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| **ANNEX 1**  **STANDARD SUBMISSION FORM**  **External support**  **LISA/2014/OP/03**  **Sections 1-6 Identification, exclusion, economic, financial and technical, professional selection, technical and financial evaluation for all Lots** |

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PREAMBLE

Tenderers are requested to include in their tenders all the information and documents requested in the forms attached, in accordance with Tender Specifications and the instructions below:

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

Each consortium partner must sign a Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest (Section 2). Each subcontractor must also sign the Declaration of Honour.

Each proposed subcontractor must complete and sign the Letter of Intent included in Section 1.3.

If the tenderer 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 and 5 shall be completed by the tenderer or by the partners in case of consortium or group of companies on behalf of the whole consortium.

Tenderers’ financial offer shall be prepared in accordance with Form 6 and shall be submitted in separate envelope clearly stating “Financial offer” and Lot.

# 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: ICT support for Strasbourg and Brussels | **🞎 YES / 🞎 NO** |
| Lot 2: ICT support for Tallinn site | **🞎 YES / 🞎 NO** |
| Lot 3: Administrative support for Strasbourg site | **🞎 YES / 🞎 NO** |
| Lot 4:Administrative support for Tallinn site | **🞎 YES / 🞎 NO** |

# Section 1.1 Tender Form

Single legal person or company

In case a single legal person or company submits a tender alone, all the questionnaires must be completed as required.

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

* Company: ……….……………….…

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

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

□ The offer is a joint offer submitted by a **group of tenderers**. If applicable, please specify below:

* Company acting as **main point of contact** for the group of tenderers:

……….…………………

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

* **Other companies** taking part in the joint tender:

…….….…………………

……….……………….…

* Does a consortium or a similar entity already exist?

□ YES. Please make sure that the offer 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 offer foresees **no subcontracting** of activities.

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

* List of subcontractors:

……….…………………

………………………….

………………………….

………………………….

NB: These companies shall fill in the Identification, exclusion and selection parts of the questionnaires for assessment (Sections 1, 2, and 3). In case the tenderer 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 tenderer will have at its disposal the resources necessary for performance of the contract.

* Please make sure that the offer contains a document clearly stating the identity, roles, activities and responsibilities of the subcontractor(s), the estimated value as well as the reasons why subcontracting is foreseen.

Reference: ………………………………….

|  |
| --- |
| **Subcontractors shall submit a letter of intent to collaborate as subcontractors in the call for tenders** |

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).

**Freelancing**, drawing on the activities or staff of any other entirely different legal entity than the contractor, independently of its exact legal form (and independently of the applicable national law), **does qualify as subcontracting.**

**Please indicate the freelancers in the connection table for the names proposed in your offer accompanied by a letter of intent to collaborate as subcontractors.**

# Questions relating to the identification of the tenderer

*Name of tenderer*

|  |
| --- |
|  |

*In case of subcontracting; please specify company name of a subcontractor*

|  |
| --- |
|  |

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

subcontractor

*Legal form of company*

|  |
| --- |
|  |

*Date of registration*

|  |
| --- |
|  |

*Country of registration*

|  |
| --- |
|  |

*Registration number*

|  |
| --- |
|  |

*VAT number*

|  |
| --- |
|  |

*Registered address of company*

|  |
| --- |
|  |

*Usual administrative address of company*

|  |
| --- |
|  |

*Person(s) authorised to sign contracts (together or alone) on behalf of the company*

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

|  |
| --- |
|  |

**Financial identity Form**

The tenderer'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>

**Legal entity form**

Complete the legal entity form, which should be accompanied by a number of supporting documents, available on the Web site:

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

NB: Only original documents or certified copies less than 6 months old will be accepted

Section 1.2 – STATEMENT ON SUBCONTRACTING

Please indicate (by ticking the appropriate box) whether the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ YES, the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ NO, the tenderer does not intend to subcontract all or 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** | **Percentage of the contract** | **Subcontractor** |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |

Signed (authorised signature) on behalf of the Tenderer

Full name:……………………………………..

Date:……………………………………………

Signature:……………………………………...

Section 1.3 – LETTER OF INTENT FOR SUBCONTRACTORS

The undersigned**:**

[complete]

Name of the company/organisation**:**

[complete]

Address:

[complete]

Tender reference:

LISA/2014/OP/03

Declares hereby that, in case the contract is awarded to [name of the tenderer], the company/organisation that he/she represents, intends to collaborate in the execution of the tasks subject to this call for tender, in accordance with the technical specifications and the tender to which the present form is annexed, and is available to carry out its part of the tasks during the period foreseen for the execution of the contract.

