



EDOC #1135947

Invitation to Tender & Tender Specifications

Ref: 2002/C1/D

Title: Miscellaneous IT Equipment

Modified on 06/01/2021 – Reference to eligibility of UK candidates or tenderers in section 2.5. Access to procurement removed

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AnnexesInformative:

Europol Ref	Annex Nr	Name
#869444.v18	Annex 1	General Guidance on Europol Procurement Procedures
#1127747	Annex 2	Technical Specifications
#1136389	Annex 3	Draft Contract
#1138939	Annex 4	E-Submission Quick Guide for Economic Operators https://webgate.ec.europa.eu/digit/opsys/esubmission/assets/documents/manual/quickGuide_en.pdf

To be completed by the economic operator:

Europol Ref	Annex Nr	Name
#1138944	Annex A	Administrative Forms
#1127748	Annex B	Technical Tender Form
#1127750	Annex C	Financial Tender Form

Foreword

We thank you for the interest you have shown in this procurement procedure. The procurement documents of the procedure consist of the following:

- The contract notice
- This Invitation to Tender & Tender Specifications including all annexes

All the above documentation is available for download on the eTendering website <https://etendering.ted.europa.eu>.

Although the above documents constitute the complete procurement documents for this procedure, economic operators are invited to regularly check the *eTendering* website (<https://etendering.ted.europa.eu>) where any additional information or answers to questions concerning this procedure will be made available. It is the responsibility of the tenderer to check for updates and modifications of the procurement documents in the *eTendering* website during the submission period of tenders.

Europol strongly recommends subscribing for this procedure on eTendering. Through the subscription you as the tenderer will get access features such as asking questions but also get updates in case of changes or if any new information is posted¹.

1. Introduction

1.1. Contracting authority

This procurement procedure is inter-institutional. The following European Union institutions/ agencies/ bodies (hereafter the *participating entities*) will participate as contracting authorities to the framework contract resulting from this procurement procedure:

Participating entity	
Europol	European Union Agency for Law Enforcement Cooperation
JRC	Joint Research Centre

The lead contracting authority is Europol. Europol, acting as an agent for the participating entities for the purposes of this procurement and the resulting framework contract, publishes the procurement procedure, organises the evaluation, signs and manages the framework contract (including any amendments thereto) on behalf of all participating entities.

Each of the participating entities may avail itself of the resulting framework contract autonomously by concluding specific contracts/ purchase orders with the contractor.

¹ Subscription to the call for tender in eTendering allows interested economic operators to receive e-mail notifications when new information or documents are published. Subscription is free of charge and does not involve any commitment to submit a tender.

References to the *Contracting authority* in this 'Invitation to Tender & Tender Specifications' and their annexes shall be understood, depending on the context, as referring to one of the following:

- Europol acting in its capacity as lead contracting authority;
- all the participating entities, in relation to their collective rights and obligations with the contractor, as one of the parties to the framework contract;
- any of the participating entities acting in its own capacity, in particular for matters related to the conclusion, execution or termination of specific contracts with the contractor.

1.2. Brief description of the contracting authority

Europol

Europol is the European Union Agency for Law Enforcement Cooperation which supports its Member States in preventing and combating all forms of international serious organised crime, cybercrime and terrorism. Europol's vision is to contribute to a safer Europe by providing the best possible support to law enforcement authorities in the Member States.

The guiding strategic priorities of Europol in the coming years are the following:

1 / be the EU criminal information hub making full use of data from an extensive network of partners;

2 / deliver agile operational support;

3 / be a platform for European policing solutions;

4 / be at the forefront of innovation and research for law enforcement;

5 / be the model EU law enforcement organisation with robust performance, good governance and accountability, promoting diversity and staff engagement.

Further information on Europol's activities is available on its website at the address

<https://www.europol.europa.eu>.

Joint Research Centre (JRC)

The Joint Research Centre (JRC) is the European Commission's science and knowledge service which employs scientists to carry out research in order to provide independent scientific advice and support to EU policy.

