



GSA/OP/15/19
"COMPLEMENTARY HEALTH INSURANCE"

Annex I to Invitation to Tender

"Tender Specifications"

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1 Overview

The present Tender Specifications, attached to the Invitation to Tender, complement the information contained in the Contract Notice with further information on the procurement procedure and scope.

In case the tenderer does not comply fully or partially with one or more technical requirements of the Tender Specifications and their Technical Annexes, it shall indicate it in the Statement of Compliance (Annex I.I hereto).

With the present tender the GSA intends to implement the decision of its Administrative Board of 30 October 2015 on social measures whereby the GSA should provide to its staff an enhanced health insurance coverage.

1.1 Context of the tender: European GNSS Agency and GNSS Programmes

The European GNSS Agency (hereinafter referred to as 'the GSA', 'the Agency' or 'the Contracting Authority') is an agency formed by the European Union to accomplish specific tasks related to the European GNSS programmes (Galileo and EGNOS).

Further information can be found on the GSA's web site (<http://www.gsa.europa.eu>). This website contains also information about

- European GNSS programmes (<https://www.gsa.europa.eu/european-gnss/what-gnss>)
- Legal framework applicable to the GSA (<https://www.gsa.europa.eu/register-of-documents>)

1.2 Outline of the tender

Name: GSA/OP/15/19 "Complementary health insurance"

Procedure: **Open procedure** in accordance with Article 164(1)(a) of Regulation 2018/1046 on the financial rules (hereafter 'Financial Regulation' or 'FR')¹ for procurement of services for the signature of a single framework contract.

1.3 Principles

- Tenderers are required to accept all the terms and conditions set out in the Invitation to Tender, Tender Specifications and draft contract. Tenderers are required to waive their own general or specific terms and conditions. The terms and conditions set out in the Invitation to Tender, Tender Specifications and draft contract shall be binding on the tenderer to whom the contract is awarded for the duration of the contract.
- Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the GSA during the process of examining, clarifying, evaluating and comparing tenders will lead to rejection of his tender and may result in administrative penalties.

¹ REGULATION (EU, Euratom) 2018/1046 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.



1.4 Purpose of the Invitation to Tender

The objective of this Invitation to Tender is to conclude a single framework contract (hereinafter referred to as “the Contract”, “Framework Contract”, or “FWC”) for provision, for the benefit of GSA Staff, of an insurance coverage topping up the existing health and hospitalisation insurance, as set out in the Staff Regulation of the European Union (hereinafter “Staff Regulations”)².

The FWC shall have the duration of one year, subject to automatic renewal up to three times for an additional period of one year each, with a maximum total duration of four years.

Further technical details are provided in section 2.1 - Technical Terms of Reference.

Where the reference is made to the FWC in these tender specifications, it should be assumed that any such reference is also meant to cover any specific contracts (order forms) concluded on a basis of the FWC, in particular when there is a reference covering any obligation of the tenderers.

1.5 Applicable legal acts and rules

It is the contractor’s responsibility to comply with applicable laws in the execution of the awarded contract.

Applicable legal acts and rules include the following:

- Financial Regulation (FR);
- GNSS Regulation³;
- GSA Regulation⁴;
- GSA Financial Regulation⁵;
- Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of natural persons with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data, and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC.
- Regulation on public access to documents⁶;

² Staff Regulations of Officials of the European Union (‘Staff Regulations’) and the Conditions of Employment of Other Servants of the European Union (‘CEOS’), laid down in Council Regulation (EEC, Euratom, ECSC) No 259/68

³ Regulation (EC) No 1285/2013 of the European Parliament and of the Council of 11 December 2013 on the implementation and exploitation of European satellite navigation systems and repealing Council Regulation (EC) No 876/2002 and Regulation (EC) No 683/2008 of the European Parliament and of the Council (hereinafter “GNSS Regulation”).

⁴ Regulation (EU) No 912/2010 of the European Parliament and of the Council of 22 September 2010 setting up the European GNSS Agency, repealing Council Regulation (EC) No 1321/2004 on the establishment of structures for the management of the European satellite radio navigation programmes and amending Regulation (EC) No 683/2008 of the European Parliament and of the Council, as amended by Regulation (EC) No 512/2014 of the European Parliament and of the Council of 16 April 2014.

⁵ European GNSS Agency Financial Regulation 2019 adopted by its Administrative Board on 16 August 2019.

⁶ Council Regulation (EC) No 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.



