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| **ANNEX II**  **STANDARD SUBMISSION FORM**  **Provision of Security services and equipment**  **LISA/2016/RP/03**  **Sections 1-4 Identification, exclusion, economic, financial and technical, professional selection** |

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# Preamble

Candidates are requested to include in their candidature all the information and documents requested in the forms attached, in accordance with the Guide for candidates as complemented with the instructions below.

All forms must be dated and signed by a person authorised to sign on behalf of the candidate.

Each member of a joint-candidature must sign a Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest (Section 2). Each declared subcontractor must also sign the Declaration of Honour.

Each declared subcontractor must complete, date and sign the Letter of Intent included in Section 1.3.

If the candidate relies on the economic, financial, technical and professional capacity of the proposed subcontractor(s) to meet the selection criteria, then the subcontractors shall also complete the forms included under Sections 3 (if applicable). The forms included under Sections 4 shall be completed by the candidate group as a whole.

# Participation in lots

Call for tenders LISA/2014/OP/03 External support

**Name of the tenderer: ……………………………………………………………**

**Please indicate here below for which lot(s) you are submitting an offer.**

|  |  |
| --- | --- |
| **Lots** |  |
| Lot 1: Provision of security guarding and reception services at eu-LISA Strasbourg premises | **🞎 YES / 🞎 NO** |
| Lot 2: Provision of security guarding and reception services at eu-LISA Tallinn premises | **🞎 YES / 🞎 NO** |
| Lot 3: Provision and maintenance of equipment and other associated services at eu-LISA Strasbourg and Brussels premises | **🞎 YES / 🞎 NO** |
| Lot 4: Provision and maintenance of equipment and other associated services at eu-LISA Tallinn premises | **🞎 YES / 🞎 NO** |

# Section 1.1 - Candidature Form

Single legal person or company

In case a single economic operator submits a candidature alone, all the questionnaires must be completed as required.

□ The candidature is submitted by a **sole candidate**. If applicable, please specify below:

* Legal entity: ……….……………….…

NB: This company shall fill in all sections of the questionnaires

**Joint offers  
Check one of the boxes below as appropriate:**

□ The candidature is a joint candidature submitted by a **group of economic operators**. If applicable, please specify below:

* Legal entity acting as **leader and main point** of contact of the group:

……….…………………

NB: This legal entity shall fill in all sections of the questionnaires:

* **Other economic operators** taking part in the joint-candidature:

…….….…………………

……….……………….…

* Does a consortium or a similar entity already exist?

□ YES. Please make sure that the candidature contains further information to this effect.   
Reference: …………………………..

□ NO. Please note that, in case of award, the eu-LISA may require the formal constitution of a consortium.

**Subcontracting**

**Check one of the boxes below as appropriate:**

□ The candidature foresees **no subcontracting** of activities.

□ The candidature foresees **subcontracting** of activities. If applicable:

* List of subcontractors:

……….…………………

………………………….

………………………….

………………………….

NB: These legal entities shall fill in the identification, exclusion and selection parts of the questionnaires for assessment (Sections 1, 2, and 3). In case the candidate wants to rely on capacities of subcontractor(s), it is necessary to provide the information and evidence requested in the Technical Selection part (Section 4) as for proof to the contracting authority that the candidate will have at its disposal the resources necessary for performance of the contract.

* Please make sure that the candidature contains a document clearly stating the identity, roles, activities and responsibilities of the subcontractor(s), the estimated percentage (of the total contract value as estimated by eu-LISA) as well as the reasons why subcontracting is foreseen.

|  |
| --- |
| Subcontractors shall submit a letter expressing their intent to collaborate with the candidate as subcontractors in the envisaged contract. |

Please take the following into consideration:

Subcontracting is the situation where a contract has been or is to be established between eu-LISA and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other legal entities for performing part of the work, service or supply. However, eu-LISA has no direct legal commitment with the subcontractor(s).