1.3. Overview of the required services/ supplies

Title	Miscellaneous IT equipment
Procedural type	Open
Expected Start of the Contract	1 st quarter 2021
Type of contract	Framework
Framework Type	Single contractor
Number of envisaged Contractors	One
Duration	Initially 2 years and renewable for 1 + 1 years The details of the initial contract duration and possible renewals are set out in the Draft contract
Maximum estimated expenditure	€2,783,000 over maximum duration of contract ²
Main place of delivery	The Hague, The Netherlands, for Europol Petten, The Netherlands, for JRC
Lots	This procedure is not divided into Lots Not permitted
Variants	
Joint tenders submitted by groups of economic operators	Permitted but must be clearly described in the tender.
Subcontracting	Permitted but must be clearly described in the tender.
eTendering link	https://etendering.ted.europa.eu/cft/cft-display.html?cftId=7638

² This is an estimation of the maximum expenditure and should not be construed in any way as the actual expenditure that Europol will make under the contract.

1.4. Brief description of the required services/ supplies

The objective of the contract is to enable the contracting authority to cover its needs for miscellaneous, non-standard IT equipment and consumables, forensics, audio-visual items and related services not covered by the other framework contracts of the contracting authority.

The contract shall constitute one-stop-shop for miscellaneous IT equipment as well as an acquisition channel for all the items within the scope of the contract.

2. Specific tendering information for this procedure

2.1. Timetable

Milestone	Date (and Time)	Notes
Deadline for questions	15/01/2021 ³	<u>Must</u> be made through the 'Questions & answers' section of eTendering (registration on TED e-Tendering is required to be able to create and submit a question). See point 4.1 of the 'General Guidance on Europol Procurement Procedures' for additional information.
Time limit for receipt of tenders	25/01/2021 (15:00)	See Section 2.2 of this Invitation.
Deadline for registering at the opening session	25/01/2021	See the 'General Guidance on Europol Procurement Procedures' for additional information.
Opening session	28/01/2021 (14:00)	The public opening session will take place at Europol's premises. In light of the COVID-19 situation, Europol may decide to organise an opening session via a video conference ensuring that the representatives of the tenderers have been identified and notified.
Signature of the contract	1st quarter of 2020	Estimated

The times (HH:MM) specified in the above table shall be understood as local time in The Hague.

³ Economic operators are encouraged to submit their questions as soon as possible and not to wait until this deadline.

2.2. Submitting the tender

Tenders must be submitted exclusively via the electronic submission system (eSubmission) available from the eTendering link specified in Section 1.2 above ⁴ and accessible on the Funding and Tenders Opportunities portal (F&T portal)⁵, Tenders submitted in any other way (e.g. e-mail or by letter) will be disregarded.

In order to submit a tender using eSubmission, economic operators (each member of the group in the case of a joint tender) will need to register in the European Commission's [Participant Register \(https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register\)](https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register) - 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 on this [page \(https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=308979301\)](https://webgate.ec.europa.eu/fpfis/wikis/pages/viewpage.action?pageId=308979301)⁶. Economic operators already registered in the Participant Register shall reuse their existing PICs when preparing tenders in e-Submission.

The time-limit for receipt of tenders is indicated under Section 2.1 above where local time shall be understood as local time at Europol's location (The Hague, The Netherlands).

A tender received after the time-limit for receipt of tenders will be rejected. The submission receipt provided by eSubmission with the official date and time of receipt of the submission (timestamp) constitutes proof of compliance with the time-limit for receipt of tenders⁷.

Tenderers must ensure that their submitted tenders contain all the information and documents required by Europol at the time of submission as set out in the procurement documents.

Declaration on honour signed⁸

⁴ For detailed instructions on how to submit a tender please consult the e-Submission Quick Guide available at: https://webgate.ec.europa.eu/digit/opsys/esubmission/assets/documents/manual/quickGuide_en.pdf.

The supported browsers, file types, size of attachments and other system requirements can be consulted at: <https://webgate.ec.europa.eu/fpfis/wikis/x/f6dqEg>. In case of technical problems, please contact the e-Submission Helpdesk (see contact details in the e-Submission Quick Guide) as soon as possible.

⁵ <https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/home>

⁶ You may need to have/ create an ECAS account in order to access the guides.

⁷ If no submission receipt is received in reasonable time after submission, please contact the e-Submission Helpdesk (see contact details in the above referred e-Submission Quick Guide) as soon as possible.

⁸ The delegation of the authorisation to sign the files of the offer/ the contract on behalf of the signatories (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney)..