1.6 Procurement schedule

Timetable	Date	Comments
Launch of procurement process - submission of contract notice for publication to the supplement of the Official Journal	14 October 2019	All documents of the Invitation to Tender available at: http://www.gsa.europa.eu/gsa/procurement
Deadline for submission of signed Non-Disclosure Undertaking (the “NDU”), company register excerpts and request to access proprietary information relevant for the tender preparation.	12 November 2019	Details for the request procedure and required documents are provided in section 1.7.
Deadline for requests of clarifications	18 November 2019	Requests to be sent in writing only to: tenders@gsa.europa.eu
Last date on which clarifications are issued by the GSA.	20 November 2019	All clarifications will be published at the GSA’s procurement website: http://www.gsa.europa.eu/gsa/procurement Tenderers are invited to check GSA’s procurement website on a regular basis.
Deadline for submission of tenders.	26 November 2019	According to conditions of submissions set out in section 4.7
Opening session and start of evaluation session.	03 December 2019	10h00 in the GSA premises in Prague. See section 4.8.
Completion of evaluation and award	January 2020	Estimated

1.7 Submission of Non-Disclosure Undertaking – access to proprietary information during the tender

Before the deadline indicated above, the tenderers (including consortium members) or subcontractors may request access to proprietary information [contained in Annexes I.E and I.F to the present tender specifications] which are relevant for drafting the tender. For this purpose, they shall each submit:

- NDU using the form attached in Annex I.H;
- Legal Identification Form (the “LEF”) and the supporting documents indicated in the LEF;
- proof that the person signing the NDU is authorised to represent the tenderer/subcontractor.

All documentation shall be sent to the following address:

European GNSS Agency
Procurement and Legal Department
Non-Disclosure Undertaking under procurement procedure GSA/OP/15/19
Janovskeho 438/2



170 00 Prague 7
Holesovice, Czech Republic

In parallel, the tenderers shall send the documents above to tenders@gsa.europa.eu to allow a faster treatment of the request.

Only entities which, according to the submitted Legal Identification Form and supporting documents, are established in a Member State of the European Union are eligible to receive proprietary information. In addition, the proprietary information are only available to potential tenderers or subcontractors. The GSA reserves the right to refuse the access to the proprietary information to entities which cannot provide sufficient evidence of capability to perform the contract(s).

Without prejudice to further legal measures, exchange of any proprietary information subject to NDU with any person who has not previously signed the relevant NDU may lead to exclusion from the procurement procedure under the GSA's discretion.

Agreements previously signed by economic operators for access to the proprietary information not related to this procurement are not regarded as fulfilling the present NDU's requirements.

2 Terms of reference

2.1 Technical terms of reference

The scope of this procurement is the provision, for the benefit of GSA Staff Members (hereinafter "the Staff Members") and their family members, of an insurance coverage topping up the existing health and hospitalisation insurance, as set out in the Staff Regulations [the so called Joint Sickness Insurance Scheme of the European Union (hereinafter "JSIS")], so as to provide reimbursement up to 100% of health and hospitalisation expenses partially covered by JSIS.

Details of the JSIS are available at the following web address http://ec.europa.eu/pmo/info.sickinsurance_en.htm. More detailed information on the JSIS coverage can be sent to tenderers at their request.

The GSA reserves the right to conclude the insurance policies either for Staff Members only or for Staff Members and their family members.

The tenderer shall propose the concrete terms and conditions of the insurance coverage (notably in an insurance policy) subject to the minimum requirements described in section 3.3.

The successful tenderer is expected to sign a framework contract (FWC) setting out the general terms and conditions applicable to the specific insurance policies issued under such general terms and conditions and to the relationship with the insured parties. The successful tenderer will sign the FWC with the GSA. Unless otherwise indicated by the tenderer, the insurance policies will be signed with the Staff Members.



In accordance with point 16 of Annex I of FR, the present tender documentation does not include draft insurance policies. Tenderers are therefore requested, in their bid, to include the insurance policy they propose to enter into with the insured parties in relation to each of the lots.

The GSA reserves the right to conclude insurance policies for lower amounts than those indicated in the present terms of reference.

The tenderer's proposal shall be done in respect of list of Staff Members and their family members included in Annex I.E. These Staff Members are located at GSA Headquarters in Prague. This Annex is confidential and it will be sent to potential tenderers upon request and under the condition that the tenderer submits to the GSA a non-disclose undertaking (Annex I.H). The GSA reserves the right to verify whether the person requesting the list is indeed a potential tenderer and, where appropriate, request supporting documents.

The indicative structure of the Staff Members and their family members located in Prague is as follows:

GSA Staff Members and Family Demographic Details (Prague)	
Estimated Number of Staff Members in 2020	150
Percentage of Married Staff Members	40%
Percentage of Single Staff Members	60%
Average Age of Staff Member	41
Average Age of Spouse	43
Average Age of Child	9
Average Number of Children per Staff Member	1
Average Number of Children per Family (Married Staff Member)	2

2.1.1 Insurance coverage

The insurance shall cover health events and expenses (as listed below) worldwide.

2.1.1.1 Minimum coverage

The insurance coverage shall cover at least the following insurance events:

1. Hospitalization and ambulance transport



2. Surgery
3. Dental care
4. Consultations
5. Pharmacy
6. Diagnostic tests

2.1.1.2 Facultative coverage

Preferably, the insurance coverage should also cover the following insurance events and services:

1. Outpatient costs (around hospitalization)
2. Pregnancy
3. Optical care
4. Therapy sessions
5. Hearing aids
6. Orthopaedic appliances
7. Subscription to sports associations or facility and weight-loss programme
8. Accommodation costs for a parent staying in hospital with and insured child below 14

The coverage of those events and services will be evaluated under the award criterion Q1.

