ANNEX I - TENDER SUBMISSION FORM[[1]](#footnote-1)

**One original** of this tender submission form must be supplied, signed by an authorised representative, presenting the name of the tenderer (including all entities in case of consortia or joint tender) and identified subcontractors if applicable, and the name of the single contact point (leader) in relation to this procedure**.**

|  |
| --- |
| 1. **SUBMITTED by (i.e. the identity of the tenderer)**
 |
| **Tenderer** |  |
| **Legal Name** *(if different from above)* |  |
| **Legal Form**  |  |
| **Legal Address** |  |
| **Postal Address for Tender** *(if different from above)* |  |
| **Nationality***(country of registration or establishment)* |  |
| **Registration number**  |  |
| **VAT Number** |  |
| **Identification as small or medium-sized enterprise (SME)[[2]](#footnote-2)** | **YES/NO** |
| **Legal details of the tenderer/lead tenderer** | Go to:<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>choose your language and legal status, download the appropriate **‘Legal Entity’ form**, complete it and attach it to this form.Please note that you must also attach proof of legal status, VAT number and a copy of registration on professional or trade registers or equivalent, as detailed in the form you have downloaded and filled in. |
| **Bank details of the tenderer/lead tenderer** | Go to:<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>choose your language and country, download the appropriate ‘**Financial Identification’ form**, complete it in accordance with the instructions contained on the web page and attach it to this form.  |

|  |
| --- |
| 1. **CONTACT PERSON for this Tender (to act as focal point for all communication which may take place between the S2R JU and the tenderer)**
 |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **E-mail** |  |
| 1. **LEGAL REPRESENTATIVE for this Tender (i.e. duly authorised to represent the tenderer)**
 |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **Documentary Evidence Attached** | **[ ]**  Supporting documents attached (i.e.: power of attorney or an equivalent document) providing evidence that the above-mentioned representative is legally empowered to represent / sign on behalf of the tenderer. Alternatively, if already available at the time of tender submission, a duly signed and dated (by each member) consortium agreement. |

|  |  |
| --- | --- |
| 1. **INFORMATION ON CONSORTIA/JOINT TENDERS[[3]](#footnote-3)**
 |  |
| **The Tender is submitted on behalf of a Consortium/Joint tender *(indicate as applicable)* YES** **[ ]  / NO [ ]**  |
| **Role** | **Name(s) of legal entity or entities submitting this tender** | **Nationality*****(country of registration or establishment)*** | **Full name and****position of the legal representative** | **Division of tasks****between the members of the group/consortia** | **Identification****as small** **or medium-sized enterprise (SME)[[4]](#footnote-4)** |
| **Leader (as above)** |  |  |  |  | **YES/NO** |
| **Member 1[[5]](#footnote-5)** |  |  |  |  | **YES/NO** |
| **Member 2** |  |  |  |  | **YES/NO** |
| **Legal details of other members of the group** | Other members of your group should go to:<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>choose the language and legal status as appropriate, download the **‘Legal Entity’ form**, complete it and attach it to this form.Please note that each member must also attach proof of legal status, VAT number and a copy of registration on professional or trade registers or equivalent, as detailed in the form you have downloaded and filled in. |

|  |  |  |
| --- | --- | --- |
| 1. **INFORMATION ON SUB-CONTRACTING (details of the subcontractor(s) performing part of the contract that accounts for more than 10 % of the total value of the framework contract) - section 4.5 of the tender specifications**
 |  |  |
| **Tenderer shall make use of sub-contractors *(indicate as applicable)* [[6]](#footnote-6)****YES [ ]  / NO [ ]**  |  |
| In line with section 4.5 of the tender specifications, we/I undertake to guarantee the eligibility of the sub-contractor(s) for the parts of the contract for which we have stated our intention to sub-contract in the technical offer. |
| **Name** | **Nationality*****(country of registration or establishment)*** | **Legal status****(e.g. association, commercial company, university)** | **Roles, activities and responsibilities of the subcontractor for the performance of the contract** | **Estimated value (volume of the contract or tasks sub-contracted) in (%)** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

|  |
| --- |
| 1. **SUBMISSION CHECKLIST (i.e. content of the offer) -**Our tender is made up of the following documents, duly signed and dated:

*Please mark the box “[x] ” or indicate “non-applicable” (N/A)* |
| **ENVELOPE A – ADMINISTRATIVE DATA** |
|  | **Single Tenderer / Consortium or Group Leader** | **Consortium/ Group Members** | **Identified Sub-contractors** |
| * **Tender Submission Form** (front page of administrative documents) – using template in **Annex I.**
 | [ ]  | N/A | N/A |
| * **Declaration on the honour on exclusion and selection criteria** – using template in **Annex II.**
 | [ ]  | [ ]  N/A | [ ]  N/A |
| * *In case of consortia/joint tender,* a **powers of attorney** issued by each consortium/group members empowering the representative of the consortium/group leader (tenderer) to submit a tender on their behalf.
 | N/A | [ ]  N/A | N/A |
| * *In case of sub-contracting:*  **Letter of intent for identified subcontractors**– using template in **Annex III.**
 | N/A | N/A | [ ]  |
| * **Financial Identification Form** and its supporting documents**–** using the template downloadable from here: <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>
 | [ ]  | N/A | N/A |
| * **Legal Entity Form** and its supporting documents– using the template downloadable from here: <http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>
 | [ ]  | [ ]  N/A | N/A |
| * **Economic & Financial Capacity Documents**– using template in **Annex IV.a** accompanied by the documents requested therein.
 | [ ]  | N/A | N/A |
| * **Technical & Professional Capacity Documents** (Tenderer’s experience in the field of the contract) using the template provided in **Annex IV.b** and accompanied by the documents requested.
 | [ ]  | N/A | N/A |
| * **Technical & Professional Capacity Documents** (-Capacity of the team proposed by the tenderer/delivering the service) using the template provided in **Annex IV.c**.
 | [ ]  | N/A | N/A |
| * **THE TENDERER MUST ALSO PROVIDE IN “ENVELOPE A” AN ELECTRONIC COPY (IN A USB KEY) OF THE TENDER: “ADMINISTRATIVE DATA” AND “TECHNICAL DOCUMENTS”**
 | [ ]  | N/A | N/A |
| **ENVELOPE B – TECHNICAL DOCUMENTS**  |
| * **Technical Offer**
 | [ ]  |
| **ENVELOPE C - FINANCIAL DOCUMENTS**  |
| * **Financial Offer** - using the template in **Annex V**
 | [ ]  |
| * **THE TENDERER MUST ALSO PROVIDE IN “ENVELOPE C” AN ELECTRONIC COPY (IN A USB KEY and in an excel file) OF THE TENDER “FINANCIAL OFFER”**
 | [ ]  |

