submission | 'Project\_ reference\_No.1"  'Project\_ reference\_No.2" | With the Group leader or the sole tenderer under 'Parties' 🡪'Identification tenderer' 🡪'Attachments'🡪'Tech-nical and professional capacity'. |
| 1. Tender data.     *Failure to upload the following documents in eSubmission will lead to rejection of the tender.* | | | | | | | | | |
| Technical tender  (see Section 4.4.4) | **☒** | **☒** |  |  |  | | With the tender in e-Submission | 'Technical tender' | Under section 'Tender Data' 🡪'Technical Tender' |
| Financial tender  (see Section 4.4.5)  Annex 6 | **☒** | **☒** |  |  |  | | With the tender in e-Submission | 'Financial tender' | Under 'Tender Data' 🡪'Financial Tender' |
| 1. 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 point 2 of the Annex 8: e-Submission application. | | | | | | | | | |
| Tender report | **☒** | **☒** |  |  |  | | With the tender in e-Submission | 'Tender report' | Under section 'Tender report' |

1. <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition_en> [↑](#footnote-ref-2)
2. The authorisation to sign (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 person(s) authorised to represent the legal entity in signing contracts (through a joint or individual signature), 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. [↑](#footnote-ref-3)
3. Insert as many names as the number of group members [↑](#footnote-ref-4)
4. Including as a minimum the 300 largest banking institutions and all those banks directly supervised by the European Central Bank [↑](#footnote-ref-5)
5. Including as a minimum the 300 largest banking institutions and all those banks directly supervised by the European Central Bank [↑](#footnote-ref-6)
6. Please note that the distributions are estimations and that the total value of the contracts depends on he quantities the contracting authorities will order. The total cost must be calculated directly from the previously stated unit costs since the unit costs will be applied in the specific contracts. [↑](#footnote-ref-7)
7. Including as a minimum the 300 largest banking institutions and all those banks directly supervised by the European Central Bank [↑](#footnote-ref-8)
8. Previously called European Commission authentication system (ECAS) [↑](#footnote-ref-9)
9. An [EU Login](#How to Submit your Tender in e-Submission) is required to download the document *Quick Reference Guide for Economic Operators* [↑](#footnote-ref-10)
10. The authorisation to sign (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 person(s) authorised to represent the legal entity in signing contracts (through a joint or individual signature), 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.. [↑](#footnote-ref-11)