The Declaration(s) on Honour on exclusion and selection criteria (template available in the procurement documents) shall be dated and signed, either by hand or by applying a qualified electronic signature, by an authorised representative of the signatory.

When the Declaration(s) on Honour is/are signed by hand, a scanned copy must be attached to the tender in e-Submission. The hand-signed originals must be sent by letter to the Europol's address specified below as soon as possible following the electronic submission of tender. The envelope, clearly mentioning the reference to the call for tenders and the e-Submission ID of the tender must be marked as "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT". Only the originals of the Declaration on Honour are to be sent by letter, not other documents.

Address for submission by post	Address for submission by courier
EUROPOL C25 Procurement Office PO BOX 908 50 2509 LW The Hague The Netherlands	EUROPOL C25 Procurement Office Eisenhowerlaan 73 2517KK Den Haag The Netherlands

Withdrawal of the tender

After submitting a tender, but before the deadline for receipt of tenders, a tenderer may definitively withdraw its tender⁹, or withdraw it and replace it with a new one¹⁰. A withdrawal receipt will be provided by eSubmission as proof of withdrawal.

2.3. Lots

This procedure is not divided into lots. The tenderer must be able to provide all goods and services requested in **Annex 2**.

2.4. The Evaluation process

The evaluation process is as follows (but some of the steps may not necessarily be carried out in the listed order):

2.5	Access to procurement	→ pass / fail
2.6	Exclusion criteria	→ pass / fail
2.7	Selection criteria	→ pass / fail
2.8	Compliance with minimum requirements	→ pass / fail
2.9.1	Quality Award Criteria	→ Points (Q)

⁹ A submitted tender can be withdrawn directly in the "Procurement/My Submission(s)" area in the F&T Portal. For detailed instructions on how to withdraw a tender please consult the above referred e-Submission Quick Guide.

¹⁰ To submit a new version, the tenderer must create a new tender in e-Submission and include all the information and documents required in the procurement documents with the submission of a tender, even if some of them have already been included in the replaced tender.

2.9.2	Financial Evaluation	→ Points (P)
2.9.3	Negotiations (not applicable)	N/A
2.9.4	Final Evaluation	Final Score - Ranked according to score
Annex 1	Consultation of the Early Detection and Exclusion System	→ pass / fail
2.10	Contract Award	The highest ranked tender

A tender rejected for any of the above-mentioned steps will not be further evaluated.

2.5. Access to procurement

Access to market will be checked as specified in Section 2.1 of the 'General Guidance on Europol Procurement Procedures'.

~~Important notes related to UK's withdrawal from the EU:~~

~~For UK candidates or tenderers: Please be aware that following the entry into force of the EU-UK Withdrawal Agreement* on 1 February 2020 and in particular Articles 127(6), 137 and 138, the references to natural or legal persons residing or established in a Member State of the European Union are to be understood as including natural or legal persons residing or established in the United Kingdom. UK residents and entities are therefore eligible to participate under this call.~~

~~* Agreement on the withdrawal of the United Kingdom of Great Britain and Northern Ireland from the European Union and the European Atomic Energy Community.~~

2.6. Exclusion Criteria

Requirement:

- Economic operators participating in this procurement procedure must not be in any of the situations specified in articles 136 and 141 of the Regulation (EU, EURATOM) No 2018/1046 of the European Parliament and of the Council. The list of specific situations of exclusion can be found in **Form 6 of Annex A**.

In order to participate in this procurement procedure the economic operator must provide:

- **Annex A - 'Administrative Forms'** filled in and signed by an authorised representative of the entity. Please note that these forms **relate to both exclusion criteria and the selection criteria listed in point 2.7 below**. Although the forms relate to several criteria, it is sufficient to submit Annex A - 'Administrative Forms' only once in your tender.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the European Union's Early Detection and Exclusion System. The documents mentioned as supporting evidence in the Declaration on Honour on Exclusion and

Selection Criteria need to be provided whenever requested¹¹ and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the contracting authority.

2.7. Selection Criteria

Economic operators participating in this procurement procedure must have the overall capabilities (legal and regulatory, economic and financial and technical and professional) to perform the contract. If any of the selection criteria listed below is not fulfilled, the request to participate/tender may not be selected for evaluation.

2.7.1. Legal and regulatory capacity

Criterion/requirement:

- Economic operators participating in this procurement procedure must be authorised to perform the contract under national law.