**Questions relating to the identification of the candidate**

*Name of the candidate*

|  |
| --- |
|  |

*In case of subcontracting; please specify the name of the legal entity*

|  |
| --- |
|  |

Acting as: member of group (specify role……………………)

subcontractor

*Form of the legal entity*

|  |
| --- |
|  |

*Date of registration*

|  |
| --- |
|  |

*Country of registration*

|  |
| --- |
|  |

*Registration number*

|  |
| --- |
|  |

*VAT number*

|  |
| --- |
|  |

*Registered address of the legal entity*

|  |
| --- |
|  |

*Usual administrative address of the legal entity*

|  |
| --- |
|  |

*Legal representative or person authorised to sign contracts on behalf of the candidate*

Surname, forename, title (e.g. Dr, Mr, Ms), function (e.g. Manager...)

|  |
| --- |
|  |

*Contact person for this call for tenders:*

(Not necessary for subcontractors)

Surname, forename, title (e.g. Dr, Mr, Ms), function (e.g. Manager...) Telephone number, fax number, address, e-mail

|  |
| --- |
|  |

Please enclose the following documents:

**Legal entity form**

Complete the legal entity form, which should be accompanied by the supporting documents, indicated at the top of the form:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>

NB: All the involved Legal Entities must submit the above-mentioned form, including the supporting documents indicated therein (i.e. members of a joint candidature and/or subcontractors).

Only original documents or certified copies less than 6 months old are accepted as supporting documents.

**Financial identification Form**

The candidate's attention is drawn to the fact that this document (the financial identification form) is a model and that a specific form for each Member State is available at the following Internet address:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>

NB: Only the sole candidate or, in case of joint candidature, the Leader of the group shall submit the above-mentioned financial identification form. Please note that, as indicated in the form, if the form is not signed by the bank, also a copy of a recent bank statement shall be enclosed.

# Section 1.2 – Statement on subcontracting

Please indicate (by ticking the appropriate box) whether the candidate intends to subcontract part of the performance of the envisaged contract, if awarded.

□ YES, the candidate intends to subcontract part of the performance of the contract, if awarded.

□ NO, the candidate does not intend to subcontract any part of the performance of the contract, if awarded.

If YES, please specify which parts of the contract and the name and address of any subcontractor(s).

|  |  |  |
| --- | --- | --- |
| **Description of envisaged role and activities** | **Percentage of the maximum value of the contract (as estimated by eu-LISA)** | **Subcontractor** |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |

Signed (authorised signature) on behalf of the candidate

Full name:……………………………………..

Date:……………………………………………

Signature:……………………………………...

# Section 1.3 – Letter of intent from subcontractors

The undersigned**:**

[complete]

Name of the legal entity**:**

[complete]

Address:

[complete]

Procurement Procedure reference:

LISA/2016/RP/03

Declares hereby that, in case the contract resulting from the abovementioned procedures awarded to [name of the candidate], the legal entity that he/she represents, intends to collaborate in the execution of the tasks subject to this call for tenders and is available to carry out its part of the tasks during the implementation of the contract.

Declares hereby accepting the relevant terms and conditions applicable to subcontractors as defined in the invitation to submit a candidature and its annexes.

Place and date:

Name and signature:

# Section 1.4 Power of Attorney

**Power of Attorney MODEL 1**

(entity without legal personality)

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

We, the undersigned:

– Signatory 1 (Name, Function, Company, Registered address, VAT Number)

– Signatory 2 (Name, Function, Company, Registered address, VAT Number)

– …..

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

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

(1) In case eu-LISA awards Contract …. (« the Contract ») to Company 1, Company 2, …, Company N (« the Group Members »), based on the joint candidature/offer submitted by them in response to the call for tenders LISA/2016/RP/03.

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

(a) Shall be jointly and severally liable towards eu-LISA for the performance of the Contract.

(b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

(3) To this effect, the Group Members designate Company X as Group Leader. [NB.: the Group Leader has to be one of the Group Members].

(4) Payments by eu-LISA related to the Supplies or the Services shall be made through the Group Leader’s bank account. [Provide details on bank, address, account number, etc.].

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

(a) The Group Leader shall sign any contractual documents —including the Contract, and Amendments thereto— and issue any invoices related to the Supplies or the Services on behalf of the Group Members.

(b) The Group Leader shall act as a single point of contact for eu-LISA in connection with the Supplies and/or the Services to be provided under the Contract. It shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to eu-LISA, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to eu-LISA’s express approval.