2.1.2 Coverage in case of insured events

The tenderers shall specify the percentage of reimbursement of difference between the health expenses paid by the Staff Members and the reimbursement provided by JSIS (80%-85%). The preferred percentage of this reimbursement is 100 % of the said difference.

2.1.3 Service requirements

2.1.3.1 Reimbursement claims

Reimbursements should be made based on the presentation of the JSIS reimbursement sheet, which indicates the health expenses paid by the Staff Members and the reimbursement provided by JSIS (an example is included in Annex I.F). This Annex is confidential and it will be sent to potential tenderers upon request and under the condition that the tenderer submits to the GSA a non-disclose undertaking (Annex I.H). The GSA reserves the right to verify whether the person requesting the Annex is indeed a potential tenderer and, where appropriate, request supporting documents.



Claims for reimbursement should be submitted online. In this context, high service availability (i.e. 24/7) is required.

Unless otherwise indicated by the tenderer, the following conditions shall apply.

Within 24 hours from submission of the claim, the Staff Member shall receive a confirmation of submission and processing of the claim.

Reimbursements should be provided within 30 days from submission of the claim. Reimbursements shall be settled in EUR/CZK and other EU currencies.

The contractor shall accept changes of bank details requested directly by the Staff Members. Such request shall be processed within five working days.

2.1.3.2 Points of contact

The tenderer shall ensure overall management of the policies, including contact with the beneficiaries (notably by email, over the phone or in person), signature of policies with the beneficiaries and solving insurance events.

The tenderer shall indicate points of contact for reimbursement claims and technical support. Their availability shall be ensured throughout the contract implementation period.

The tenderer shall provide a dedicated mailbox for the Staff Members and ensure response to their enquiries within five working days. Additionally, a contact point for addressing HR administrative enquiries shall be provided. Response should be ensured within two working days.

2.1.4 Deliverables

The deliverables to be provided during the execution of the FWCs shall include the following:

- Provision of services described under section 2.1.
- Provision on a quarterly basis of (i) progress and (ii) specific reports upon the GSA's request.

2.1.5 Place of performance

The tasks will be performed mainly at the contractor's premises.

2.1.6 Specific rules on protection of personal data

During the performance of the tasks above, the contractor shall comply with Regulation (EU) 2018/1725 and the provisions under Article II.5 of the framework contract.

2.2 Legal and contractual terms of reference

2.2.1 Participation conditions

Participation to the procurement is open on equal terms to all natural and legal persons under the conditions set out in Article 176 FR.



2.2.2 Notice on the United Kingdom's withdrawal from the EU (complementing the participating conditions)

The United Kingdom submitted on 29 March 2017 the notification of its intention to withdraw from the European Union, pursuant to Article 50 of the Treaty on European Union. This means that, unless a ratified withdrawal agreement establishes another date, all Union primary and secondary law will cease to apply to the United Kingdom from 1st November 2019, 00:00h (CET) ("the withdrawal date") and the United Kingdom will become a "third country"³.

Subject to any transitional agreement that may be contained in a possible withdrawal agreement, as of the withdrawal date, tenderers, which are no longer established in the European Union as a result of the withdrawal of the United Kingdom, will no longer comply with the participating conditions of section 2.2.1. Therefore, those contractors will no longer be in a position to carry out their activities under the contract.

The tenderer's proposal shall therefore contain adequate explanations, assurances and commitments on how it will ensure that, as from the withdrawal date, they will continue to comply with those participating conditions. This is hereinafter referred to as "Mitigation Plan" and will be evaluated as an integral part of the tenderer's Proposal.

The Mitigation Plan, as a minimum, shall contain a firm, irrevocable and unconditional commitment by the tenderer to assign the contract at withdrawal date to another economic operator satisfying the participating conditions (the "Proposed Assignee"), as well as a firm, irrevocable and unconditional commitment and acceptance by the Proposed Assignee to be bound by all requirements, rights and obligations under the Invitation to Tender and its annexes. Such assignment is subject to Art. I.16 of the FWC.

2.2.3 Volume of the contract

The indicative budget estimated for the maximum duration of the FWC is (VAT excluded): 750,000 EUR (seven hundred and fifty thousand EUR), including extensions of the initial durations of the FWCs **up to** four (4) years. This budget is only indicative; it will be subject to budget allocations given to the GSA.

The GSA reserves the right to launch an exceptional negotiated procedure for new services with the same contractor in case of need, as foreseen in Article 164(5)(f) in connection with point 11.1(e) of Annex I of FR. The maximum additional value of new services would be 50% of the initial value of the contract.

2.2.4 Duration

The maximum duration of the Contract is 1 year from the signature of the relevant FWC with the possibility of extension up to 3 times for additional 1 year (the total duration of each FWC shall not exceed 4 years).