|  |
| --- |
| 1. **DECLARATION**
 |
| I, the undersigned, **being** **the authorised signatory** of the above tenderer (including all consortium/group members, in the case of a consortium/joint tender), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above. Furthermore we/I hereby solemnly declare that:* In the case of **consortium/joint tender**: We/I are fully aware that, in the case of a consortium/joint tender, any change in the composition of the group during the procurement procedure may lead to rejection of the tender, except with the prior written authorisation of the Shift2Rail Joint Undertaking. Any change in the composition of the group after the contract has been signed and without the prior written authorisation of the Shift2Rail Joint Undertaking may result in the contract being terminated. We are also aware that the consortium/group members would have joint and several liability towards the Shift2Rail Joint Undertaking concerning participation in both the above procedure and any contract awarded to us as a result of it.
* In the case of **subcontracting:** We/I are fully aware thateach identified subcontractor must confirm its unambiguous undertaking to collaborate with the tenderer if they are awarded the contract.
* We/I accept the validity of the tender indicated in the contract notice and in the invitation to tender
* We declare and confirm our/my unconditional and irrevocable **acceptance of all the terms and conditions** set out in the tender documents (invitation to tender, tender specifications and draft framework service contract) and, where appropriate, waiver of our/my own general or specific terms and conditions. *Please note that this acceptance shall be fully binding on the tenderer as of submission of the tender and, in case of successful contract award, for the entire duration of the contract.* We/I are aware and agree that the non-acceptance of terms and/or conditions as cited above **may lead to the exclusion of our/my tender** for non-compliance with the tender conditions.
* We/I are aware that there is no possibility of negotiating the contract and, should the contract be awarded to us/me I hereby undertake to duly sign it with the same terms and conditions and substantially in the form enclosed in the tender documents.
* We/I are aware that the tender should be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.
* We/I are aware that the tender deviating from the requirements or not covering all minimum requirements set out in the technical specifications will be rejected based on non-compliance with the tender specifications and will not be further evaluated
 |

|  |  |
| --- | --- |
| **Name**  |  |
| **Date & Signature**  |  |

ANNEX II - DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA

**This Declaration that must be included in the tender by the tenderer.**

**This declaration must be provided by the leader tenderer, each of the consortia/joint tender and each sub-contractor as required in the tender specifications (section 5.2). In case of consortia/joint tender each member must duly fill in sections I to VI of above-mentioned declaration; in section VII they shall indicate 'N/A', as this will be filled in only by the leader. In case of sub-contracting, each identified sub-contractor must duly fill in sections I to VI of above-mentioned declaration; in section VII they shall indicate 'N/A', as this will be filled in only by the leader.**

**Please mark the box “[x] ” YES, NO or N/A.**

The undersigned [*insert name of the signatory of this form*], representing:

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal persons*) the following legal person:  |
| ID or passport number: (‘the person’) | Full official name:Official legal form: Statutory registration number**:** Full official address: VAT registration number: (‘the person’) |

**0 – Compliance with minimum requirements**

|  |  |  |
| --- | --- | --- |
| 1. declares :
 | YES | NO |
| 1. compliance with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour law conventions listed in Annex X to the Directive 2014/24 EU[[7]](#footnote-7);
 | [ ]  | [ ]  |
| 1. compliance with applicable legislation on protection of natural persons with regard to the processing of personal data and in particular with Regulation (EU) 2016/679 (EU GDPR)
 | [ ]  | [ ]  |
| 1. compliance with all the minimum requirements set out in the technical specifications (section 2), in particular with the two required case studies indicated in section 2.6.
 | [ ]  | [ ]  |

**I – Situation of exclusion concerning the person**

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person is in one of the following situations:
 | YES | NO |
| 1. it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under EU or national laws or regulations;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 |  |
| (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract or an agreement; | [ ]  | [ ]  |
| (ii) entering into agreement with other persons with the aim of distorting competition; | [ ]  | [ ]  |
| (iii) violating intellectual property rights; | [ ]  | [ ]  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; | [ ]  | [ ]  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure*;*  | [ ]  | [ ]  |
| 1. it has been established by a final judgement that the person is guilty of the following:
 |  |
| (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; | [ ]  | [ ]  |
| (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the applicable law; | [ ]  | [ ]  |
| (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA; | [ ]  | [ ]  |
| (iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council; | [ ]  | [ ]  |
| (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision; | [ ]  | [ ]  |
| (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; | [ ]  | [ ]  |
| 1. the person or entity has shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget which has:

(i) led to the early termination of a legal commitment; (ii) led to the application of liquidated damages or other contractual penalties; or (iii) been discovered by an authorising officer, OLAF or the Court of Auditors following checks, audits or investigations; | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.
 |  |  |
| 1. (*only for legal persons*) it has been established by a final judgment or final administrative decision that an entity has been created with the intent referred to in point (g).
 |  |  |
| 1. for the situations referred to in points (c) to (h) above the person is subject to:
2. facts established in the context of audits or investigations carried out by EPPO in respect of those Member States participating in enhanced cooperation pursuant to Regulation (EU) 2017/1939, the Court of Auditors, OLAF or the internal auditor, or any other check, audit or control performed under the responsibility of the authorising officer;
3. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
4. decisions of the ECB, the EIB, the European Investment Fund or international organisations;
5. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or
6. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.
 | [ ]  | [ ]  |

**II – Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person**

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

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is in one of the following situations:
 | YES | NO | N/A |
| Situation (c) above (grave professional misconduct) | [ ]  | [ ]  | [ ]  |
| Situation (d) above (fraud, corruption or other criminal offence) | [ ]  | [ ]  | [ ]  |
| Situation (e) above (significant deficiencies in performance of a contract ) | [ ]  | [ ]  | [ ]  |
| Situation (f) above (irregularity) | [ ]  | [ ]  | [ ]  |
| Situation (g) above (creation of an entity with the intent to circumvent legal obligations) | [ ]  | [ ]  | [ ]  |
| Situation (h) above (person created with the intent to circumvent legal obligations) | [ ]  | [ ]  | [ ]  |

**III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:
 | YES | NO | N/A |
| Situation (a) above (bankruptcy) | [ ]  | [ ]  | [ ]  |
| Situation (b) above (breach in payment of taxes or social security contributions) | [ ]  | [ ]  | [ ]  |

**IV – Grounds for rejection from this procedure**

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person:
 | YES | NO |
| 1. Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.
 | [ ]  | [ ]  |

**V – Remedial measures**

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

**VI – Evidence upon request**

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners.

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

* For situations described in **(a), (c), (d), (f), (g) and (h),** production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.
* For the situation described in point **(b),** production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

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

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

**VII – Selection criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:
 | YES | NO | N/A |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 5.3.1 of the tender specifications;
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable economic and financial criteria indicated in section 5.3.2 of the tender specifications;
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable technical and professional criteria indicated in section 5.3.3 of the tender specifications.
 | [ ]  | [ ]  | [ ]  |
| 1. if the above-mentioned person is the **sole tenderer** or the **leader in case of joint tender**, declares that:
 | YES | NO | N/A |
| 1. the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated asseessment will be made as provided in the tender specifications.
 | [ ]  | [ ]  | [ ]  |

**VIII – Evidence for selection**

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

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

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

*The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.*

|  |  |
| --- | --- |
| ***Name***  |  |
| ***Date & Signature***  |  |

ANNEX III - Letter of intent for identified sub-contractors

**Each sub-contractor whose share of the contract is above 10 % (in value or in tasks to be subcontracted) must submit a duly signed and dated (by the sub-contractor) “Letter of intent” confirming its unambiguous undertaking to collaborate with the tenderer if they are awarded the contract and detailing the resources that they will put at the tenderer’s disposal for the performance of the contract**

The undersigned**:** ………………………………………………………………………….

*[Name of the company/organisation]****:*** ……………………………………

Address: ……………………………………………………………………………………

Declares hereby that, in case the contract is awarded to *[name of the tenderer],*

[the company/organisation that he/she represents, intends to collaborate]

[he/she intends to collaborate in an individual capacity as an external expert],

in the execution of the tasks subject to this call for tender, in accordance with the tender 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 taking note of Article II.10 of the draft framework contract for services regarding subcontracting and Article II.24 in relation with checks and audits of the service contract.

|  |  |
| --- | --- |
| ***Name***  |  |
| ***Date & Signature***  |  |

ANNEX IV.a – SELECTION CRITERIA – ECONOMIC & FINANCIAL CAPACITY

In the case of consortium or joint tender each member must provide the information required below. In the case of subcontractors performing a share of the contract representing more than 10 % of the total value of the Framework Contract, the information requested below must be provided separately for each subcontractor. The tenderer must comply with the criteria listed below and provide the requested evidence (supporting documents)

|  |  |
| --- | --- |
| **Name of tenderer (single tenderer or leader of the consortium/group):** |  |