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

Signed in [place] on [date]

|  |  |
| --- | --- |
| Name Function Company | Name Function Company |
| Name Function Company | Name Function Company |

**POWER OF ATTORNEY – MODEL 2**

(entity with legal personality recognized by a Member State)

**(CREATING THE GROUP AS A SEPARATE ENTITY, APPOINTING A GROUP**

**MANAGER AND GIVING A MANDATE TO HIM/HER)**

We the undersigned:

– Signatory 1 (Name, Function, Company, Registered address, VAT Number)

– Signatory 2 (Name, Function, Company, Registered address, VAT Number)

– …..

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

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

(1) In case eu-LISA awards Contract …. (« the Contract ») to Company 1, Company 2, …, Company N (« the Group Members »), based on the joint candidature/offer submitted by them in response to the call for tenders LISA/2016/RP/03.

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

(a) Shall be jointly and severally liable towards eu-LISA for the performance of the Contract.

(b) Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the Supplies and/or the Services.

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

(4) Payments by eu-LISA related to the Supplies or the Services shall be made through the Group’s bank account. [Provide details on bank, address, account number, etc.].

(5) The Group Members appoint Mr/Ms ……. as Group Manager.

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

(a) The Group Manager shall sign any contractual documents —including the Contract, and Amendments thereto— and issue any invoices related to the Supplies or the Services on behalf of the Group Members.

(b) The Group Manager shall act as single point of contact for the Agency in connection with the Supplies and/or the Services to be provided under the Contract. He/she shall co-ordinate the provision of the Supplies and/or the Services by the Group Members to eu-LISA, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to eu-LISA’s express approval.

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

Signed in [place] on [date]

|  |  |
| --- | --- |
| Name Function Company | Name Function Company |
| Name Function Company | Name Function Company |

Section 2 – Exclusion criteria

2.1Did you enclose in your candidature a declaration on oath that you meet the exclusion and selection criteria? (Please fill in and submit the form below)

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

2.2 Do you undertake to provide evidence related to the exclusion criteria items mentioned in the declaration at the request of eu-LISA? Please note that you should be prepared to reply to such a request for evidence within a short deadline.

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration on honour on  
exclusion criteria and selection criteria**

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 national legislation 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 law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract; |  |  |
| 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; |  |  |
| (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 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 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract; |  |  |
| (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |  |
| (iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC 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 forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; |  |  |
| 1. the person has shown significant deficiencies in complying with the main obligations in the performance of a contract 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 an Authorising Officer, 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. for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: 2. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, 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. decisions of the ECB, the EIB, the European Investment Fund or international organisations; 5. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or 6. 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 persons with power of representation, decision-making or control over the legal person

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

|  |  |  |  |
| --- | --- | --- | --- |
| * declares that a natural 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 company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) 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) |  |  |  |

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

|  |  |  |
| --- | --- | --- |
| * declares that the above-mentioned person: | YES | NO |
| 1. has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure. |  |  |

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. 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 the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), 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 (a) or (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 procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

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

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

VII – Selection criteria

|  |  |  |  |
| --- | --- | --- | --- |
| * 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; |  |  |  |
| 1. It fulfills the applicable economic and financial criteria indicated in section 6.4.3.A of the Guide for candidates; |  |  |  |
| 1. It fulfills the applicable technical and professional criteria indicated in section 6.4.3.B of the Guide for candidates. |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| * 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. |  |  | |  |

VII – 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 the person has already submitted it for another procurement procedure. The documents must be issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

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

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

***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

Section 3 - Selection criteria – Economic and Financial capacity

### 3. 1 Have you enclosed balance sheets and results for the past three financial years?

|  |
| --- |
| YES/NO Reference: …. |

If not, have you enclosed equivalent documentation?

|  |
| --- |
| YES/NO (Mandatory if previous reply is NO)  Reference: …. |

3.2 Have you filled in the below Financial and Economic Capacity overview table?

In each of the past three years for which the accounts have been closed, the candidates must have an overall annual turnover of at least 1,000,000 (one million) EUR, for Lot 1 and Lot 3, and of at least 300,000 (three hundred thousand) EUR for Lot 2 and Lot 4.

