

FINANCE AND PROCUREMENT

DRS/PRO/YSIRAK/RB(2016)00447

Thessaloniki, 04 March 2016

OPEN INVITATION TO TENDER

TITLE: **AO/DRS/SAN/Dark Fibre/002/2016**
“Dark Fiber”

REFERENCE: **Contract notice - 2016-OJS045-073023 of 04/03/2016**

Dear Sir/Madam,

We thank you for the interest you have shown in this tender.

The purpose of this tender and additional information necessary to present a tender can be found in the attached Tender Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. Tenders (and documents included in them) should be submitted preferably in English, but in any case in one (or in any) of the official languages of the European Union.
2. Tenders may be submitted exclusively in one of the following ways:

(a) by post to be dispatched **not later than the date and time specified in the timetable in point 8 below**, in which case the evidence shall be constituted by the date of dispatch on the postmark or the date of the deposit slip, to the following post address of Cedefop :

**European Centre for the Development of Vocational Training (Cedefop),
 Procurement Service, Attention of Mr G. Paraskevaïdis
 PO Box 22 427
 GR – 55102 Thessaloniki, Greece**

Important:

If using a postal service, tenderers must use a registered, reliable one. If no postmark has been stamped or if the postmark is not legible, Cedefop will accept deposit slip issued by the postal service, provided that this clearly indicates the date as filled in by the post office and not by the tenderer.

Tenderers shall inform Cedefop by e-mail (c4t-services@cedefop.europa.eu) or fax (+30 2310 490028)

- ✓ that they have submitted an offer in time, and
- ✓ that they request Cedefop to confirm receipt of the e-mail or fax.

Tenderers should not attach their offer to any of the above informative e-mail or fax.

or

(b1) by courier service to be dispatched not later than **the date and time specified in the timetable in point 8 below**, in which case the evidence shall be constituted by the date of dispatch to the address below or the date of the deposit slip,

or

(b2) delivered by hand not later than **the date and time specified in the timetable in point 8 below**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

to the following address (for points **(b1)** and **(b2)** above):

**European Centre for the Development of Vocational Training (Cedefop),
Procurement Service
123, Europe Str,
GR-57001 Thessaloniki-Pylea, Greece
Tel: +30 2310 490111 / 490 064**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

3. Tenders must be submitted strictly adhering to the following.

Tenders must be submitted in a sealed envelope itself enclosed within a second sealed envelope. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The **outer envelope**, addressed simply to Cedefop (address depending on the means of submission, see point 2 above), should only bear additionally **the name and address** of the sender.

The **inner envelope**, addressed to the Procurement Service as indicated under point 2 above, must bear a self-adhesive label with the indication **“Open Invitation to tender – Not to be opened by the internal mail service”** and all the necessary information, as shown below:

OPEN INVITATION TO TENDER

**CEDEFOP No: AO/DRS/SAN/Dark Fiber/002/2016
“Dark Fiber”**

Name of tenderer:

NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE

The inner envelope must also contain three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial Proposal”. The content of each of these three envelopes is described in section 6 of the attached Tender Specifications.

Tenderers should not disclose their financial offer in any part of their tender other than the sealed envelope C, not even disclose the total amount of their financial offer on the cover letter.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible. It is mandatory to include in the offer a **Cover Letter, signed by the person/s that is/are authorised to sign the contract in case of contract award, stating that the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure** (see also point 1 of the Tender Specifications).
5. **Submission of a tender implies acceptance of all the terms and conditions set out in this Invitation to Tender, in the specifications and in the draft contract and**, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. The opening of tenders will take place at Cedefop on the date and time specified in the timetable in point 8 below. Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least two working days prior to the opening session.
7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

7.1 Contacts before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tender documents. Any request for additional information must be made in writing by e-mail (C4T-services@cedefop.europa.eu) or by fax (fax No +30 2310 490 028).

Requests for additional information/clarification (if any) from potential tenderers should preferably be written in English and should be received by the date and time as specified in the timetable in point 8 below. No such requests will be processed after that date.

- Cedefop may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tenders.

The Answers/Clarifications of Cedefop to the requests for additional information or clarification of the tenderers, including that referred to above, will be published on Cedefop's website under the same link where this Open Tender Procedure is announced (<http://www.cedefop.europa.eu/EN/working-with-us/public-procurements/calls-for-tenders.aspx>). **Tenderers must ensure that they visit regularly the site for updates up to the closing date for receipt of tenders.**

7.2 Contacts after the final date for submission of tenders and before opening:

- Tenderers should not contact the Contracting Authority (i.e. Cedefop) on their own initiative.
- Tenderers are not allowed to amend their offers, e.g. by completing the documents they sent, replacing them with amended ones or sending new documents initially not included in the tender, as this may lead to rejection of the tender at a later stage. Any such need for additional information/document identified by the Evaluation Committee during the evaluation process will be notified to the tenderer concerned at Cedefop's initiative, providing for a reasonable deadline for response (see also the provisions under the heading below).

7.3 Contacts after the opening of tenders:

- Tenderers should not contact Cedefop on their own initiative at that stage.
- If clarification on the compliance with the Eligibility and/or Selection Criteria is required or if obvious clerical errors in the tender need to be corrected Cedefop may contact tenderer/s in writing to obtain further clarification or documents on specific points of the tender or to correct obvious clerical errors.
- If the necessary information and/or supporting documents for the assessment of an award criterion are missing, these may not be requested as clarification if this might alter the proposal. Any requests for clarification in that regard should not lead to amendment of the terms of the tender. Tenderers must not modify their tender or add any new elements to it. The reply must therefore make clear reference to the relevant information already present in the file. This will serve solely the purpose to provide the Evaluation Committee with a clarification regarding the technical proposal provided the terms of the tender are not modified as a result.
- In regards to possible clarifications on obvious clerical errors in the Financial Offer, tenderers must not add any new prices, but only explain the quotation on the basis of elements and prices already present in the offer. In case a tenderer alters his financial offer during a clarification (beyond the correction of any obvious clerical/calculation errors), this offer will be automatically rejected.
- Tenderers should be prepared to reply to such requests for clarification within a short reasonable deadline as it will be stated in the request for clarification.