Declares hereby accepting the General Conditions of the Draft Contract attached to the invitation to tender for the above call for tenders, and in particular, those provisions referring to subcontracting and check and audits.

Place and date:

Name and signature:

SECTION 2 – EXCLUSION CRITERIA

2.1Did you enclose with your offer a declaration on oath that you meet the requirements of the exclusion phase? (Please see example 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. 1Have you enclosed evidence on professional risk indemnity insurance*?*

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

### 3. 2 Have you enclosed balance sheets and results for the past two financial years?

|  |
| --- |
| YES/NO Reference: …. |

If not, have you enclosed equivalent documentation?

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

### 3.3 Have you enclosed a statement of overall turnover and turnover concerning the services to be covered by the contract (distinguishing between world-wide and European turnover and expressing all values in Euro) during the last two financial years?

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

### 3.4 Do you intend to rely on the capacities of other entities (e.g. your parent company)?

|  |
| --- |
| YES/NO |

3.5 If yes, have you enclosed a declaration from this company stating that it will fully support your tender?

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

SECTION 4 – TECHNICAL SELECTION (TECHNICAL AND PROFESSIONAL CAPACITY)

# Technical and Professional capacity

## Suitability of the tenderer’s organisational structure to allow the delivery of the required services

***In case of a joint offer, provide the information on behalf of the whole consortium, including subcontractors.***

### Organisation

#### Have you enclosed a brief description of the company's business activities relating to the services covered by this tender?

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

#### Have you described your organisational structure, in particular in relation to the services requested in this tender?

#### If relevant, include the relationships between the tenderer and other companies of the same group, including those that could participate (e.g. as sub-contractor) in the delivery of the requested services.

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

#### Have you enclosed a description of the organisation of your department(s) responsible for the delivery of the requested services with the number of staff involved?

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

### Training Program

#### Do you have training program(s) that support(s) the quality of the services required?

|  |
| --- |
| YES/NO |

##### If YES, give the title and provider of the main courses in relation to the domain of the tender?

|  |
| --- |
| Reference: ……….. |

##### If NO, how do you guarantee the training program and the staff competence that supports the quality of the services required? (Do you have formalized competence management process? Please explain)

|  |
| --- |
| Reference: ………. |

## Manpower and qualification of staff relevant to the required services

In case of a joint offer, the required information should be provided for the group of tenderers as a whole.

### 4.2.1 Profiles

You have to provide minimum 2 CVs and maximum 4 CVs per following profiles using the CV template in the attachment. For the profile Consulting Civil Engineer in Lots 3 and 4 minimum one CV can be provided and maximum two.

|  |  |  |  |
| --- | --- | --- | --- |
| Lot 1 | Lot 2 | Lot 3 | Lot 4 |
| Intermediate Quality Consultant | Intermediate SharePoint ECM Specialist | Administrative Assistant HR | Administrative Assistant HR |
| Senior Process Design Specialist | Senior Network Specialist | Senior Administrative Assistant (HR) | Senior Administrative Assistant (HR) |
| Senior Project Manager | Senior System Engineer | Administrative Assistant (General) | Administrative Assistant (General) |
| Intermediate ITSM Tool Specialist | Business Analyst | Administrative Assistant General) | Senior Administrative Assistant (General) |
| Senior Business Intelligence Specialist | Quality Consultant | Consulting Civil Engineer | Administrative Assistant Communication |
| Intermediate Test Engineer | Project Manager |  | Senior Administrative Assistant Communication |
| Senior Network Specialist | Information Security Management Expert |  | Consulting Civil Engineer |
| Senior System Engineer | Senior Business & It Consultant |  |  |
| Senior Data Center Architect | Web Interface Designer/Developer |  |  |
| Senior Biometric Analyst | Solution Architect |  |  |
| Senior Solution Architect | Senior Network Analysis Expert |  |  |
| Information Security Management Expert |  |  |  |
| Senior Business & IT Consultant |  |  |  |
| IT Security Specialist |  |  |  |
| Intermediate Requirement Analysis Specialist |  |  |  |
| Intermediate GIS Specialist |  |  |  |
| Junior SharePoint ECM Specialist |  |  |  |
| Intermediate Application Architect |  |  |  |
| Intermediate Database Administration Specialist |  |  |  |
| Senior Network Analysis Expert |  |  |  |
| Security Architect |  |  |  |

Please do not indicate the name on the CV, but identify through a number and include it in the connection table in the attachment.