Required supporting documents:

- **Annex A - 'Administrative Forms'** filled in and signed.
- enrolment in a relevant professional or trade register, except for international organisations.

2.7.2. Economic and financial capacity

Criterion/requirement:

- Tenderers must have sufficient economic and financial capacity to perform the contract.

Minimum level:

- Average yearly turnover for the last two years for which the accounts have been closed shall be at least 1,200,000 € / year.

Required supporting documents:

- **Annex A - 'Administrative Forms'** filled in and signed.
- financial statements (balance sheets and the profit-and-loss accounts including overall cashflow) for the last two (2) financial years for which accounts have been closed¹²;
- statements of the tenderers overall annual turnover for the last two (2) financial years available;

2.7.3. Technical and professional capacity

Criterion/requirement:

¹¹ Please note that a request for evidence in no way implies that the tenderer has been successful.

¹² It is not necessary to submit full annual reports, extracts including the required information are sufficient. In case the tenderer is not able to provide the foregoing documents at the selection stage, other documentation, proving the stable financial position may be acceptable. Such other proof may be a letter/statement by certified auditors confirming the required financial data.

- Tenderers must have sufficient technical and professional capacity to perform the contract.

Minimum level:

- At least three similar contracts with three different clients each one with of a value of minimum € 200,000 / year delivered within the past three years (2018-2019-2020);
- A public catalogue, available on the tenderer's website and accessible without any restrictions to the general public, containing the tenderer's list of products and their prices. The public catalogue must contain a minimum of 20,000 IT products, related to the scope of the framework contract.
- Quality management system standard ISO:9001 or equivalent.

Required supporting documents:

- **Annex A - 'Administrative Forms'** filled in and signed.
- A list of at least three similar contracts with three different clients, each one with of a value of minimum € 200,000 / year delivered within the past three years (2018-2019-2020). The tenderer shall provide at least the following information:
 - The client and the client's contact details¹³
 - The yearly value of the contract
 - the start and end dates of the contract
 - an indication of the scope of contract showing that the contract is for the supply of miscellaneous IT equipment.
- A link to access the public catalogue of the tenderer, and a statement signed by an authorised representative of the tenderer confirming the number of IT products contained in the public catalogue, related to the scope of the framework contract.
- Quality Management System Certificate ISO:9001 or equivalent.

2.8. Minimum requirements

Compliance of the tender with the minimum requirements contained in the present procurement documents will be assessed. Offers deviating from the requirements or not covering all requirements will be rejected on the basis of non-conformity with the tender specifications and will not be evaluated.

2.9. Award criteria

Tenders will be evaluated on the basis of the following award method, which serve to identify the most economically advantageous tender: **best price-quality ratio method**.

¹³ Europol reserves the right to contact the clients indicated as references, without further consent from the candidate, in order to check the validity of the information provided. The contact person of the reference client should be aware and willing to cooperate.

The ranking formula to calculate the final score is specified in *Section 2.9.4*. The formula sets a weighting between quality and price.

2.9.1. Quality award criteria

The Technical Tender shall be evaluated based on the following quality award criteria, producing a *Total Quality Score* out of 100 points (Q):

No	Quality award criteria (Q)	Maximum Points	Minimum passing points (if applicable)
1	Quality of public catalogue	46	13
2	Quality of acquisition channel	24	12
3	Quality of warranty, repairs, shipping and returns	14	7
4	Quality of optional services	16	0
<i>Total Quality Score</i>		<i>100</i>	<i>60¹⁴</i>

Tenders will be evaluated, in the order from top downwards of the above award criteria, taking into consideration aspects such as clarity and relevance of the information provided as well as, if applicable, the solution proposed.

Tenders scoring less than 50% in the points awarded for a single quality criterion (except for criterion 4 – Quality of optional services) will be excluded from the rest of the evaluation procedure.

Tenders scoring less than 60% of the overall *Total Quality Score* will be excluded from the rest of the evaluation procedure.

2.9.2. Price award criterion

The Financial Tender will be evaluated based on the *Price*. The *Price* shall be the Total Price inserted in the Financial Tender Form (Annex C). The Total Price is based on the prices offered by the tenderer.