8. Timetable:

	DATE	TIME
Deadline for request for any clarifications from the Contracting Authority (Cedefop)	07 April 2016	17.00h
Last date on which clarifications are issued by Cedefop	13 April 2016	N/A
Deadline for submission of tenders (hand delivered)	19 April 2016	17.00h
Deadline for submission of tenders by post / courier	19 April 2016	N/A
Tender opening session	26 April 2016	11.00h
Validity of the tenders	19 October 2016	N/A
Estimated contract signature date	June 2016	

9. Tenderers must maintain the validity of their tender for at least 6 months following the deadline of submission of tenders.

In exceptional cases, before the period of validity expires, Cedefop may ask the tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain his tender for a further period of 60 days from the date of notification that his tender has been recommended for the award of the contract. The further period of 60 days is added to the initial period of 6 months irrespective of the date of notification.

10. All costs incurred in preparing and submitting tenders should be borne by the tenderers.
11. Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. If such decision is taken, the tenderers will be notified accordingly.
12. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon:
- The signature of an Order form under the Framework Contract, whereby signature of the Framework Contract alone does not commit Cedefop to order.
13. Evaluating your tender and your possible subsequent replies to questions in accordance with the specifications of the invitation to tender, will involve the recording and processing of personal data (such as your name, address and CV). Unless indicated otherwise, such personal data will be processed by Cedefop's Finance and Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of data by the Union institutions and bodies and on the free movement of such data. Details concerning the processing of your personal data are available on the privacy statement at:
http://ec.europa.eu/dataprotectionofficer/privacystatement_publicprocurement_en.pdf.

You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data

14. Your personal data may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 106 of the Financial Regulation¹. For more information, see the Privacy Statement on http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE).
15. Once Cedefop has opened the tender, the document shall become the property of Cedefop and it shall be treated confidentially.
16. You will be informed of the outcome of this procurement procedure by e-mail. It is your responsibility to provide a valid e-mail address together with your contact details in your tender and to check it regularly.

Yours sincerely,

R. Martens
Head of Department Resources and Support

Attached: Tender Specifications

¹ Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002 (OJ L 298 of 26.10.2012, p. 1) as amended.

OPEN INVITATION TO TENDER

AO/DRS/SAN/Dark Fibre/002/2016

“Dark Fiber”

Tender Specifications

Table of contents

Introduction to Cedefop: Europe's agency for training policy.....	9
1. Overview of this tender procedure	11
1.1. Description and type of the contract.....	11
1.2. Place of delivery or performance	11
1.3. Division into lots	11
1.4. Variants.....	12
1.5. Value or quantity of purchase	12
1.6. Duration of the contract.....	12
1.7. Main terms of financing and payment	12
2. Terms of Reference	13
2.1. Introduction	13
2.2. Working conditions and environment	13
2.3. Scope of services to be provided under this call for tenders.....	13
2.4. Technical Services and Support	16
2.5. Meetings and Travel expenses	16
3. Specific information concerning participation to this tender procedure	17
3.1. Exclusion criteria	17
3.2. Selection criteria.....	17
3.3. Legal Position.....	20
4. Additional information concerning participation to this tender procedure.....	21
4.1. Joint Offers/ Groupings (Consortia)	21
4.2. Subcontracting/Subcontractors	22
5. Award of the contract	24
5.1. Technical evaluation	24
5.2. Technical proposal	25
5.3. Financial evaluation	26
5.4. Financial Proposal.....	27
6. Information on presentation and content of tender	28
6.1. Envelope A - Supporting documents.....	28
6.2. Envelope B – Technical proposal.....	28
6.3. Envelope C – Financial proposal	28

ANNEXES:

Annex A:	Contract Notice
Annex B:	Draft contract
Annex C:	Declaration on honour on exclusion criteria and selection criteria
Annex D:	Legal Entity Form
Annex E:	Financial Identification Form
Annex F:	Check list of mandatory documents
Annex G:	Questionnaires 1-4
Annex H:	Financial Proposal
Annex I:	Power of Attorney (Models 1 and 2)
Annex J:	Model of Letter of Intent for Subcontractor/s

Introduction to Cedefop: Europe's agency for training policy

Source: <http://www.cedefop.europa.eu/EN/about-cedefop.aspx>

To provide people with the skills they need, vocational education and training systems (VET) need to adapt quickly to changing demands. European VET policy's central aim is to promote excellence through VET. To make it both an attractive learning option for the brightest and best young people and adults and an effective way of helping those with low levels of qualification to develop their skills.

Cedefop (the European Centre for the Development of Vocational Training), founded in 1975 and based in Greece since 1995, is a European Union (EU) agency. It supports the European Commission, Member States ⁽²⁾ and social partners by helping design VET policies that promote excellence and social inclusion and strengthen European cooperation in VET.

Cedefop's objective and priorities for 2015-17

Cedefop's activities are guided by its strategic objective and medium-term priorities 2015-17. Cedefop's strategic objective is to contribute to designing and implementing policies for an attractive VET that promotes excellence and social inclusion and to strengthening European cooperation in developing, implementing and analysing European VET policy. This objective is supported by three priorities:

- **Supporting modernisation of VET systems**

Modern VET systems must be relevant to individual and labour market needs. They should take into account learning acquired in different ways (for example through work experience) and at different times and allow people to move between countries and sectors.

Member States decide national VET policies and Cedefop monitors and reports on the reforms and changes they make to their systems. Cedefop also works to improve international VET statistics.

European cooperation in VET, led by the European Commission working with Member States and social partners, has agreed shared objectives. As part of this cooperation, Cedefop has helped develop, and is now working to implement, common European tools and principles, which aim to make it both easier to work and study abroad and move between different parts of a national education and training system (for example between general and vocational education).