|  |
| --- |
| YES/NO (Mandatory) Reference: …. |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INDIVIDUAL**  **FINANCIAL AND ECONOMIC CAPACITY OVERVIEW**  **(NB In case of joint-candidature, one form per each member of the group must be provided)** | | | | |
| **Currency :** *EURO* | **Figures *(000)*** | | | |
|  | | 201… | 201… | 201… |
| **Total Balance Sheet** | |  |  |  |
| TRADE DEBTORS  *Amounts due by commercial customers* | |  |  |  |
| CAPITAL and RESERVES  *Amounts owned by the company* | |  |  |  |
| TRADE CREDITORS  *Amounts due to commercial suppliers* | |  |  |  |
| SHORT TERM DEBT | |  |  |  |
| LONG TERM DEBT | |  |  |  |
| LIQUIDITY  *Banks and cash at hand* | |  |  |  |
|  | |  |  |  |
| About PROFIT & LOSS | |  |  |  |
| **OVERALL TURNOVER** | |  |  |  |
| **TURNOVER related to the maintenance of large-scale IT systems** | |  |  |  |
| ORDINARY RESULT | |  |  |  |
| EXTRAORDINARY RESULT | |  |  |  |
| INCOME TAX | |  |  |  |
| NET RESULT | |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **AGGREGATE**  **FINANCIAL AND ECONOMIC CAPACITY OF THE CANDIDATE**  **(NB In case of joint-candidature, the below figures must result from the sum of individual financial and economic capacities of each member of the group)** | | | |
|  | 201… | 201… | 201… |
| **OVERALL TURNOVER** |  |  |  |
| **TURNOVER related to the scope of the respective Lot(s)** |  |  |  |

### 3.4Have you enclosed evidence on professional risk indemnity insurance and do you commit to keep it valid for the entire duration of the envisaged contract, if awarded*?*

|  |
| --- |
| YES/NO (mandatory)  Reference: …. |

Section 4 – Technical selection – Technical and Professional capacity Lots 1 and 2

## References in relation to similar projects/contracts

### Client References

Have you provided a description of projects within the scope of the respective Lot at least 3 (three) entirely separate projects during the last 3 years according to *Technical and professional selection criteria* of Section 6.4.3.B in the Guide for candidates, using the Project Reference Form provided in Attachment 1 to the present form? These projects/contracts must be relevant (executed in the field of the present call for tenders) and of comparable scale (min 60% of the value of the relevant Lot).

Out of these three projects:

1. at least 1 (one) must be related to a highly secured environment (for example, providing services for organisations/environments where national, EU or NATO classified information is processed or stored, banks, airports, national or EU institutions, etc.).
2. At least 2 (two) of the contracts should have lasted for more than 1 (one) year.

|  |
| --- |
| YES/NO (**mandatory**):  Reference: ………. |

## Overall manpower and its relevance to the required services

In case of a joint-candidature, the required information should be provided for the members of the group as a whole.

### 4.2.1 Profiles

The Candidate shall use the below forms and should provide any other information they deem relevant to demonstrate that they will be capable of mobilising the necessary profiles during the entire duration of the contract.

Candidates shall submit CVs as part of their candidature using the form in Attachment II.

a. For Lot 1:

* One project manager;
* One security guard – team leader;
* Minimum 15 security guards in order to cover the needed services

b. For Lot 2:

* One project manager;
* One security guard – team leader;
* Minimum 5 security guards in order to cover the needed services

|  |  |  |  |
| --- | --- | --- | --- |
| Please indicate your average annual manpower for the last three years. The candidate must have in average a minimum total number of 50 full-time staff. | | | |
| **Total annual manpower** | **2013** | **2014** | **2015** |
| Candidate's staff members |  |  |  |
| Total |  |  |  |
|  |  |  |  |

**Number of Candidate’s staff members corresponding to the profiles listed in Annex 1 to the Executive Summary**

A staff member can only be counted as contributing to one single profile in any given year. As an example, in 2013, the same staff member cannot be counted as one “Security Guard”, and at the same time, as one ¬ “Security Guard – Team leader”.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No** | **Profile** | Average during  2013 | Average during  2014 | | Average during  2015 | |
| **1** | **Project Manager** |  |  | |  | |
| **2** | **Security Guard-Team Leader** |  |  | |  | |
| **3** | **Security Guard** |  |  | |  | |
|  | **Total** |  | |  | |  |