**An individual person can be counted only in one profile and one lot.**

#### *Have you provided the CVs requested above, using the attached CV forms?*

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

The tenderers who do not provide the requested CVs with the minimum qualification levels for all profiles will be judged as *not having the minimum technical capacity* to deliver the required services.

## Quality Control

***In case of a joint offer, provide the relevant information for each company***

### Have you given a description of your procedures for ascertaining the quality of the services you delivered to clients and the conformity of the deliveries with their orders?

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

### Have you enclosed title and contents list of your quality assurance manual.

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

### Quality standards certifications

#### Do you have quality procedures for your delivery organisation conforming to the EN29000 (ISO 9000) series of quality 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 (not only UNI-ISO) do you follow?

|  |
| --- |
| **(*Mandatory if the response to 4.3.3.1 is NO)***  Reference: |

### Have you given a description of your project management methodology applicable to the required services

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

## References in relation to similar projects/contracts

### Client References

#### Have you filled and attached the “Project Reference Form” in the Attachment 1 to this document with the **principal** services provided in 2011, 2012 and 2013 ACCORDING TO Question 4.42 with the consumption of resources, dates, and recipients, whether public or private, of the services?

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

### Please note that a contract should only be mentioned as one reference of a company

***In case of a joint offer, provide the information for each company***

### Demonstrate sufficient experience in providing services in the context of the tender

Demonstrate to have completed a number of projects in the area of the tender that are in line with the minimum requirements according to the table “Project Reference Form” in Attachment 1 to this document.

You must include full description (using the Project Reference Form attached in Attachment 1) of at least 4 different projects (and maximum 6) for at least 3 different customers for projects/contracts executed in the field of the present lot and of similar scale ( min 60% of the total man/days estimated for this lot).

Include the reference to that documentation in “Project Reference Form” in Attachment 1 to this document.

SECTION 5 – TECHNICAL EVALUATION QUESTIONNAIRE

# Evaluation of the offer – Technical evaluation

The points mentioned below are MAXIMUM points which a tenderer may receive for the replies to the respective questions. Regarding the maximum pages the tenderers shall use regular font styles, which ensure readability of the answers. The answers in the electronic copy of the offer should be in a searchable format and should follow the numbering below.

## Quality of the tenderer’s proposal for the contract management (200 points)

5.1.1 Describe the overall organization that you will put in place for the management of the framework contract (including roles, interfaces and responsibilities). As a part of your reply, please make sure that you as a tenderer commit to comply the Service Level Requirements throughout the entire duration of the framework contract and describe the organisational measures you intend to take in order to ensure your compliance with it.

(*Maximum 10 pages) 30 points*

|  |
| --- |
|  |

5.1.2 Precise the geographical locations of your staff and infrastructure that will be involved in the provision of the services. On the basis of these locations, detail the means of communication that you will put in place at the managerial level to ensure a smooth execution of the framework contract.

*(Maximum 5 pages) 30 points*

|  |
| --- |
|  |

5.1.3 How do you propose to follow the general execution of the framework contract? Which are the main service performance values that you will monitor? Describe the measures that you will take to ensure that they correspond to your expectations and the actions you propose to take if it is not the case.

*(Maximum 10 pages) 30 points*

|  |
| --- |
|  |

5.1.4 Describe your proposal for the service reporting in conformity with the service requirements and the Service Level Requirements (SLR). Give an example.

*(Maximum 20 pages) 30 points*

|  |
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|  |

5.1.5 Describe the security and behaviour related practices you will put in place when executing the contract. More specifically, what kind of awareness-raising-control scheme do you intend to put in place for the persons of your staff working on the contract, concerning security and behaviour issues related to the provision of services?

(Maximum 10 pages) *40 points*

|  |
| --- |
|  |

5.1.6 Describe how you will ensure that you have sufficient number of available staff to deliver the services throughout the whole contract duration.

(Maximum 10 pages) *40 points*

|  |
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|  |

## Quality of the proposal for preparing the responses to the requests (260 points)

5.2.1 Describe the process that you will implement to prepare your offers from the reception of the requests until the submission of your proposals to the contracting authority.

*(Maximum 10 pages) 50 points*

|  |
| --- |
|  |

5.2.2 How will you ensure that the proposed candidates meet all the requirements of a request (e.g. conformance with the profile, the technical requirements, and the language skills) for Time and Means mode?