2.2.5 General requirements and contract conditions

The FWC will be implemented by order forms and by signature of insurance policies.



Unless otherwise indicated by the tenderer, the insurance policies will be signed by each of the Staff Members who will be the insured parties, notwithstanding that premiums will be paid by the GSA (there will be as many insurance policies as the number of the Staff Members).

The individual insurance policies shall have the duration of one year, renewable up to four years.

The GSA shall not be responsible and it shall be held harmless by the Contractor for any event or circumstance concerning the execution of the insurance policy signed with a Staff Member, with the only exception of payment of the premiums, up to the time of termination and afterwards.

The expiry or termination of the contract shall result in an automatic termination of the individual insurance policies entered into between the Contractor and the GSA/Staff Members.

In case of termination of the employment relationship between the GSA and the insured Staff Member the insurance policies related to such Staff Member shall be terminated and the GSA shall be entitled to cease the payment of premiums relevant to such Staff Member. In such a case the GSA shall notify the termination to the Contractor in writing, and be entitled, as of the date of issuing of the termination notice, to terminate the insurance policy and the payment of premiums.

2.2.6 Industrial organisation of tenderer

Tenderers are required to present their industrial organisation and, in particular their Core Team. The latter shall be composed of prime contractor, including, where relevant, all consortium members, and subcontractors which are essential in order for the tenderer to meet the selection criteria under section 3.2.

The description shall include the role and responsibilities of the respective entities for the purpose of this procurement as well as a description of the group to which they belong.

The tenderer must prove that it has at its disposal the resources of these entities which are necessary for performance of the Contract by providing:

- Power of attorney for consortium members (Annex I.B);
- Letter of Intent (Annex I.C) on the part of every subcontractor on whose resources it relies in order to fulfil the selection criteria, confirming the latter's irrevocable undertaking to make such resources available to the tender in case of being awarded the Contract.

The Contractor shall not change the composition of the Core Team without prior authorisation by the GSA.

2.2.7 Subcontracting

The contractor may call on subcontractors also to provide specific know-how for the Contract.

However, the contractor will remain the sole entity legally and financially responsible vis-à-vis the GSA. The tenderer must indicate clearly which parts of the work will be sub-contracted and to what extent



(proportion in % of turnover and resources). The sub-contractor must not sub-contract further. Sub-contractors must satisfy the eligibility criteria applicable to them (i.e. participation conditions, selection criteria, exclusion criteria, minimum requirements) applicable to the award of the contract. The GSA reserves the right to require supporting documents that the subcontractor in question satisfy the exclusion and selection criteria set out in section 3.

If the identity of the intended sub-contractor(s) is already known at the time of submitting the tender, the tenderer must identify the subcontractor in the tender. If the identity of the sub-contractor(s) is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek GSA's prior written before entering into a sub-contract. Where no sub-contracting is indicated in the tender the work will be assumed to be carried out directly by the tenderer.

The Contractor shall not change any sub-contractor without prior authorisation by GSA.

2.2.8 Participation of consortia

Consortia may submit a tender on the condition that they comply with the rules of competition. A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure.

Such consortium must specify the company or person heading the project (the leader). All members of the consortium must sign a power of attorney authorizing this company or person to submit a tender on behalf of the consortium and to represent the consortium for any contract execution issue, including amendments of FWC. The template of this power of attorney is provided in Annex I.B.

Each consortium member is liable to the GSA with exclusive reference to the insurance coverage provided and for the obligations arising therefrom and no member shall be liable to the GSA with respect to the insurance coverage provided by other members and for the obligations arising therefrom).

Each member of the consortium must provide the required evidence for the exclusion and selection criteria (see **sections 3.1 and 3.2** below). Concerning the selection criteria "technical and professional capacity", the evidence provided by each member of the consortium will be assessed to ensure that the consortium as a whole fulfils the criteria.

The participation of an ineligible person will result in the automatic exclusion of that person. If that ineligible person belongs to a consortium, the whole consortium may be excluded.

2.2.9 Intellectual property rights

Applicable terms and conditions on intellectual property rights are defined in the draft contract (Annex II of the Invitation to Tender).

2.2.10 Terms of payment

Payments shall be made in accordance with the provisions specified in the draft contract (Annex II to the Invitation to Tender).

2.2.11 Liability

Applicable terms and conditions of Liability are defined in the draft contract (Annex II to the Invitation to Tender).



2.2.12 Language of the FWC

English shall be the working language of the FWC including all correspondence with the GSA. Therefore, all proposed personnel should have an excellent level of English as detailed in Minimum Requirements (see section 3.3.1).

The GSA reserves the right to request certificates issued by an officially recognised institution or equivalent proof of knowledge of English.

3 Assessment of tenders

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

1. Verification of **non-exclusion** of tenderers on the basis of the exclusion criteria;
2. Selection of tenderers on the basis of **selection criteria**;
3. Verification of compliance with the **minimum requirements**;
4. Evaluation of tenders on the basis of the **award criteria**.

The GSA reserves the right to perform the evaluation in a different order.