- **Careers and transitions – Continuing VET, adult and work-based learning**

Today, people are likely to change jobs more often. Cedefop is looking at how continuing training and work-based learning for adults can help people to manage their careers better and improve their job prospects. Cedefop is also examining how work-based learning for adults can help enterprises to deal with technological change, generate innovation and increase competitiveness. New demands are also being made of VET teachers and trainers and Cedefop is looking at their changing roles and their skill and learning needs.

⁽²⁾ Cedefop also works with Iceland and Norway.

- **Analysing skills needs to inform VET provision**

Europe's growth and competitiveness will be held back if people's skills do not meet job requirements. Unemployment currently coexists with skill shortages. Understanding and anticipating the skills required helps ensuring that training meets labour market needs. It helps to promote a better match between individuals' potential and job requirements.

Cedefop's skill needs analysis provides insights into the trends that influence skill supply and demand and the imbalances that may arise both in the EU and individual Member States. Cedefop is also finding out more about sectorial and occupational developments, such as the demand for 'green' skills for sustainable growth and, as the population ages, the potential for jobs creation and impact of skill needs of the 'silver' economy.

Cedefop's information

Cedefop shares its expertise through its publications, networks, conferences, seminars and web portal www.cedefop.europa.eu. The web portal provides news on Cedefop's major themes "Identifying skills needs", "Understanding qualifications", "Analysing policy" and "Developing lifelong learning". All Cedefop publications are available for download. Cedefop hosts and organises conferences and events throughout the year.

In addition to its web portal www.cedefop.europa.eu, Cedefop's work can be followed on Facebook at www.facebook.com/cedefop and Twitter at www.twitter.com/cedefop.

1. OVERVIEW OF THIS TENDER PROCEDURE

In submitting his tender in response to this tender procedure, the tenderer accepts in full and without restriction the requirements of these Tender Specifications, and the Special and General conditions governing this contract as the sole basis of this tendering procedure, whatever his own conditions of sale and terms of business may be, which he hereby waives. No account can be taken of any reservation or disclaimer expressed in the tender as regards the tender dossier's Tender Conditions and Specifications and the Contract's Special and General Conditions. If necessary, clarification may be requested by the potential tenderer concerned while the tender submission phase is open – see point 7 of the Invitation to tender. Any reservation or disclaimer may result in the rejection of the tender without further evaluation on the grounds that it does not comply with the conditions of the Tender Dossier.

Tenderers are expected to examine carefully and comply with all instructions, forms, contract provisions and specifications contained in this tender dossier. Failure to submit a Technical and Financial Proposals containing all the required information and documentation may lead to the rejection of the tender.

1.1. Description and type of the contract

- a) Title of the contract: "Dark Fiber"
- b) Short description of content of this contract: The purpose of this invitation to tender is to conclude a framework contract with one (1) service provider, for the establishment and acquisition of a Dark Fiber infrastructure between the Cedefop premises in Thessaloniki (Europe 123 Street) and EKETA premises in Thessaloniki (6th Km Thermis-Charilaou) for the provision of a backup connection that will allow all the Internet services of Cedefop to be available in case the main connection gets out of order.
- c) Type of contract: Framework contract.
The services will be provided following the signature of Order forms throughout its validity.
The number and content of Order Forms will depend on the needs of Cedefop.

1.2. Place of delivery or performance

The services must be provided in the Cedefop premises in Thessaloniki.

1.3. Division into lots

This tender procedure is not divided into lots.

1.4. Variants

Tenderers **may not** offer variant solutions to what is requested in the tender specifications. Cedefop will disregard any variants described in a tender, and reserves the right to reject such tenders without further evaluation on the grounds that they do not comply with the tender specifications.

1.5. Value or quantity of purchase

The estimated budget for the required services described in this call for tenders is of the order of max **70.000 Euro** (without VAT), over a four (4) year period. Tenderers should be aware that the information on value is purely indicative, shall not be binding on Cedefop and should not be considered as a warranty as to the final value of the contract. The sum of the amounts of the successive Order Forms that will be issued after the Framework Contract is signed may not reach the estimated value for the Framework Contract. Cedefop will be contractually bound only by the amounts effectively entered in the successive signed Order Forms. The total value of the framework contract will ultimately depend on the orders which Cedefop may place through Orders Forms.

1.6. Duration of the contract

The contract shall enter into force on the date of signature of the last contracting party, shall have **initial duration of one (1) year** and will be **automatically renewed up to three (3) times, each for an additional period of one (1) year**, covering a total acquisition period of four (4) years (1+1+1+1).

1.7. Main terms of financing and payment

Payments will be made within 30 days of submission of **bi-monthly** invoices and at the conditions set out in the draft contract.

Cedefop will pay for the establishment/ installation of the Dark Fibre optic connection and then will pay bi-monthly the fees for its maintenance.

2. TERMS OF REFERENCE

2.1. Introduction

Provision for a Dark Fiber between Cedefop & EKETA.

2.2. Working conditions and environment

2.2.1. Place of delivery of supplies and services

The Centre (Cedefop) is situated about 1Km North East from the Praktiker crossroads at Pylaia, Thessaloniki, Greece (see official address on this document). Access to the Centre is by bus on a limited schedule.

2.2.2. Work Schedule

Any work to be performed for the provision of this infrastructure shall adhere to the working schedule of the Centre and EKETA , Monday through Friday from 07:30 to 20:00 (with a half-hour lunch break).

Exceptionally, works could take place during weekends or holidays after the agreement between the Contractor and the ICT Service of the Centre.

2.3. Scope of services to be provided under this call for tenders

Cedefop is currently connected to the Internet via a double Wi-Fi link, through the Greek Research and Technology Network (GR-Net). Cedefop will continue to use the Greek Research and Technology Network as the primary provider, since many of its users and web site visitors come from the Research and Educational community of Europe.

Cedefop is connected with the Telco both via copper and Fibre paths. Telco has terminated at least 25 pairs of copper to our building as well as an Optical Network Unit 8517 (1013) Fibre Optic Unit. Currently Cedefop is capable of using PCM, X.25, ISDN Basic Rate Interface (ISDN BRI), ISDN Primary Rate Interface (ISDN PRI), Leased Lines, HellasCom circuits and "E-Line Metro Ethernet" circuits with the Telco in order to satisfy its communication needs.