#### *Did you fill in the tables and provided the CVs?*

|  |
| --- |
| YES/NO:  Reference: ………. |

#### *Do you wish to provide further relevant information?*

|  |
| --- |
| YES/NO:  Reference: ………. |

Section 4 – Technical selection – Technical and Professional capacity Lots 3 and 4

## References in relation to similar projects/contracts

### Client References

Have you provided a description of projects within the scope of the respective Lot at least 3 (three) entirely separate projects during the last 3 years according to *Technical and professional selection criteria* of Section 6.4.3.B in the Guide for candidates, using the Project Reference Form provided in Attachment 1 to the present form? These projects/contracts must be relevant (executed in the field of the present call for tenders) and of comparable scale (min 60% of the value of the relevant Lot).

All projects shall include a list of relevant equipment supplied and services provided.

|  |
| --- |
| YES/NO (**mandatory**):  Reference: ………. |

# Attachment 1

**Project Reference Form**

The Project Reference Form must be used to give details about relevant projects that the candidate wants to present as a proof of relevant experience.

The Project Reference Form consists of two pages:

1. Front page
2. Description page.

Both pages must be used to form a complete Project Reference Form.

A new Project Reference Form must be completed for each reference.

Contact persons may be contacted by the Contracting Authority in the scope of the assessment.

**Project Reference Form** (page 1 of 2)

**Project reference No. …….**

**Project reference front page**

|  |
| --- |
| **Project name**:  **Start date** (mm/yy): **End date** (mm/yy):  **Client name**: **Contact person**: **Phone**:  **Overall volume of the project (in EUR)**  **Ongoing[[1]](#footnote-2) □ Please specify status**  **Completed □** |
| **The relevance and scale of the projects will be assessed based on volume and project description.** |

|  |
| --- |
| ***Project type*** *(security services, equipment, maintenance, etc…):*  ***Principal contractor*** *for this project* :  *If it is not the candidate, explain its role*:  ***Principal location*** *for this project:*   1. *Candidate's premises* 2. *Client's premises* 3. *Other – Precise:*   ***Number of candidate's own technical staff involved******in man-days***  **Total**  **:** |
| ***Project description (including methodologies and technologies involved; For lots 3 and 4 also the list of equipment supplied and relevant services provided)****:*  […]  […] |

*Date and signature of the legal representative of the candidate*

# Attachment 2

# CV Forms for Lots 1 and 2

Guidelines for the completion of the CV

The standardized CV form defines the Curriculum Vitae (CV) layout for a tenderer to use when submitting a person for a particular role.

**Use of the standardized CV form is mandatory - only CVs submitted on this form will be considered.**

**Do not indicate the names of the candidates on the CV forms** but numbers which have to be filled in using the template given in Attachment 3 "*Connection table for profiles and CVs"* to make the connection between numbers and names. In order to protect confidential personal data, CVs will be verified without the corresponding table. (During the implementation of the future contract the Contractor shall also add the full name of the person).

In order to verify the information provided by the tenderers in relation to the manpower and qualification of the relevant staff proposed, tenderers should be aware of the fact that eu-LISA reserves the right to request from the tenderer that any of the proposed contractor's staff or subcontractors (including freelancers) may have to come for an interview during the evaluation phase stage. This possibility is at the entire discretion of eu-LISA and generally limited in the scope (generally not more than 5 interviews per tenderer). eu-LISA will not reimburse any costs in connection with the expenses incurred to come to the interviews

Please note that the supply of false information in the selection phase will lead to the exclusion of the tenderer at this stage of the tendering procedure.

**How to fill out the standardized CV form:**

1. **All the required information has to be provided**. Any missing or incomplete information may lead to a CV being discarded.
2. Where the information is to be provided in tabular form, **all the columns of the table** have to be filled in.
3. The CV should be a summary rather than a biography of an individual and must be in a format enabling a quick and accurate comparison with other CVs submitted to fill certain roles. There should be no unaccounted chronological breaks.
4. Each CV consists of a front page **and at least** one training page **and at least one** software and hardware expertise page **and at least** one professional experience page; more training, software and hardware expertise or professional experience pages may be added as necessary.
5. Specific expertise should mention the tools or topics in which the candidate has a high expertise. See the description of profiles in Annex 1 of the Tender Specifications – List of Profiles.
6. Software and hardware expertise :

* **Competence** must be rated from 1 (basic) to 5 (excellent).
* **Duration** must be expressed in months and has to relate clearly to the relevant entries under “Professional experience”.
* **Description** must state how the competence has been acquired and in what projects it has been used, relating clearly to the relevant entries under “Professional experience”.

