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| **ANNEX II****STANDARD SUBMISSION FORM** **Common Shared Infrastructure (CSI)****LISA/2016/RP/01****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 form included under Sections 4 shall be completed by the candidate group as a whole.

# 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, incliding 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 will be accepted as supporting documents.

**Financial identification Form**

The candidate's attention is drawn to the fact that this document 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 not 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/01

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 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/01.

(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. [N.B.: 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 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]

|  |  |
| --- | --- |
| NameFunctionCompany | NameFunctionCompany |
| NameFunctionCompany | NameFunctionCompany |

**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/01.

.

(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]

|  |  |
| --- | --- |
| NameFunctionCompany | NameFunctionCompany |
| NameFunctionCompany | NameFunctionCompany |

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:  | Full official name:Official legal form: Statutory registration number**:** Full official address: VAT registration number:  |

|  |
| --- |
| * declares whether the above-mentioned person is in one of the following situations or not:
 |
| **Situation of exclusion concerning the person** | 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 any 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.
 | [ ]  | [ ]  |

|  |
| --- |
| ***[Only for legal persons other than Member States and local authorities, otherwise delete this table]**** declares whether a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who haspowers of representation, decision or control with regard to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations or not:
 |
| **Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person** | YES | NO |
| 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) | [ ]  | [ ]  |

|  |
| --- |
| * declares whether 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 or not:
 |
| **Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person** | YES | NO | N/A |
| Situation (a) above (bankruptcy) | [ ]  | [ ]  | [ ]  |
| Situation (b) above (breach in payment of taxes or social security contributions) | [ ]  | [ ]  | [ ]  |

|  |
| --- |
| * declares whether the above-mentioned person is in one of the following situations or not:
 |
| Grounds for rejection from this procedure | YES | NO |
| 1. has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure;
 | [ ]  | [ ]  |
| 1. has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;
 | [ ]  | [ ]  |
| * acknowledges that 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.
 |  |

**Remedial measures**

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They 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 appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply for the situations referred in point (d) of this declaration.

**Evidence upon request**

Upon request and within the time limit set by the contracting authority the person shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the person or 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.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

|  |
| --- |
| * declares whether the above-mentioned person complies with the selection criteria as provided in the tender specifications:
 |
| **Selection criteria** | YES | NO |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 6 of the Guide for Candidates;
 | [ ]  | [ ]  |
| 1. It fulfills the applicable economic and financial criteria indicated in section 6 of the Guide for Candidates;
 | [ ]  | [ ]  |
| 1. It fulfills the applicable technical and professional criteria indicated in section 6 of the Guide for Candidates.
 | [ ]  | [ ]  |
| * declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the Guide for Candidates and which are not available electronically upon request and without delay.
 |  |

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/NOReference: …. |

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?

|  |
| --- |
| 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 maintenance of large-scale IT systems** |  |  |  |

### 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

## References in relation to similar projects/contracts

### Client References

Have you provided a description of at least 4 (maximum 6) distinct projects during the last 3 years for at least 3 different customers? 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 this project) 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.

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

## Manpower overall and relevant 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 must not submit CVs as part of their candidature.

|  |
| --- |
| Please indicate your average annual manpower for the last three years.  |
| **Total annual manpower** | **2013** | **2014** | **2015** |
| Candidate's staff members |   |   |   |
| Total |  |  |  |
|  |  |  |  |

**Number of Candidate 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, a same staff member cannot be counted as one 'Program Manager', and at the same time, as one ¬Project Manager`.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Profile** | Average during2013 | Average during2014 | Average during2015 |
| **1** | **Program Manager** |  |  |  |
| **2** | **Project Manager** |  |  |  |
| **3** | **Senior Enterprise Architect** |  |  |  |
| **4** | **Quality Manager** |  |  |  |
| **5** | **Security Architect** |  |  |  |
| **6** | **Security Manager** |  |  |  |
| **7** | **IT Security Expert**  |  |  |  |
| **8** | **Network Architect** |  |  |  |
| **9** | **Network Engineer** |  |  |  |
| **10** | **System and Storage Engineer** |  |  |  |
| **11** | **Test Manager** |  |  |  |
| **12** | **Test Engineer** |  |  |  |
| **13** | **Database Administrator** |  |  |  |
| **14** | **Helpdesk/Service desk staff** |  |  |  |
| **15** | **Training and User Documentation Manager** |  |  |  |
|  | **Total** |  |  |  |

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

|  |
| --- |
| YES/NO: 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 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-1) □ Please specify status** **Completed □** |
| **The relevance and scale of the projects will be assessed based on volume and project description.**  |

|  |
| --- |
| ***Project type*** *(design, development, 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)****:*[…] […] |

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

# Attachment 2

 **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/01"**, 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/1"**.

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

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

 Printed name legal entity

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Address, E-Mail and Phone Number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
 Place and Date Signature

# Attachment 3

**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-2) | ◼[[3]](#footnote-3) | ◼ | ◼[[4]](#footnote-4) |
| Evidence of Technical and professional capacity  | ◼ | ◼ | ◼ | ◼[[5]](#footnote-5) |
| 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-1)
2. The group leader must provide a duly filled in Financial and economic capacity aggregate form. [↑](#footnote-ref-2)
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-3)
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-4)
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-5)