2.3.1. Description for the required installation and use of the Fibre Optic medium:

The project concerns the study, provision and maintenance of a connection to the Cedefop premises at the speeds of 1 Gbit/s up to 10 Gbits/s by means of fibre optic infrastructure.

The above mentioned connection shall have as the 1st (starting) point Cedefop and as a 2nd (termination) point the network backbone infrastructure of GrNet. EKETA is willing to provide the 2nd termination point (Eketa is located at the 6th Km Charilaou - Thermi Rd, Thessaloniki).

This connectivity service shall be used by Cedefop to pass Internet traffic (Internet Protocol) between Cedefop and the GrNet infrastructure.

2.3.2. Methods of provision of services

It is up to the tenderer to offer Dark Fiber as a Service or Connectivity as a Service.

Tenderers have to clarify all the details of their solution in terms of technical and logical means that they propose to undertake in order to provide the required Internet speeds of 1 Gbit/s up to 10 Gbits/s. Reliability must be underlined in order for the achievement of

the uninterrupted connectivity service. The proposed maintenance procedure must be explained in detail. Alarm and fault indications provisioning must be mentioned as well as any ticketing procedure in case of the connectivity service interruption.

Tenderers have to present an implementation plan by which they ought to clarify their existing or under the scope of this project new infrastructure in order to comply with the physical and logical requirements of the project.

The selected contractor must take care for any required licenses upfront, during or in the final stage of the construction in order to deliver the required connectivity service.

The selected contractor shall undertake the responsibility for the maintenance of this connectivity service (Dark Fiber connection). The maintenance will constitute of the good operation of the Dark Fiber connection, and the SLA where any connectivity problem shall be resolved as indicated in the SLA within an agreed timeframe, otherwise penalties shall be applied. The maintenance fees shall be according to the financial proposal.

2.3.3. Security Measures

The contractor is obliged to take all necessary security measures during the construction of the project against any sort of human accidents and civil damages at Cedefop and outside Cedefop premises and during the construction period as well as during the period of the proposed warranty.

2.3.4. Establishment / Installation of the Dark Fiber Connectivity

The contractor has to take into consideration all necessary factors that may be involved and produce an implementation plan clarifying in every detail the steps of its implementation plan by explaining all technical details and methods used for the completion of the project. The proposed implementation plan must be submitted for Cedefop's approval. A time table must also be submitted

2.3.5. Quality of the Dark Fiber

The contractor must prove the quality of the delivered connectivity service at the speeds of up to 10Gbits/s by performing measurements and by using special equipment (OTDR, Fasmatometers, Speed Meters, etc). The contractor must also deliver copies of all licenses acquired upfront, during or by the end of the construction/establishment of the Dark Fiber connectivity.

2.3.6. Description of the components of this service

The term physical corresponds to any passive equipment or medium (cables) that shall be used or constructed (temporarily or permanently) for the implementation of the project.

The term logical corresponds to any active equipment (i.e. switches, routers if necessary,) that will be used temporarily or permanently during the implementation of the contract.

2.3.7. Connectivity infrastructure

The technical offer should include a detailed presentation of the proposed connection model and its infrastructure.

As various implementations can be proposed, specific details that follow the selected technology should be accordingly presented in the technical offer.

2.3.8. Provision of requested connection model

At the Cedefop premises, a set (of two) Ethernet interface ports TBase1GB/XFBase1GB of the Cedefop's border routers should be connected to the proper equipment provided by the selected contractor, where it terminates at the telecommunications carrier (Telco) access circuit demarcation.

The selected contractor will be responsible, throughout the duration of the contract, for the maintenance and good operation of the Dark Fiber infrastructure, any equipment up to the connection's demarcation point including cabling, terminal devices, supplies of any type, ancillary equipment serving the purposes of the connection between CEDEFOP and EKETA.

2.3.9. Connection control and management

The selected contractor shall provide all necessary configuration details pertaining to the connection with Cedefop's border router. It shall maintain the full management and operational control of this connection to ensure continuous connectivity in the event of any changes likely to adversely affect the quality of the connection and the services.

2.3.10. Acceptance Testing and Criteria

The contractor must conduct tests to ensure that the Cedefop's border router can successfully communicate with the tenderer's POP, on the Telco circuit(s) and installed equipment (where applicable). Example: The selected contractor must test the good functionality of the new connection prior to establishing the connection in production mode.

2.3.11. Network Operation Services

The selected contractor must provide high network availability and performance supported by network operations and technical staff. The provided connection should be monitored and maintained 24 hours per day, 365 days a year by experienced operators and technicians.

The above service will require coordination of the operations and maintenance between Cedefop assigned technical representatives and the vendors of telecommunication services and hardware.

2.3.12. Communications Circuit Maintenance

The selected contractor will be responsible for providing troubleshooting for the communication link between the Cedefop's site and the contractor's network. This includes problem diagnosis and any necessary vendor/manufacture interaction for dispatch and repair of the equipment under the tenderer's responsibility.

2.3.13. Monthly Traffic reports

For the link to be established the contractor will have to provide in figures and charts monthly traffic reports showing its own (ISP), national and international traffic for the provided services for both incoming and outgoing traffic.

2.4. Technical Services and Support

2.4.1. Working days technical support

The contractor should perform regular proactive/preventive operations support and troubleshooting of the provided infrastructure components at minimum once a year.

2.4.2. Trouble Ticket System

The contractor should allow Cedefop's connectivity problems to be tracked from initial report through subsequent resolution. Information should be available by mail/fax to the indicated Cedefop's technical contacts.

2.4.3. Fault Isolation and Problem Identification

The contractor should serve Cedefop as the primary point of contact when problems concerning the specific connection are experienced. Fault isolation and problem identification involves coordination among contractor's network operators and technicians and telecommunication carriers (where applicable).

Depending on the specific technologies used, the process may involve testing equipment or diagnosing communications link problems. The operations staff should work closely with other suppliers to help pinpoint problems and track repair progress.