*(Maximum 5 pages) 40 points*

|  |
| --- |
|  |

5.2.3 How will you ensure that the proposed candidates are available during the different steps of the ordering procedure (e.g. between the submission of the proposals and the signature of the specific contract) and at the effective start of the specific contract?

(M*aximum 5 pages) 40 points*

|  |
| --- |
|  |

5.2.4 Detail the proposed structure of your offers based on the Service Level Requirements (SLR).

Illustrate it with an example for a fixed price request and another example for a quoted time and means request.

*(Maximum 15 pages) 40 points*

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|  |

5.2.5 Detail the information on the project teams’ compositions that you will include in your offers.

(M*aximum 10 pages) 30 points*

|  |
| --- |
|  |

5.2.6 Describe how you will select the staff that you will propose in your offers.

(M*aximum 10 pages) 40 points*

|  |
| --- |
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5.2.7 Describe on which criteria you will determine the geographical location(s) from which you will propose to deliver the services in response to a request.

(M*aximum 10 pages) 20 points*

|  |
| --- |
|  |

## Quality of the proposal for a delivery of services (280 points)

5.3.1 Describe the measures that you will apply in order to deliver a fixed price study contract in conformity with the requirements and the planning.

*Illustrate it with a practical example*

*(Maximum 20 pages) 50 points*

|  |
| --- |
|  |

5.3.2 Describe how you will organize your staff working on fixed price service to have frequent communications with the contracting authority.

The team in charge of the project can be estimated to five (5) persons.

(M*aximum 10 pages) 30 points*

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5.3.3 Describe how you will manage a Quoted Time and Means specific contract and the delivery of the relevant services from its signature to its end.

*(Maximum 10 pages) 50 points*

|  |
| --- |
|  |

5.3.4 Describe the reporting that you propose to provide to the contracting authority’s project manager, in charge of the project, during the execution of a specific contract.

*(Maximum 10 pages) 40 points*

|  |
| --- |
|  |

5.3.5 Describe how you will ensure the technical infrastructure (hardware and software) needed for the execution of a specific contract for the extra muros services.

(Maximum 5 pages) 2*0 points*

|  |
| --- |
|  |

5.3.6 Which measures you will take to minimize the number of unsolicited replacements during the execution of the specific contracts?

(M*aximum 10 pages) 30 points*

|  |
| --- |
|  |

5.3.7 Describe the risk management strategy and approach that you will use to minimize / mitigate the risks during delivery of the services

(M*aximum 5 pages) 30 points*

|  |
| --- |
|  |

5.3.8 Describe your added value in providing technical expertise to your staff working on site (including trainings, certifications, knowledge management)

Illustrate your response with practical real examples.

(M*aximum 10 pages)* *30 points*

|  |
| --- |
|  |

5.3.9 Do you commit to initiate security clearance for certain staff on the request of the contracting authority?

|  |
| --- |
| YES/NO (Mandatory) |

## Quality of the proposal for pricing structure (260 points)

*Please do not indicate financial data (prices) when replying to this section, if necessary, use percentages or normalized values!*

5.4.1 Explain how you establish the all-inclusive daily prices for on-site and off-site service *(as offered in your response to this call for tenders).*

*(Maximum 5 pages) 40 points*

|  |
| --- |
|  |

5.4.2 Explain the methodology that you will apply to establish the composition of a team for an activity.

*(Maximum 5 pages)* *30 points*

|  |
| --- |
|  |

5.4.3 Explain the methodology that you will apply to estimate the number of days allocated to a team to perform an activity (within a fixed time period).

*(Maximum 5 pages)* 40 *points*

|  |
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5.4.4 Explain how you will establish your financial proposal for a fixed price request

*(Maximum 5 pages)* *40 points*

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5.4.5 Explain the methodology that you will apply to make a financial proposal for a Quoted Time and Means subtask *(after the signature of a specific contract).*

*(Maximum 5 pages)* *40 points*

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5.4.6 Explain how you take into account the overall management of the framework contract in your prices.

*(Maximum 5 pages) 20 points*

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5.4.7 Explain how you take the training of the staff involved in the service provision into account in your prices

*(Maximum 5 pages)* *20 points*

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5.4.8 Explain how you take replacements and possible unavailability during the execution into account in your prices

*(Maximum 5 pages)* *30 points*

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SECTION 6 – FINANCIAL EVALUATION QUESTIONNAIRE

Have you filled the “FINANCIAL Evaluation Questionnaire” in Attachment to this document?

Have you attached a signed copy and an electronic version of the Financial Evaluation Questionnaire?

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| --- |
| YES/NO: |

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)