1. Each CV professional experience page contains data about the projects the employee has participated in, its role and responsibilities, and the products or tools used in the context of these projects. More CV professional experience pages must be added for more projects.

* **Dates** must indicate precisely the starting and ending months, and in addition the effective number of months that the person worked on the project.
* **Project size** is to be expressed as the total number of person-months.
* **Description** must include an explanation of the scope and results of the project (or task).

The professional experience pages must cover at least the minimum duration of professional experience needed by the profile and the possible years needed to cover the minimum qualifications after the studies.

All other entries that are not referred in the standardized CV are optional.

1. CV Training page:

The CV training page, apart from standard training activities (that may lead to an attendance certificate), should also contain any training sessions/activities leading to professional qualifications/certifications acquired. The relative professional qualification/certification should be mentioned in the field of “Exams or certificates” (e.g. ITIL Foundation Certificate in IT Service Management, etc.).

**CV FORM**

**CV front page**

**LOT: ……..**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **CV number :** | *(indicate here the CV number)* **…………** | | | | | |
| **Date of birth:** | *(dd/mm/yy)* | | | | | |
| **Nationality** |  | | | | | |
| **Contract information:** | Date of recruitment (dd/mm/yy):  Comments: …………………….. | | |  | | |
| **Current function:** | *(indicate the function in the company)* | | |  | | |
| **Profile for which employee is entered:** |  | | |  | | |
| **Highest relevant educational qualification:** | *Check the appropriate :*   1. Master degree or equivalent (>=4 years) 2. Bachelor degree 3. Higher education 4. Secondary school   **Number of (successful) years after secondary school: ….** | Certificate and/or diploma obtained : | | | Institute:  Date: | |
| **Languages:**  (indicate level of skill: from 1=basic to 5=excellent) | English:  French:  Estonian:  German:  Other(s): | Spoken | | | Written | |
| **Professional experience** | Date relevant career started: | | Number of years/months of experience (apart from the studies): | | | |
| **Specific expertise(s)** (with number of months experience for each) |  | | | | | |
| **Summary** (use this area to briefly indicate the major facts which should be known about this employee): | | | | | |  | |

**CV training page**

|  |  |
| --- | --- |
| **CV number:** |  |
| **CV training page number for this CV:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **EDUCATION & TRAINING** | | | | |
|  | **Education - Training name:** | **Company/institute responsible for the education / training:** | **Date(s) of the training followed:** | **Degree, diploma, exams or certificate obtained:** |
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**CV expertise with equipment and technologies page**

|  |  |
| --- | --- |
| **CV number:** |  |
| **CV expertise page number for this CV:** |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Expertise with equipment and technology** | | | | |
|  | **Tool, technology (precise manufacturer, product name and version(s))** | **Competence (rating: 1 -5)** | **Duration (in months)** | **Description (e.g. give relevant entries under “professional experience”)** |
|  |  |  |  |  |
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**CV professional experience page**

|  |  |
| --- | --- |
| **CV number:** |  |
| **CV experience page number for this CV:** |  |

|  |  |
| --- | --- |
| **PROJECT/ ACTIVITY\* EXPERIENCE** | |
| **Project / activity name:** |  |
| **Company:** |  |
| **Dates :** | **Start:** (mm/yy) E**nd:** (mm/yy) **Effective number of months worked on the project/activity:** (months) |
| **Client :** |  |
| **Project size (if relevant):** |  |
| **Project / Activity description** : | |
| **Employee’s Roles & Responsibilities in the project/activity:** | |
| **Technologies and methodologies used by the employee in the project/activity (if relevant):** | |

\*By activity is meant a type of work /group of activities performed under a specific role Connection table for profiles and CVs