2.4.4. Security Event Information

The contractor's operations staff should inform Cedefop about security events within its network as well as within the Internet at large. Information and advisories regarding generic security problems issued by CERT (Computer Emergency Response Team) should be regularly reviewed and distributed to Cedefop where applicable. Moreover, the contractor's technical staff should provide specialised help in confronting (ex. by applying appropriate filters) Denial of Service Attacks destined to Cedefop through its connection with the tenderer.

2.5. Meetings and Travel expenses

The Contractor, through his representatives and in all cases with the Project Manager overseeing this contract, will have to attend at least two (2) meetings per year with Cedefop's ICT team in each year of execution of the contract.

In the first year, a kick-off meeting is foreseen after the signature of the contract to initiate the works of the services.

Such meetings as well as any other meeting held to resolve problems imputable to the Contractor's execution or performance of the Contract will be at the charge of the Contractor; their estimated cost should be taken into account in formulating the Financial proposal (see point 5.4).

In case of a specific project, an emergency situation, or a problem not related to the execution of the contract, Cedefop will call ad-hoc meetings.

3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation to this tender procedure is only open to tenderers who are in a position to subscribe in full to the “Declaration on honour on exclusion criteria and selection criteria”, given in Annex C. All tenderers, all group (consortium) members (if any) and any subcontractor/s (identified as per the two bullet-points in the fourth paragraph of point 4.2 below) MUST provide the declaration on honour found in Annex C duly signed and dated

3.1. Exclusion criteria

The purpose of the exclusion criteria is to determine whether an economic operator / tenderer is allowed to participate in the procurement procedure or to be awarded the contract.

The exclusion criteria will be assessed in relation to each company individually. In the event of recommendation for contract award, evidence will be requested as described in Annex C (last page).

3.2. Selection criteria

The selection criteria concern the tenderer's capacity to execute similar contracts.

The tenderers must submit documentary evidence (or statements, where required) of their economic, financial, technical and professional capacity to perform this contract.

Each and all requirements for economic and financial capacity should be fulfilled by the tenderer - alone (in the case of single tenderers) or as a whole (in case the tenderer is a grouping/consortium). Participation in tendering is open to all legal persons bidding either individually or in a grouping (consortium) of tenderers.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which he has with them. He must in that case prove to the contracting authority that he will have at his disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place their resources at his disposal. This obligation may be fulfilled by presenting signed statements from those entities. Please note that natural persons (individuals, freelancers) are also considered ‘entities’ for this purpose.

3.2.1. Economic and Financial capacity

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract.

Requirements:

- The average annual turnover of the tenderer (of a single company, or of a consortium as a whole, if any) for the last three financial years concerning the type of services covered in this tender should be at least **50.000 EURO**.

Proof of economic and financial capacity **must** be furnished by the following documents:

- Signed Statement (Please fill-in and sign your Statement in Questionnaire 2 of Annex G) of the tenderer's turnover for the last three financial years concerning the type of services similar in nature to those making the subject of this call for tenders.

In case of a consortium (grouping) or subcontracting, each member of the consortium and all subcontractors (in line with points 4.1 or 4.2 below) must provide the required statement for the economic and financial capacity, **but the assessment of whether the minimum requirement is met will bear on the consortium as a whole or the tenderer together with his subcontractors.**

In the event of recommendation for contract award the winning tenderer (single tenderer or in the case of a consortium (grouping) each member of the consortium) will be requested to prove the above by submitting Audited Financial Statements (Audited Profit and Loss Account/ Statement or equivalent) if these are foreseen by the respective national legislation. Should total subcontracting exceed 40% of the work by value, Cedefop reserves the right to request audited financial statements also from the subcontractors.

If, for some exceptional reason the winning tenderer (or any consortium member or subcontractor) is unable to provide one or other of the above documents, he or she will be required to justify the non-provision and may prove his economic and financial capacity by any other document which Cedefop considers appropriate. Cedefop reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

3.2.2. Technical and professional capacity

The Tenderers are required to have sufficient technical and professional capacity to perform the contract. They must demonstrate qualifications, knowledge, skills and the ability to perform the tasks outlined in the terms of reference. In particular, they are required:

Requirements for Technical and professional capacity:

1. Be enrolled in the relevant professional register;
2. Have the adequate organisational structure, resources and quality assurance procedures established in place in order to be able to provide the services, specified above;
3. Have a License for operation issued by the Hellenic Telecommunications and Post Commission (EETT);
4. Have at least four years of previous relevant experience and have performed at least **3** contracts in the past three (3) years (to have been concluded by the deadline of submission of offers) similar to the scope, size and nature of the services provided as those required in this call for tenders. The required TOTAL value of these at least three (3) contracts should be at minimum **150.000 Euro**;

5. The Tenderer's team, who will be proposed to implement the contract, must have the relevant to the subject of the contract profiles, knowledge and experience for the successful implementation of the contract.

- a) Project manager:

This person will be the business contact point of the Contractor assigned to deal with Cedefop as a customer. S/he will be the person to manage the initiation, the good operation and termination of the services to be provided through this contract. He/ she must have:

- experience of at least three years assigned to similar tasks as described above and be the contact point for similar services of the same size and scope;
- English language knowledge at level B2.

- b) Network Engineer:

This person will be the technical contact point assigned by the contractor to deal with Cedefop as a customer and s/he will be the person involved in all the technical details of setting up, operating and tearing down the communication link between EKETA and Cedefop. S/he will be involved in the configuration of the link in any way, and any other technical and security details involved in this contract. He/ she must:

- be at least at a level of CCNA certified network professional
- have implemented such duties for the ISP for at least three years.
- have English language knowledge at a level B2.

- c) Financial Officer:

This person will be the financial contact point of the provider assigned to deal with Cedefop as a customer and s/he will be the person involved in all the details of the invoices/billing related to this contract. He/ she must:

- have at least three years relevant experience as contact point for similar services of the same size and scope.
- have English language knowledge at a level B2.