The Contract will be concluded following the result of the evaluation of admissible tenders.

In order to demonstrate compliance with exclusion criteria, selection criteria and minimum requirements, the tenderers must sign the declaration of honour duly completed, signed and dated (**Annex I.D** to this document).

In case of consortia or subcontracting, each member of the consortium and/or each subcontractor must provide a declaration of honour and submit documentary evidence.

3.1 Exclusion criteria

The tenderer shall not be in any exclusion situation described in the declaration of honour included in **Annex I.D**.

Supporting evidence requested as part of the declaration of honour can be submitted only by the successful tenderer upon notification of award by the GSA. The tenderers should however start preparing the evidence in original version as soon as possible given the time necessary to gather them. The GSA reserves the right to request the supporting evidence during the tendering procedure.

3.2 Selection criteria

Tenderers must have the capacity below to perform the tasks.

In accordance with point 18.6 of Annex I FR, the candidate may, where appropriate, rely on the capacities of other entities. In such case, the candidate must prove that it has at its disposal the resources necessary for the performance of the contract by producing a commitment by those entities to that effect (see section 2.2.6). The candidate must comply with all the conditions laid down in point 18.6 of Annex I FR.

The tenderer who intends to rely on the capacities of other entities of subcontractors, must indicate the proportion that it intends to subcontract.



The supporting evidences, which must be provided in the tender, are indicated in the column “to be evidenced by” in the tables below.

3.2.1 Legal and regulatory capacity

Ref. #	Legal and regulatory capacity criteria	To be evidenced by:	Applicable to:
L1.	General requirement The tenderer must be authorized pursuant to the respective national regulation or licensed by the respective regulatory authority to provide the services needed for the performance of the contract.	<p>A duly filled in and signed Legal Entity Form⁷ alongside evidence of tenderers’ authorisation and registration necessary to provide the insurance services, in accordance with the applicable law, released by the competent supervisory authorities and the supporting documents required in the form, i.e. copy of the value added tax (VAT) registration document.</p> <p>In case of award of the Contract, the successful tenderer shall submit the documents requested in said Form.</p> <p>When the tenderer has already provided the Legal Entity Form and the supporting documents for the signature of the NDU, it may provide only a reference to those in its offer.</p>	All entities (Core Team and all non Core Team subcontractors)
L2.	Place of establishment Tenderers must be established in an EU Member State, Norway or Switzerland.	<p>Submission of a proof provided for under criterion L1</p> <p>Filled in dedicated section in the declaration on honour (Annex I.D)</p> <p>Additional supporting documents may be requested from successful tenderer upon notification of award by the GSA.</p>	Core Team

⁷ For download: https://ec.europa.eu/info/publications/legal-entities_en



3.2.2 Economic and financial capacity

The tenderer (all legal entities belonging to a consortium) shall demonstrate the financial and economic capacity required for performance of the Contract as follows:

Ref #	Economic and financial capacity criteria	To be evidenced by:	Applicable to:
F1	Tenderers must be in a stable financial position demonstrated through a rating released by leading rating agencies not lower than BBB (as defined by Standard and Poor's) or equivalent.	Filled in dedicated section in the declaration on honour (Annex I.D) alongside evidence of the tenderer's rating. Additional supporting documents may be requested from successful tenderer upon notification of award by the GSA.	Core Team members

3.2.3 Technical and professional capacity

The tenderer (all legal entities belonging to a consortium) shall demonstrate the technical and professional capacity required for performance of the Contract as follows:

Ref #	Economic and financial capacity criteria	To be evidenced by:	Applicable to:
T1.	Tenderers must have at least 5-year experience in the field of the contract.	Listing of corporate clients for the insurance scheme. The listing shall specify the dates of provision of services and basic figures - insofar as not subject to mandatory restrictions due to classification or confidentiality requirements which shall then be clearly indicated.	The tenderer itself (for consortia, at least one consortium member individually) or at least one subcontractor provided with Letter of Intent (Annex I.C) for this tender.

3.3 Minimum requirements

Tenderers must submit the information below with the tender. Failure to comply with minimum requirements at the submission time of the tender will lead to exclusion of the tenderer from the tender procedure.



3.3.1 List of requirements

The tenderer shall demonstrate compliance with the minimum requirements required for performance of the Contract as follows:

No	Minimum requirements	To be evidenced by	Applicable to:
M1.	The insurance policies shall cover health events and expenses worldwide.	Corresponding statements of compliance in the declaration of honour – Annex I.D	Tenderer (all members of consortium and proposed subcontractors cumulatively)
M2.	Compliance with the requirements laid down in section 2.1.1.1 “Minimum coverage”.	Corresponding statements of compliance in the declaration of honour – Annex I.D	Tenderer (all members of consortium and proposed subcontractors cumulatively)
M3.	The tenderer shall appoint Contract manager(s) for the management of GSA insurance policies, who shall act a point of contact (POC) with the GSA throughout the contract implementation period.	Corresponding statements of compliance in the declaration of honour – Annex I.D	Tenderer (all members of consortium and proposed subcontractors cumulatively)
M4.	Compliance with applicable environmental, social and labour law obligations established by European Union law, national legislation, collective agreements or the applicable international social and environmental conventions listed in Annex X of Directive 2014/24/EU.	Corresponding statements of compliance in the declaration of honour – Annex I.D	Tenderer (all members of consortium and proposed subcontractors cumulatively)
M5.	English shall be the main working language of the contract including all correspondence with the GSA, unless otherwise specified by the GSA. Therefore, all proposed personnel shall be proficient, both orally and in writing, in the English language.	Ability to understand the tender specifications in English and confirmation in the declaration of honour – Annex I.D	Tenderer (all members of consortium and proposed subcontractors cumulatively)



3.4 Award stage

For the tender to be evaluated in award stage, the tenderer must have passed the exclusion and selection stages and fulfil the minimum requirements.

The assessment of the tenders in the award stage is carried out against the qualitative and the financial award criteria set out below.

3.4.1 Qualitative award criteria

The evaluation of technical quality will be based on the ability of the tenderer to meet the objectives of the Contract, as described in these tender specifications. To this end, the information in the technical proposal must be consistent with this document. The technical proposal shall contain all necessary information to allow evaluation of the tender according to the technical criteria specified in this document, including in particular the evidences indicated for each criterion. The quality of technical offers reaching this stage will be evaluated against the qualitative award criteria presented below.

The technical quality of the tender will be assessed on the basis of the tenderer's technical proposal as follows:

Ref no	Award criterion	Description of criteria	Maximum points	Minimum points
Q1.	Advantageousness of the proposed insurance policy terms and conditions for the GSA and its Staff Members	<p>The proposed insurance policy terms and conditions. The criterion will be assessed under the following sub-criteria:</p> <ul style="list-style-type: none">• Advantageousness of proposed insurance policy terms and conditions with regard to the scope of coverage – in particular, coverage of the insurance events and services mentioned in section 2.1.1.2;• Advantageousness of proposed insurance policy terms and conditions with regard to the extent of deductibles – in particular, the percentage of reimbursement of difference between the health expenses paid by the Staff Members and the reimbursement provided by JSIS mentioned in section 2.1.2;• Advantageousness of proposed insurance policy terms and conditions with regard to the exclusions and limitation of liabilities of the insurer;	60	30



Q2.	Quality of the proposed management of the insurance services	<p>The proposed management of insurance services. The criterion will be assessed under the following sub-criteria:</p> <ul style="list-style-type: none">• Simplicity of the management approach;• Description of the tenderer's organisational structure and the procedures put in place for the management of the insurance policy;• Description of the interfaces between the GSA and the Contractor, as well as the Staff Members and the Contractor for the execution of the policy• Description of alternative contact points on the Contractor's side (other than the Contract manager) to ensure the service and contract management continuity in a timely manner;	20	10
Q3.	Quality of the proposed process for the settlement of reimbursement claims	<ul style="list-style-type: none">• Description of processing of reimbursement claims, in particular with regard to timeliness, efficiency level and customer-oriented service approach;• Description of contact points on the Contractor's side to provide support to the GSA Staff Members during the reimbursement process, in particular with regard to reaction time and availability level;	20	10
TOTAL			100	50

Only tenderers scoring at least

- the minimum number points indicated for individual qualitative award criteria and
- the minimum number of 50 points in total out of a maximum of 100 points in total

will have their financial offer evaluated. Tenders scoring less in any of required minimum points will be rejected.

Where a criterion in the table is expressly assessed under sub-criteria, the maximum points in respective columns refer to the total of points for all sub-criteria within the criterion. All sub-criteria will have the same weighting for the evaluation, unless explicitly specified differently.



3.4.2 Financial award criteria

3.4.2.1 General

Following the assessment of the qualitative award criteria, the tenders will be evaluated with regard to their financial proposals which shall be submitted in the form provided in Annex I.G.

In order to allow for a comparison of the offers, tenderers are requested to submit Financial Proposal following the financial table of answers Annex I.G which shall be duly filled in, stamped, initialed, dated and signed by the tenderer, without any omission or addition with regard to the original format. Omissions or additions with regard to the original format may lead to exclusion from the tender procedure.

The proposed annual price shall cover all Staff Members. The tenderer shall also propose the price for insurance policies covering Staff Members' family members.

In the financial proposal, the tenderer should specify whether the price per person is different in respect of his/her profile. If it is the case, the tenderer shall present a breakdown of prices per person and per profile.

Prices given by the tenderer shall include all costs related to the performance of the Contract. Prices presented shall be firm and fixed and binding for the tenderer/contractor throughout the duration of the Contract.