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of the tenderer:** | | | | | |  | |  | | |  | |  | |
|  | |  | |  | |  | |  | | |  | |  | |
| CONNECTION TABLE FOR STAFF **- LOT …** | | | | | | | | | | | | | |
|  | |  | |  | |  | |  | | |  | |  | |
| *For each staff, you have to give an identifier corresponding to the abbreviation of the profile followed by an order number* | | | | | | | | | | | |
| *In the first column indicate the identifier, in the second one the corresponding profile in the third one the CV number (only for persons for whom the CV is enclosed), in the fourth one the person’s surname, in the fifth one the person's first name, in the sixth one the name of the employer.* | | | | | | | | | | | |
| ***A CV number has to be indicated only if the CV is enclosed.*** | | | | | | | | | | | |
|  | | | | | | | | | |  | |
| **Identifier** | **Profile** | | **CV number** | | **Surname** | | **First name** | | **Employer** | **Employee ( E ) Subcontractor ( S ) Freelance ( F )** | |
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# Attachment 3

**Declaration of confidentiality**

Compulsory form to be filled in and signed by the candidate, by each member of the group in case of joint-candidature and by each declared subcontractor

1. I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree not to disclose any classified, sensitive or proprietary information that is presented, discussed or made accessible during my participation in the call for tenders "**LISA/2016/RP/03"**, to any person or legal entity who has not signed a nondisclosure agreement.

I understand that information I may become aware of, or possess, as a result of this access is considered proprietary or sensitive. I agree not to appropriate such information for my own use or to release or disclose it to third parties unless specifically authorised to do so. I also understand that I must protect proprietary information from unauthorised use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished.

I will continue to be bound by this undertaking after completion of the call for tenders procedure "**LISA/2016/RP/03"**.

I understand that a violation of this agreement is subject to administrative and civil sanctions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed name Legal entity

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Address, e-mail and phone number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Place and date Signature

# Attachment 4

**Checklist of documents to be submitted**

The purpose of the table below is to facilitate the preparation of the candidature by providing an overview of the documents that must be included (marked by ◼) depending on the role of each economic operator in the candidature (group leader in joint-candidature, member in joint-candidature, sole candidate, subcontractor).Some of the documents are only relevant in cases of joint-candidature or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each candidature.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Group leader in joint-candidature** | **All members in joint-candidature** | **Sole candidate** | **Sub- contractor** |
| Power of attorney in joint-candidature indicating the group leader |  | ◼ |  |  |
| Letter of intent from subcontractor(s) |  |  |  | ◼ |
| Identification Form including annexes and supporting documents requested therein | ◼ | ◼ | ◼ | ◼ |
| Legal Entity Form  Download the form from : <http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm> | ◼ | ◼ | ◼ |  |
| Supporting documents for the Legal Entity File Form | ◼ | ◼ | ◼ |  |
| Financial Identification form  Download the form from:<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm> | ◼ |  | ◼ |  |
| Exclusion Criteria form and signed declaration | ◼ | ◼ | ◼ | ◼ |
| Evidence of Economic and financial capacity | ◼[[2]](#footnote-3) | ◼[[3]](#footnote-4) | ◼ | ◼[[4]](#footnote-5) |
| Evidence of Technical and professional capacity | ◼ | ◼ | ◼ | ◼[[5]](#footnote-6) |
| Declaration of confidentiality | ◼ | ◼ | ◼ | ◼ |

1. Provided that all identified minimum requirements are met, on-going projects may be taken into consideration if they effectively started no later than 6 months before the deadline to submit candidatures in response to this call for tenders. [↑](#footnote-ref-2)
2. The group leader must provide a duly filled in Financial and economic capacity aggregate form. [↑](#footnote-ref-3)
3. Balance sheets, Financial and economic capacity individual form, and risk indemnity insurance certificates must be provided by each of the members of the group. [↑](#footnote-ref-4)
4. To be provided only in case the candidate relies on the Financial and Economic capacity of the subcontractor. Additionally in this case the candidate shall provide also a clear undertaking from the subcontractor to place those resources at its disposal during the performance of the contract. [↑](#footnote-ref-5)
5. To be provided only in case the candidate relies on the Technical and Professional capacity of the subcontractor. Additionally in this case the candidate shall provide also a clear undertaking from the subcontractor to place those resources at its disposal during the performance of the contract. [↑](#footnote-ref-6)