Proofs / Evidences of Technical and professional capacity

The following documents or information must be presented as evidence of compliance to the above criteria:

1. Document / Proof of enrolment in the relevant professional register, as prescribed by the laws of the Member State where the tenderer is established;

2. Brief company profile (please fill-in Annex G) to prove the ability, technical know-how, experience and expertise, organisational structure, resources and adequate quality assurance procedures established in place for the provision of the required services under this call for tenders;
3. A copy of a valid EETT license;
4. A list of at least 3 contracts performed in the past four (4) years, similar to the scope, size and nature as those required in this call for tenders) and **with total amount** of min. **150.000 EUR**, describing the contracting authorities, the subjects, the amounts, the dates, the percentage and the specific tasks performed, the methodology or infrastructure used by the tenderer **(please fill-in Annex G)**;
5. The detailed CVs of the staff who will be proposed by the tenderer to implement the contract as required above (Sales representative, Network Project manager, Financial Contact).

In case of consortium or subcontracting, the consortium or the tenderer with all subcontractors together have to provide evidence of technical and professional capacity as a whole (please see also 4.1 and/or 4.2 below).

3.3. Legal Position

Tenderers may choose between submitting a joint offer (see 4.1) as a Consortium / Grouping or introducing a bid as a single tenderer, in both cases with the possibility of having one or several subcontractors (see 4.2). Whichever type of bid is chosen, the tender must stipulate the legal status and role of each legal entity in the tender proposed (see also 5th bullet of point 4.1. below). To identify himself (and any other participating entities, if applicable), the tenderer must complete **Questionnaire 1 in Annex G**. Tenderers are also requested to complete a **Legal Entity Form** found in **Annex D**, accompanied by all documents and information indicated in the form.

The Legal Entity Form should be completed and signed by the representative(s) of the tenderer (who sign(s) the cover letter as per point 4 of the Invitation to tender) authorised to sign contracts with third parties.

The Legal Entity Form should not be submitted by sub-contractors (if any).

4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION TO THIS TENDER PROCEDURE

Participation in Cedefop tendering procedures is open on equal terms to all natural and legal persons or groupings of such persons (consortia) falling within the scope of the Treaties. It includes all economic operators registered in the EU and all EU citizens. Pursuant to Article 119 of the general Financial Regulation the participation is also open to all natural and legal persons from non-EU countries that have a ratified agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Cedefop can therefore accept offers from and sign contracts with tenderers from 36 countries, namely: the 28 EU Member States, 3 EEA Countries (Lichtenstein, Norway, Iceland) and 5 SAA Countries (FYROM, Albania, Serbia, Montenegro and Bosnia & Herzegovina).

The procurement (tender) procedures of Cedefop are **not** open to tenderers from GPA countries.

A legal person can take part (as an individual tenderer or as a member of a consortium submitting a tender) in only one tender. In the opposite case all tenders in which that person has participated may be excluded from the evaluation.

4.1. Joint Offers/ Groupings (Consortia)

- Groupings (consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. A consortium may be a legally-established permanent grouping, or informally constituted group of tenderers submitting an offer (joint offer) for a specific tender procedure.
- Cedefop does not require consortia (if any) to have a given legal form in order to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the contract is signed (if this change is necessary for proper performance of the contract). This can take the form of an entity with or without legal personality but offering sufficient protection of the contractual interests of Cedefop.
- If awarded the contract, the tenderers of the group (consortium) will have an equal standing towards Cedefop in executing it.
- A grouping (if any) of firms must nominate one party to be responsible for the receipt and processing of payments for members of the grouping, for managing the service administration, and for coordination.
- Tenders submitted by consortia of firms must specify the role, qualifications and experience of each member or of the group (please fill-in the respective Questionnaires in Annex G).
- Each member of the group (consortium) must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria, the evidence provided by each member of the group (consortium) will be checked to ensure that the consortium as a whole fulfils the criteria.
- The offer has to be signed by all members of the group (consortium). However, if the members of the group so desire they may grant an authorisation to one of the members of the grouping (consortium). In this case they should attach to the offer a power of attorney (see model in Annex I) authorising this company or person to submit a tender on behalf of

the grouping (consortium). For groupings not having formed a common legal entity, Annex I, model 1 should be used and separate legal entity forms (see point 3.3 and Annex D) should be completed and signed by all members. For groupings with a legal entity in place, Annex I, model 2 and one legal entity form (see point 3.3 and Annex D) should be completed and signed only by the single representative of the consortium.

The contract will have to be signed by all members of the group (consortium). If the members of the group (consortium) so desire, they may grant authorisation to one of the members of the grouping by signing a power of attorney. The same model as above duly signed and returned together with the offer (Annex I) is valid also for signature of the contract.

Partners in a joint offer assume joint and several liability towards Cedefop for the performance of the contract as a whole.

4.2. Subcontracting/Subcontractors

Subcontracting is defined as the situation where a contract has been or is to be established between Cedefop and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other entities for performing part of the service. If awarded, the contract will be signed by the selected Tenderer (the Contractor), who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract. Cedefop has no direct legal commitment with the subcontractor(s).

The contractor retains full liability towards Cedefop for performance of the contract as a whole. Cedefop will treat all contractual matters (e.g. payments) with the contractor, whether or not some tasks are performed by a subcontractor. Under no circumstances can the contractor avoid liability towards Cedefop on the grounds that the subcontractor is at fault. Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder's tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. In the latter case subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition.

Tenderers are free to choose their subcontractors from both eligible and non-eligible countries. Thus, in principle all economic operators can act as subcontractors of eligible tenderers. However the sub-contracting of persons/ economic operators from non-eligible countries is limited to max 30% of the work by value.

The tenderer must clearly indicate the identity of each Subcontractor and the percentage of work by value that he will perform for this contract (please fill in Annex G).