In line with section 5.3.2 – Economic & Financial Capacity criteria - please complete the table below with the information and supporting documents requested.

|  |
| --- |
| **Statement of Average Annual Turnover**  |
| **Year** | **Average Annual Turnover  *(indicating currency)*** **of the last two financial years for which accounts have been closed** | **Copy of the profit and loss account or the balance sheets or extracts from balance sheets (evidence provided in the tender)** |
| 20XX Yr N-1 | <complete> | **YES/NO** |
| 20XXYr Yr N-2 | <complete> | **YES/NO** |

|  |  |
| --- | --- |
| *In case of consortia/joint tender:* **Name of member (\*)** |  |

*(\*) the information requested above must be provided separately by each member of the consortia/group member*

In line with section 5.3.2 – Economic & Financial Capacity criteria- please complete the table below with the information and supporting documents requested.

|  |
| --- |
| **Statement of Average Annual Turnover**  |
| **Year** | **Average Annual Turnover  *(indicating currency)*** **of the last two financial years for which accounts have been closed** | **Copy of the profit and loss account or the balance sheets or extracts from balance sheets (evidence provided in the tender)**  |
| 20XX Yr N-1 | <complete> | **YES/NO** |
| 20XXYr Yr N-2 | <complete> | **YES/NO** |

|  |  |
| --- | --- |
| *In case of subcontracting[[8]](#footnote-8) :* ***name of subcontractor (\*)*** |  |

 *(\*) the information requested above must be provided separately for each subcontractor.*

In line with section 5.3.2 (Economic & Financial Capacity please complete the table below with the information and supporting documents requested.

|  |
| --- |
| **Statement of Average Annual Turnover**  |
| **Year** | **Average Annual Turnover  *(indicating currency)*** **of the last two financial years for which accounts have been closed** | **Copy of the profit and loss account or the balance sheets or extracts from balance sheets (evidence provided in the tender)** |
| 20XX Yr N-1 | <complete> | **YES/NO** |
| 20XXYr Yr N-2 | <complete> | **YES/NO** |

|  |  |
| --- | --- |
| **Name**  |  |
| **Date & Signature**  |  |

ANNEX IV.b – SELECTION CRITERIA – TECHNICAL AND PROFESSIONAL CAPACITY – TENDERER’S EXPERIENCE IN THE FIELD OF THE CONTRACT

The tenderer (in case of a consortia or joint tender the combined capacity of all members of the group and identified subcontractors[[9]](#footnote-9)) must comply with the criteria listed below and provide the requested evidence (supporting documents)

|  |  |
| --- | --- |
| **Name of tenderer (single tenderer or leader of the consortium/group):**  |  |
| ***In case of consortia/joint tender:* Name of consortium/group member (s)** |  |
| ***In case of subcontracting : name of subcontractor(s)*** |  |

In line with section 5.3.3.1 (Tenderer’s experience in the field of the contract), please complete the table below with the information and supporting documents requested.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **\*** | **Name** **of tenderer/ leader/consortium** **or group member/ identified subcontractor** | **Client /Company Name\*\*** | **Project / Contract Start – End Date****(month/year)** | **Field of the contract****(a. integrated communication campaigns/** **b. event management/** **c. digital communication/ d. web maintenance/** **e. public affairs services)**  | **Description of Services** | **Value of contract (in EUR)** | **Country where service was delivered (EU/NON-EU)** | **Language** **(level in the Common European Framework for Reference for Languages[[10]](#footnote-10))** | **Evidence****provided in tender (YES/NO)**  |
| 1. |  |  |  |  |  |  |  |  |  |
| 2. |  |  |  |  |  |  |  |  |  |
| 3. |  |  |  |  |  |  |  |  |  |
| 4.  |  |  |  |  |  |  |  |  |  |
| 5.  |  |  |  |  |  |  |  |  |  |