Please note that:

- Prices must be quoted inclusive of all costs and expenses directly and indirectly connected with the goods and/or services to be supplied.
- The financial tender shall exclude all duties, taxes and other charges (including VAT). Europol is, as a rule, exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol 7 on the Privileges and Immunities of the European Union (OJEU 9 May 2008 C115/266).

¹⁴ This is not a sum of the above minimum passing points for individual criteria. This is minimum required as the Total Quality Score.

- All prices must be quoted in Euro, and where necessary, using the conversion rates established by the Commission and published on the website indicated below, applicable on the date of the offer.

http://ec.europa.eu/budget/contracts_grants/info_contracts/infoeuro/infoeuro_en.cfm

- The financial tender should be completely unambiguous and will be disqualified if it contains any statements preventing an accurate and complete comparison of the tenders (such as “To be discussed”, “Depending on x”, etc.) or referring to external circumstances (such as an already existing but separate contract).
- By submitting this tender, the tenderers confirm that, on the one hand, the financial tender complies with the national legislation of the country in which the services are to be carried out in respect of the remuneration of the staff, contribution to the social security scheme and compliance with occupational safety and health standard and, on the other hand, the proposed price(s) include all the costs arising from the technical aspects of the tender.

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

2.9.3. Negotiations (if applicable)

Not applicable

2.9.4. Final evaluation

Ranking of tenderers shall be made based on the scores obtained by applying the following formula:

Score of tender X	=	Cheapest Price	*	100	*	Price weighting 60 (in %)	+	Total Quality Score (out of 100) for all award criteria of tender X	*	Quality criteria weighting 40 (in %)
		Price of tender X								

The tenders shall be ranked from highest to lower score.

Should the outcome of the formula lead to two or more tenders with the same result, the tenders with lower price will be ranked higher than the tenders with higher price.]

2.10. Contract Award

The contract will be awarded to the tender ranked first, which complies with the procurement documents and is submitted by a tenderer having access to procurement, not in an exclusion situation and fulfilling the selection criteria.

Before the contract is signed, additional documents may be requested from the winning tenderer if so specified in the procurement documents.

2.11. Contract

A Draft Contract is included in Annex 3 to this 'Invitation to Tender & Tender Specifications'.

Submission of a tender implies that the tenderer accepts all the terms and conditions of the Draft Contract. Contractual negotiations will not be possible after submission of the offers.

Any issues in relation to the Draft Contract or Europol's terms and conditions must be clarified prior to the submission of an offer via 'Questions and Answers' (see point 4.1 of the 'General Guidance on Europol Procurement Procedures' for additional information).

The specifications and requirements in the procurement documents constitute a call for tenders in the context of the contract to be signed between the successful tenderer and Europol.

Tenderers should note that the working language of the contracting authority is English. Accordingly, the contract will be concluded in English and the execution of the contract must be possible in the English language.

The execution of the contract between the contracting authority and the contractor may be automated by the use of one or more of the following applications: e-Request, e-Catalogue, e-Ordering and e-Fulfilment and e-Invoicing. At the request of the contracting authority, the use of the above applications may be mandatory during the lifetime of the contract at no additional cost for the contracting authority.

3. Joint tenders and subcontracting

3.1. Groups of economic operators

Groups of economic operators are authorised to submit tenders in compliance with the terms and conditions provided in **point 3** of the 'General Guidance on Europol Procurement Procedures'.

All members of the group shall provide the appropriate information requested to be inserted in the **Annex A** - 'Administrative forms' and any other documentation that may be requested in points **2.6** and **2.7** of this invitation to tender & tender specifications.

3.2. Subcontracting and applicable thresholds

Economic operators participating in this procurement procedure may subcontract the tasks specified in the technical specifications to other economic operators in compliance with the terms and conditions for subcontracting specified in **point 3** of 'General Guidance on Europol Procurement Procedures'. In addition, In order to fulfil the selection criteria a candidate/tenderer may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them.

By filling in the **form 1 available in Annex A**, tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe

briefly the envisaged contractual roles/tasks of subcontractors meeting **any** of these conditions (hereafter referred to as *identified subcontractors*):

- a) on whose capacities the tenderer relies upon to fulfil the selection criteria as described under point 2.7.2;
- b) on whose capacities the tenderer relies upon to fulfil the selection criteria as described under point 2.7.3;
- c) Who will carry out any proportion of the tasks of the contract (all the known subcontractors, irrespective of the share of the contract, need to be declared).