Only in cases when:

- a Subcontractor undertakes between 10,01% and 40% of the work by value,
- the total subcontracting is above 40% of the work by value, independently of the individual Subcontractor's contribution to the work by value,

the tenderer should submit with the offer:

1. the **“Declaration on honour on exclusion criteria and selection criteria”** (Annex C) filled-in and signed by the respective Subcontractor;

2. the required documents related to the economic/financial and technical/professional capacity of the Subcontractor as described in points 3.2.1 and 3.2.2;
3. the Form in Annex J (Model of Letter of Intent for Subcontractor/s) duly filled-in and signed by each respective Subcontractor, stating his unambiguous undertaking to collaborate with the tenderer if the latter wins the contract. Also should be stated the roles, activities and responsibilities of the subcontractor(s) and the extent of the resources that the respective subcontractor will put at the tenderer's /contractor's disposal for the performance of the contract.

N.B. The subcontractor(s) (if any) have to provide the documents to prove their capacity only for the parts of the contract that are relevant to them. The evidence provided will be checked to ensure that the tenderer with the subcontractor(s) altogether fulfil the criteria.

5. AWARD OF THE CONTRACT

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

The contract shall be awarded to the tenderer submitting the best price-quality ratio method as represented by the highest Total Score (TS) out of 100.

The Total Score (TS), comprising quality + price score, will be calculated for each tender by applying the formula below:

$$\text{Total Score (TS)} = X \cdot (\text{TQV}/100) + Y \cdot (\text{Cheapest TFO} / \text{TFO})$$

Whereby:

TQV = Total Quality Value of the tender (as per points 5.1 and 5.2);

TFO = Total Financial Offer of the tender (as per points 5.3 and 5.4);

X is the weighting for quality score (TQV) and for this tender procedure it is fixed to (60);

Y is the weighting for price (TFO) and for this tender procedure it is fixed to (40).

Cheapest TFO is the Cheapest Tender Price of a technically compliant tender (i.e. among those having achieved a minimum of 50% of the possible score for each award (evaluation) criterion and in total a minimum of **65** out of 100 points (TQV) in the technical evaluation – see below).

5.1. Technical evaluation

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the tender specifications.

The following Award Criteria for the technical evaluation will be applied to this tender procedure:

Award criteria	Maximum Points
1. Quality of a detailed implementation plan related to the provision of the requested services (see 5.2.1 below)	Total 60
For 5.2.1.1 –	25 points
For 5.2.1.2 –	25 points
For 5.2.1.3 –	10 points
2. Quality of the maintenance as proposed to be put in place for the purposes of the contract and relevance of the proposed resources allocated to perform the assigned tasks (see 5.2.2 below)	Total 40
For 5.2.2.1 –	15 points
For 5.2.2.2 –	15 points
For 5.2.2.3 –	10 points
Total Quality Value (TQV)	100

In order to guarantee a minimum threshold of quality, offers that

- do not reach a minimum of 50% of the possible score for each award (evaluation) criterion, and
- obtain an overall total score (Total Quality value) or less than the total 65 (of a maximum of 100) points against the award (technical) criteria,

will not be considered acceptable and will be eliminated from further evaluation. Only the technically compliant (acceptable) tenders as per the above will be subject to Financial (Price) Evaluation (5.3).

5.2. Technical proposal

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements as per the Terms of Reference in point 2 above providing a practical, detailed description of the services proposed for performance of the contract.

For the technical evaluation of the offer against the award (technical) criteria mentioned above, the tenderer must provide:

5.2.1. A detailed description of how the tenderer intends to deliver the services requested. This description should cover the following aspects:

1. Quality of an implementation plan according to the requested deliverables of (Section 2); **(25 points)**
2. Adherence to the deliverables section 2.3.4... 2.3.15) **(25 points)**
3. Contractor's internal project monitoring methodology ; **(10 points)**

5.2.2. A detailed description of the maintenance that the tenderer intends to put in place in terms of human, technical and managerial resources in order to be able to provide the requested services. This description should cover at least the following:

1. The method and procedures followed to ensure maintenance and to apply business continuity at the same level of quality (e.g. procedures applied to select and replace staff proposed during contract performance); **(15 points)**
2. Methods applied to assign tasks and responsibilities within the proposed team (project manager, network engineer, financial officer) ; **(15 points)**
3. Eventual use of ancillary means that the contractor may offer for the execution of the maintenance contract (e.g. equipment, specialized software, proposals for rules and call centre conventions which may be deployed, communication means, etc.); **(10 points).**

Tenderers have to present an implementation plan by which they ought to clarify their existing or under the scope of this project new infrastructure in order to comply with the physical and logical requirements of the project.

The tenderer shall identify a Project Manager (as required in point 3.2.2.5 a) within his organisation who will represent the single contact point for all administrative and operational communication in regards to the contract implementation. Cedefop will also designate the Contact Person in charge of handling the contact with the selected tenderer.

In addition to the above the tenderer must clearly specify which parts of the work will be subcontracted (if any) and specify the identity of those subcontractors only undertaking more than 10% of the work by value (or of *all* subcontractors if total subcontracting is above 40% of the work by value) as requested in point 4.2.

5.3. Financial evaluation

Only tenders scoring in total 65 points or more (of a maximum of 100 points) against the technical award criteria and 50% or more of the possible maximum score for each award criterion will have their financial proposal evaluated. The evaluation will be made on the basis of the **Total Price** offered (**Total Financial Offer TFO**) in the Price schedule table (see Annex H and point 5.4).

Financial score = (cheapest Financial Proposal / Financial Proposal of the tender considered) Y.*

Where Y = price weighting (see the complete formula under point 5 above)

5.3.1. Evaluation of abnormally low prices

If any tender's price appears to be abnormally low in relation to the services offered, and in order to check if the tender can be considered valid, the evaluation committee will, before it may reject this tender, send a request for clarifications to ask for explanations on the components of the tender which it considers relevant to the presumed abnormally low price and shall verify those constituent elements taking account of the explanations received. If in that relation the tenderer cannot explain his price on the basis of the economy of the services offered, or the method used, or the technical solution chosen, or the exceptionally favourable conditions available to the tenderer, the tender will be rejected.