*\* More rows/columns can be added by the tenderer where necessary*

*\*\* Where this cannot be disclosed, please indicate company type or equivalent*

|  |  |
| --- | --- |
| **Name**  |  |
| **Date & Signature**  |  |

ANNEX IV.c – TECHNICAL AND PROFESSIONAL CAPACITY - Capacity of the team proposed by the tenderer/delivering the service

In the case of consortia or joint tender, each member will have to provide the information required above according to their role in the consortium. In the case of subcontractors performing a share of the contract representing more than 10 % of the total value of the Framework Contract, the information requested above must be provided separately for each subcontractor according to their role in the consortium.

|  |  |
| --- | --- |
| **Name of Tenderer:** |  |
| **In case of consortia/joint tender: Name of consortium/group member (s)** |  |
| **In case of subcontracting : name of subcontractor(s)** |  |

In line with section 5.3.3.2 (Capacity of the team proposed by the tenderer/delivering the service), please complete the table below with the information and supporting documents requested.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Profile & minimum number** | **Name** **of tenderer/ leader/consortium** **or group member/ identified subcontractor** | **Name** | **Education degree or equivalent professional experience** | **Overall number of years of professional experience Start – End Date****(month/year)** | **Experience****in the field****of the contract****Start – End Date****(month/year** | **Description of professional****experience****and skills** | **CV included in offer** |
| **Contract manager** |  |  |  |  |  |  | **[ ]**  |
| **Communications**  **Planner/strategist**  |  |  |  |  |  |  | NA |
| **Video/animation producer/editor** |  |  |  |  |  |  | NA |
| **Events’ organiser** |  |  |  |  |  |  | NA |
| **Graphic designer** |  |  |  |  |  |  | NA |
| **Copywriter/ Scriptwriter editor** |  |  |  |  |  |  | NA |
| **Multimedia developer** |  |  |  |  |  |  | NA |
| **Web designer** |  |  |  |  |  |  | NA |
| **Photographer** |  |  |  |  |  |  | NA |
| **Data Protection****specialist** |  |  |  |  |  |  | NA |

*\* More rows/columns can be added by the tenderer where necessary*

|  |  |
| --- | --- |
| **Name**  |  |
| **Date & Signature**  |  |

ANNEX V - MODEL FINANCIAL OFFER

*See separate excel document*

1. The duly filled in Tender Submission Form should serve as the **front page** of your set of administrative documents (envelope A) [↑](#footnote-ref-1)
2. This information is used for statistical purposes only. To determine whether the entity is an SME, please consult the following website: <http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/> [↑](#footnote-ref-2)
3. If this tender is being submitted by a sole legal entity, the name of the legal entity should be entered as “Leader” (and other lines this part should be deleted). [↑](#footnote-ref-3)
4. This information is used for statistical purposes only. To determine whether the entity is an SME, please consult the following website: following website: [http://ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/](%20http%3A/ec.europa.eu/growth/smes/business-friendly-environment/sme-definition/) [↑](#footnote-ref-4)
5. Add / delete additional lines for consortium/group members as appropriate. **Note that a sub-contractor IS NOT considered a consortium/group member and in this case should fill-in section 5** [↑](#footnote-ref-5)
6. Including freelances, consultants, experts etc. Add / delete additional lines as appropriate. [↑](#footnote-ref-6)
7. Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 on public procurement and repealing Directive 2004/18/EC [↑](#footnote-ref-7)
8. Representing more than 10 % of the total value of the Framework Contract [↑](#footnote-ref-8)
9. Representing more than 10 % of the total value of the Framework Contract [↑](#footnote-ref-9)
10. <http://europass.cedefop.europa.eu/en/resources/european-language-levels-cefr>. [↑](#footnote-ref-10)