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| **ANNEX III****STANDARD SUBMISSION FORM** **Framework contract for the maintenance in working order of the Visa Information System (VIS) and Biometric Matching System (BMS)****LISA/2015/RP/02****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 and Absence of Conflict of Interest.

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]

Tender reference:

LISA/2015/RP/02

Declares hereby that, in case the contract “LISA/2015/RP/02- Framework contract for the maintenance in working order of the Visa Information System (VIS) and Biometric Matching System (BMS)” is 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/2015/RP/02.

(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/2015/RP/02.

.

(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 criteria? (Please fill in and submit the form below)

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

2.2 Do you undertake to provide evidence related to the 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 of honour on
exclusion criteria and absence of conflict of interest**

*(Complete or delete the parts in grey italics in parenthese)*

[Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

* in [his][her] own name *(for a natural person)*

or

* representing the following legal person: *(only if the economic operator is a legal person)*

full official name:

official legal form:

full official address:

VAT registration number:

* declares that [the above-mentioned legal person][he][she] is not in one of the following situations:
1. is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
3. has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
4. is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
5. has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
6. is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.
* *(*declares that the natural persons with power of representation, decision-making or control[[1]](#footnote-1) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
* declares that [the above-mentioned legal person][he][she]:

g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;

h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;

j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

* acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties[[2]](#footnote-2) if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters 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 tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

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 3 projects concerning design and/or development and/or maintenance of large-scale IT Systems fulfilling all the requirements stated in point 1 of section *B. Technical and professional selection criteria* of the Guide for candidates, using the Project Reference Form provided in Attachment 1 to the present form?

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

## Access to BMS technology

### BMS technology access

Have you provided proof that in case of award of the contract you will have access, on commercial basis, to the BMS core technology described in point I.1.5 of Annex I (Executive Summary) for the entire duration of the contract? In particular, the owner of the BMS core technology may be involved in the candidature as a member of a joint-application or as a subcontractor; in the latter case, a clear undertaking by the owner of the BMS core technology to place the BMS core technology at the candidate’s disposal shall be provided.

|  |
| --- |
| 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.

### 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** | **2012** | **2013** | **2014** |
| 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 'Senior System Developer', and at the same time, as one 'System Developer'.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Profile** | Average during2012 | Average during2013 | Average during2014 |
| **1** | **Program Manager** |  |  |  |
| **2** | **Project manager** |  |  |  |
| **3** | **System architect** |  |  |  |
| **4** | **Enterprise architect** |  |  |  |
| **5** | **System Administrator** |  |  |  |
| **6** | **Helpdesk/Service desk staff** |  |  |  |
| **7** | **Quality Manager** |  |  |  |
| **8** | **Database Administrator** |  |  |  |
| **9** | **Telecommunication expert** |  |  |  |
| **10** | **Security Manager**  |  |  |  |
| **11** | **Test Manager** |  |  |  |
| **12** | **Senior Business Analyst** |  |  |  |
| **13** | **Senior Business and IT Consultant** |  |  |  |
| **14** | **Senior System developer** |  |  |  |
| **15** | **System developer** |  |  |  |
| **16** | **Tester** |  |  |  |
| **17** | **Quality Controller** |  |  |  |
| **18** | **Biometrics Specialist** |  |  |  |
| **19** | **Biometrics Architect** |  |  |  |
| **20** | **Legal compliance Manager** |  |  |  |
|  | **Total** |  |  |  |

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

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

## Organisational capacity

### Quality standards certifications

#### Do you have quality procedures for your delivery organisation in conformity with the ISO 9001 or equivalent?

|  |
| --- |
| YES/NO: Reference:  |

##### IF YES,

#### (a) Specify the year and the country for which the relevant accreditation has been obtained.

|  |
| --- |
|  |

#### (b) State the name of the certification body.

|  |
| --- |
| Reference: |

#### (c) Have you enclosed a copy of the certificate?

|  |
| --- |
| YES/NO: Reference:  |

#### (d) Have there been any follow-up audits? If yes specify.

|  |
| --- |
| YES/NO: Reference: |

#### What other norms in this area do you follow? Please also explain the equivalence with ISO 9001.

|  |
| --- |
| **(*Mandatory if the response to 4.4.1.1 is NO)*** |

## Security procedures: Sensitive Activities

### Security standards certifications

#### Do you have quality procedures for delivering services involving sensitive activities in conformity with the ISO 27001 series of standards or equivalent?

|  |
| --- |
| YES/NO: Reference:  |

##### IF YES,

#### (a) Specify the year and the country for which the relevant accreditation has been obtained.

|  |
| --- |
|  |

#### (b) State the name of the certification body.

|  |
| --- |
| Reference: |

#### (c) Have you enclosed a copy of the certificate?

|  |
| --- |
| YES/NO: Reference:  |

#### (d) Have there been any follow-up audits? If yes specify.

|  |
| --- |
| YES/NO: Reference: |

#### What other norms in this area do you follow? Please also explain the equivalence with ISO 27001.

|  |
| --- |
| **(*Mandatory if the response to 4.5.1.1 is NO)*** |

# 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[[3]](#footnote-3) □ Please specify status** **Completed □** |
|  |

|  |
| --- |
| ***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)****:*[…]*Please explain why the above-referenced large-scale IT system comply with all the following minimum requirements:**a) To have more than 2,500 end-users directly or indirectly exploiting the data of the system;**b) To have a target volume of data handled of at least:**i. 25,000,000 records stored with binary information (e.g. Finger Prints + Facial Images);**ii. 150,000 transactions per hour.**c) To have a significant geographic distribution* at least two different Countries of the European Economic Area *– in terms of users;* *d) To have high-availability requirements –24h/7days/365 days a year and a SLA of at least 99,99%;**e) To handle both entering of data, queries to the data and reporting on the data.**Is the above-referenced large-scale IT system part of a critical infrastructure, preferably processing personal data? If yes, explain why.*[…]*Is the above-referenced large-scale IT system operational for more than 1 (one) year? If yes, explain why.*[…]*Does the above-referenced large-scale IT system involve biometric management technologies, preferably matching solutions related to fingerprints?*[…] |

*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/2015/RP/02"**, 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/2015/RP/02"**.

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  | ◼[[4]](#footnote-4) | ◼[[5]](#footnote-5) | ◼ | ◼[[6]](#footnote-6) |
| Evidence of Technical and professional capacity  | ◼ | ◼ | ◼ | ◼[[7]](#footnote-7) |
| Declaration of confidentiality | ◼ | ◼ | ◼ | ◼ |

1. This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares. [↑](#footnote-ref-1)
2. As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation (Commission Delegated Regulation (EU) No 1268/2012). [↑](#footnote-ref-2)
3. 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-3)
4. The group leader must provide a duly filled in Financial and economic capacity aggregate form. [↑](#footnote-ref-4)
5. 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-5)
6. 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-6)
7. 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-7)