A price will be considered abnormally low if the financial offer of any tenderer is lower with more than the acceptable margin of deviation from the average price of the other technically acceptable offers (please note that definition of which offers are technically acceptable/ compliant is given in points 5, 5.1 and 5.3 above). The actual deviation will be calculated as % as follows:

The difference between the average price of the other technically acceptable offers and the value of the presumably abnormally low financial offer will be divided by the average price of the other technically acceptable offers.

The acceptable margin of deviation is set to **40%**.

The approach of the Evaluation Committee to identify and eliminate abnormally low tenders will be the following:

- a) apply the acceptable margin of deviation from the average price of the other technically acceptable offers and set aside the offers that go beyond it;
- b) check if specific notes or specific items included in the offer justify to some extent the deviation; if not, or if inadequate, send relevant request for explanation(s) to the tenderer concerned;
- c) decide on the acceptability of the offer on the basis of the notes in the tender and/or the clarification reply received.

5.3.2. Financially unacceptable tenders

In the context of financial evaluation, the Evaluation Committee could find that tenders are unacceptable because the price is:

- abnormally low (see point 5.3.1);
- is above the estimated budget announced in these Tender Specifications (see point 1.5).

Such tenders will have to be rejected by the Evaluation Committee, independently of their quality value as determined in the preceding (technical) evaluation stage.

5.4. Financial Proposal

Tenderers should not disclose their financial offer in any part of their tender (technical proposal, cover letter) other than the sealed envelope C.

The financial offer must be clear and in compliance with the tender specifications.

The financial proposal should indicate the total price in order to carry out all the tasks indicated in the technical specifications. The tenderers must fill-in **column** of the Price offer table in Annex H, and present a detailed breakdown of the price offered.

In either case, the total cost of offer shall be provided including the Telco's circuit fee per year basis in addition to the fees that represent the infrastructure's components provision (renting, leasing or purchasing) and implementation cost.

The Financial Offers will be checked for any arithmetical errors in computation and summation. Errors will be corrected by the evaluation committee as follows:

- where there is a discrepancy between a unit price and the total amount derived from the multiplication of the unit price and the quantity, the unit price as quoted will be the price taken into account. Tenderers will be requested to confirm in writing the corrected calculation so that it may eventually be included in the contract.

Please note that Cedefop estimates for quantities are indicative and do not constitute any kind of legal obligation for the Centre.

Information concerning prices

- The prices quoted must be fixed and not revisable. Articles I.5.1, I.5.2 and II.20 of the Contract shall apply (see draft Framework Contract at Annex B).
- Prices must be quoted in EURO and include all expenses. Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges may not therefore be included in the calculation of the price quoted. For contractors based in Greece, invoices will include VAT which will be paid by Cedefop and later reimbursed by the State.
- For contractors established in other countries exemption is direct (invoices are submitted without VAT), subject to fulfilling as necessary the requirements of Article 151 of Council Directive 2006/112/EC.
- In Belgium, use of this contract constitutes a request for VAT exemption No. 450, VAT exemption article 42, paragraph 3.3 of the VAT code (circular 2/1978), provided the invoice includes: "Commande destinée à l'usage officiel de l'Union Européenne, Exonération de la TVA; art. 42 § 3.3 du code TVA (circulaire n° 2/1978)

6. INFORMATION ON PRESENTATION AND CONTENT OF TENDER

It is important that tenderers provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should fully respect the instructions indicated under points 2, 3 and 4 of this open invitation to tender.

In addition, below you will find details of the required documentation.

6.1. Envelope A - Supporting documents

One original and one copy of:

- cover letter, signed by the person/s (name and position) that is/are authorised to sign the contract in case of contract award
- the “Declaration on honour on exclusion criteria and selection criteria” requested in point 3.1 and standard template found in Annex C
- the selection criteria documents as requested in points 3.2, 4.1, 4.2
- Questionnaires 1 – 4 as found in Annex G
- Power of Attorney (Model 1 or 2), as required in point 4.1 (if applicable) and found in Annex I
- Model of Letter of Intent for Subcontractor/s as required in point 4.2 (if applicable) and found in Annex J
- the Legal Entity Form as requested in point 3.3 and found in Annex D
- the Financial Identification Form as found in Annex E
- the checklist found in Annex F

In the case of tenders submitted by groupings (consortia) or involving contribution by subcontractors, envelope A should also contain all relevant documentation as requested in points 4.1 and 4.2 respectively (with reference to points 3.1, 3.2 and 3.3).

6.2. Envelope B – Technical proposal

One original signed version and three copies of:

- the Technical Proposal providing all information requested in point 5.2, including information relevant to subcontracting, if any, as requested in point 4.2.

6.3. Envelope C – Financial proposal

One original signed version and three copies of:

- the Financial Proposal (Annex H) containing all information requested in point 5.4.

ANNEX A

Contract Notice

(Given as a separate file in *.pdf format)

ANNEX B

Draft Contract

(Given as a separate file in *.pdf format)

ANNEX C

“Declaration on honour on exclusion criteria and selection criteria”

(Given as a separate file in *.doc format)

ANNEX D

Legal Entity Form

Legal Entity Form to be downloaded, depending on the nationality and legal status of the tenderer, from the following website:

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

Legal Entity Form to be completed and signed by a representative of the tenderer (group leader in case of consortium, with indication of entity, name and function) authorised to sign contracts with third parties. It should not be signed by sub-contractors (if any).

ANNEX E

Financial Identification Form

To be downloaded, depending on the nationality of the tenderer, from the following website:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_fr.cfm

and completed and signed by an authorised representative of the tenderer (group leader in case of consortium, with indication of entity, name and function), but not by subcontractors.

PLEASE NOTE:

Please indicate the BIC (Bank Identification Code) in the REMARKS box of the downloaded form.

ANNEX F

Check list of mandatory documents

(Given as a separate file in *.doc format)

ANNEX G

Questionnaires 1-4

(Given as a separate file in *.doc format)

ANNEX H

Financial Proposal

(Given as a separate Excel file)

ANNEX I

Models of power of attorney

(Given as a separate file in *.doc format)

ANNEX J

Model of Letter of Intent for Subcontractor/s

(Given as a separate file in *.doc format)