3.4.2.2 Calculation of financial score of the tender

The financial score will be calculated as follows: the tender offering the least expensive Total Price of the Tender in Annex I.G will receive 100 points. The other tenders will receive points according to the ratio between the least expensive Total Evaluation Price and their one, and then multiplied by 100, as shown in the formula below:

$$\text{Financial Evaluation Score of Tender X} = \left(\frac{\text{cheapest total price received}}{\text{total price of tender X}} \right) \times 100$$

3.4.3 Calculation of final score and ranking of tenders

The Contract will be awarded to the tenderer having passed the selection stage and offering the best value for money, i.e. the highest score in the final evaluation.

The final score of each tender is established by weighting technical quality against price on a **50/50** basis and will be calculated using the following formula:

SCORE FOR TENDER = 50% of Qualitative Evaluation score + 50% of Financial Evaluation score



A ranking list of all tenderers will be established based on the 'score for tender' formula above. The contract will be awarded to the tenderer which will be ranked the highest (the best price-quality ratio).

4 Conditions of submission of tenders

4.1 Disclaimers

Please note disclaimers referred to in the invitation to tender.

4.2 Visits to premises or briefing

Visits to GSA's premises or briefings during the tendering process are not foreseen.

4.3 Variants

Variants are not permitted under this procurement procedure.

4.4 Preparation costs of tenders

Costs incurred in preparing and submitting tenders are borne by the tenderers and will not be reimbursed.

4.5 Presentation of the tender

4.5.1 Language

Tenders shall be drafted in one of the official languages of the European Union, preferably **ENGLISH**.

4.5.2 Outer envelopes

Each Tender must be presented in one (1) outer envelope or parcel, which should be sealed with adhesive tape, signed across the seal.

Each outer envelope shall carry the following information:

- the reference number of the Invitation to Tender **GSA/OP/15/19**, the project title **"Complementary health insurance"**
- **the name of the tenderer**
- the indication ***"Tender - Not to be opened by the internal mail service"***
- **the address for submission of tenders** (*as indicated in section 4.7*)
- **the date of posting** (*if applicable*) should be legible on the outer envelope.

4.5.3 Inner envelopes

Each outer envelope shall contain **three (3) inner envelopes**, namely, **Envelope 1, 2 and 3 stating the content of each:**

- -Envelope 1: "ADMINISTRATIVE DOCUMENTS and DOCUMENTS RELATING TO EXCLUSION and FINANCIAL AND ECONOMIC SELECTION CRITERIA", with the name and stamp of the tenderer and the reference number of the Invitation to Tender "GSA/OP/15/19";



- -Envelope 2: “TECHNICAL OFFER”, with the name and stamp of the tenderer and the reference number of the Invitation to Tender “GSA/OP/15/19”;
- -Envelope 3: “FINANCIAL OFFER”, with the name and stamp of the tenderer and the reference number of the Invitation to Tender “GSA/OP/15/19”.

Each inner envelope shall contain only **one (1) ORIGINAL** (marked as “**ORIGINAL**”) and an **electronic version on CD-ROM or USB stick**. No further paper copies are necessary.

It is required that tenders 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.

The GSA retains ownership of all tenders received under this procedure. Consequently tenderers shall have no right to have their tenders returned to them.

4.6 Content of the tender to be submitted

The tender must be:

- signed by the tenderer or his duly authorised representative;
- perfectly legible so that there can be no doubt as to words and figures;
- drawn up using all model reply forms supplied in the annexes to the Tender Specifications;
- clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled or organised in files).

The GSA reserves the right to request additional evidence in relation to the tender submitted for evaluation or verification purposes.

4.6.1 Administrative file (ENVELOPE 1)

Each tender shall include an administrative file, containing:



Ref.#	ENVELOPE 1 – ADMINISTRATIVE DOCUMENTS and DOCUMENTS RELATING TO EXCLUSION and LEGAL AND FINANCIAL/ECONOMIC SELECTION CRITERIA (one (1) ORIGINAL per envelope)
(1)	A cover letter , dated and signed by duly authorized representative of the tender, including: <ul style="list-style-type: none">- A declaration of full acceptance of the requirements in this Invitation to Tender;- The tenderer's undertaking to provide the services;- A list of all the documentation included/enclosed in the tender;- A list of the legal entities involved, specifying each entity's role and qualifications;- Tenderer's contact details.
(2)	The duly filled in, signed and dated identification sheet of the tenderer using the template in Annex I.A. (one per tenderer including all the legal entities involved in the consortium and subcontractors and containing, where appropriate, as many sections as legal entities involved).
(3)	The duly filled in, signed and dated legal entity form (one per economic operator involved (tender, consortium member or subcontractor) using the template available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm and any supporting documents required in this template. Please take into consideration the instructions from this link before filling in the documents: http://ec.europa.eu/budget/library/contracts_grants/info_contracts/instructions_fich_le_en.pdf .
(4)	A duly signed and dated statement of authorization/power of attorney containing the name and position of the representative/signatory and official documentary evidence on the person's legal authority to validly sign the tender and the FWC on behalf of the organization, should it be awarded it.
(5)	The duly filled in, signed and dated Financial Identification Form using the template available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm In case of consortia, only one financial identification form for the whole consortium should be submitted, nominating the bank account into which payments are to be made under the SCs (i.e. the account of the consortium leader) in the event that the respective tender is awarded to it. Please pay attention to the supporting documents that should be submitted together with duly filled in financial identification form.
(6)	The duly filled in, signed and dated Declaration(s) of Honour relating to exclusion criteria and selection criteria using the template in Annex I.B - one per economic operator (i.e. tenderer, all consortium members, all subcontractor(s), if any).
(7)	All evidence relating to the selection criteria.
(8)	All evidence relating to the minimum requirements.