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in form 5 of Annex A and signed by its authorised representative.

In addition, any such subcontractor must provide:

- a Declaration on Honour on Exclusion and Selection Criteria (form 6 of Annex A) and
- If applicable (letters a) and b) above), supporting documents required in points 2.7.2 and 2.7.3 of this 'Invitation to tender & Tender Specifications' depending on the extent to which the subcontractor will put its resources at the disposal of the tenderer for the fulfilment of the selection criteria.

4. Content of the tender

Tenders must be:

- perfectly legible so that there can be no doubt as to words and figures;
- drawn up using the model reply forms annexed to these tender specifications.

The following important elements must be submitted to Europol as explained in the Appendix.

APPENDIX

Checklist of documents to be submitted in e-Submission application

The purpose of the table below is to provide an overview of the documents that must be included in the tender, depending on the role of each economic operator in the tender (single tenderer, Group Leader, Member in a joint tender, subcontractor etc).

Some of the documents are only relevant in specific cases (e.g. joint tenders or when subcontractors are involved). Additional documents might be necessary depending on the specific characteristics of each tender, if so indicated in the technical specifications.

Description	Single tenderer	Joint tender		Identified Subcontractor	When and where to submit the document?	Instructions for uploading in eSubmission
		Group leader	Member of the group			Where to upload?
<div>1. Identification and information about the tenderer.</div> <div><div>eSubmission</div><div><div><div></div><div></div><div></div><div></div><div></div><div></div></div><div>Ways to submitPartiesLotsTender DataTender reportSubmit tender</div></div><div>view</div></div>						
Declaration on Honour and Selection Criteria (see form 6 of Annex A)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	With the tender in e-Submission	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Declaration on Honour'.

Evidence that the person signing the documents is an authorised representative of the entity ¹⁵	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		With the tender in e-Submission	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.
Tenderer general information and declaration (see form 1 of Annex A)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in e-Submission	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.
Legal Entity Form (see form 2 of Annex A)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		With the tender in e-Submission	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.
Financial Identification Form (see form 3 of Annex A)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in e-Submission	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.
Power of attorney (see form 4 of Annex A)			<input checked="" type="checkbox"/>		With the tender in e-Submission	In the Group leader's section under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.
Commitment letter (see form 5 of Annex A)				<input checked="" type="checkbox"/> Form 5 of Annex A	With the tender in e-Submission	With the concerned entity under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Other documents'.

¹⁵ 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

Evidence of non-exclusion (see point 6.2 of the General Guidance on Europol Procurement Procedures)	☒	☒	☒	☒ Only if Europol so requires	Only upon request by the Contracting authority At any time during the procedure	n.a.
Evidence of legal and regulatory capacity (see point 2.7.1)	☒	☒	☒	☒ Only if Europol so requires (not in e-Submission, but Europol reserves the right to check this at any time during the procedure)	With the tender in e-Submission	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Legal and regulatory capacity'
Evidence of economic and financial capacity (see point 2.7.2)	☒	☒	☒	☒ depending on the extent to which the subcontractor will put its resources at the disposal of the tenderer for the fulfilment of the selection criteria	With the tender in e-Submission	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Economic and financial capacity'.
Evidence of technical and professional capacity (see point 2.7.3)	☒	☒	☒	☒ depending on the extent to which the subcontractor will put its	With the tender in e-Submission	With the Group leader or the sole tenderer under 'Parties' → 'Identification tenderer' → 'Attachments' → 'Technical and professional capacity'.

				resources at the disposal of the tenderer for the fulfilment of the selection criteria		
2. Tender data. <div style="text-align: center; margin-top: 10px;"> </div> <p style="color: red; font-weight: bold; margin-top: 10px;">Failure to upload the following documents in eSubmission will lead to rejection of the tender.</p>						
Technical offer (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in e-Submission	Under section 'Tender Data' → 'Technical Tender'
Financial offer (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in e-Submission	Under 'Tender Data' → 'Financial Tender'
3. Tender report. <p>Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to download the Tender Report generated by the e-Submission application. It will have to be signed (hand signature or electronic signature) and uploaded, as explained in the eSubmission Quick Guide.</p> <div style="text-align: center; margin-top: 10px;"> </div>						
Tender report	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			With the tender in e-Submission	Under section 'Tender report'