(9)	In case of <u>consortia</u> , a duly signed and dated statement/declaration by each of the consortium members specifying the company or person heading the project and authorised to submit a tender on behalf of the consortium, sign and manage the Contracts, using the template in Annex I.B.
(10)	For the <u>proposed subcontractors</u> , duly filled in, signed and dated subcontractor Letter of Intent using the template in Annex I.C.
(11)	An electronic copy of each document submitted in the administrative envelope on CD-ROM or USB stick with the full set of documents in machine readable format (MS Office 2003 or later, or Adobe Reader Version 8.0 or later), strictly identical in full to the original tender

4.6.2 Technical proposal (ENVELOPE 2)

Each tender shall include an administrative file, containing:

ENVELOPE 2 – TECHNICAL OFFER (one (1) ORIGINAL)	
(1)	Technical Proposal , in accordance with the requirements of the present Tender Specifications divided into following sections with headings: <ul style="list-style-type: none">- Executive Summary (2 pages maximum)- Duly written, signed and dated Statement of Compliance (annexed to this document). The tenderer must fill-in the Annex and (i) confirm its full compliance and (ii) define its partial or non-compliance to the requirements and tasks described in this document. Any non-compliance or partial compliance must be explained and the level of compliance committed to be reached shall be indicated.- One section per each award criterion, subdivided into subsections per subcriteria. Each of these sections and subsections shall include the complete approach related to the respective award criteria and subcriteria. The GSA reserves the right to evaluate the award criterion and subcriteria only in respect of information provided in the such sections and subsections and not to take into account information provided in other parts of the tender, unless clear references are made to them.
(2)	Technical Proposal including the insurance policy terms and conditions , in accordance with section 2.1.
(3)	An electronic copy of each document submitted in the technical envelope on CD-ROM or USB stick with the full set of documents in machine readable format (MS Office 2003 or later, or Adobe Reader Version 8.0 or later), strictly identical in full to the original tender



4.6.3 Financial proposal (ENVELOPE 3)

4.6.3.1 Content

Each tender shall include a financial offer, containing:

	ENVELOPE 3 – FINANCIAL OFFER (one (1) ORIGINAL per envelope).
(1)	Duly signed and dated financial proposal using the template in Annex I.G
(2)	An electronic copy of each document submitted in the financial envelope on CD-ROM or USB stick with the full set of documents in machine readable format (MS Office 2003 or later, or Adobe Reader Version 8.0 or later), strictly identical in full to the original tender

The financial offer must respect the following conditions:

4.6.3.2 Unit prices and total price

Unit prices quoted in Annex I.G, must be firm and fixed and are not subject to revision. The unit prices in the financial offer will constitute the price list for the duration of the Contract⁸, and shall include all costs and expenses which are necessary for performance of the tasks.

These costs and expenses are notably: effort for all the tasks (including drawing up quotations and reports) necessary for their performance, including all costs (e.g. management of the project, administrative support and any support resource, coordination, quality control or currency conversion fees).

4.6.3.3 VAT exemption

As the GSA is exempt from all taxes and dues, including value added tax (VAT), pursuant to Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union, these must not be included in the price.

4.6.3.4 Currency and exchange rates

The price tendered must be all-inclusive and expressed in Euro without VAT.

4.7 Submission

Tenders may be submitted by post mail, express mail, commercial courier or hand-delivered and are to be submitted not later than the relevant date and time specified in section 1.6 above to the following address:

European GNSS Agency

⁸ The indicative structure of the Staff Members and their family members located in Prague is provided in Annex I.E.. Such estimates will only be used by the GSA to simulate the cost competitiveness of tenderers against the most realistic scenario of implementation of the FWC. In this respect, quantity estimates are in no way binding. Upon signature of the contract, only the unit prices provided by the tenderers in the duly completed table of Annex I.G shall be binding.



Procurement and Legal Department

Tender ref: GSA/OP/15/19 & title

Janovskeho 438/2

170 00 Prague 7

Holesovice, Czech Republic

In case of tenders sent by post mail, express mail and commercial courier, a receipt must be obtained as proof of submission.

In case the tender is hand-delivered, a receipt must be obtained as proof of delivery, signed and dated by the desk officer of the GSA reception. The reception is open from 08.00 to 17.00 Monday to Thursday, and from 8.00 to 16.00 on Fridays. It is closed on Saturdays, Sundays, European Commission holidays and some Czech national holidays. The hand-delivery of tenders outside the indicated business hours cannot be guaranteed and it will be usually not possible due to absence of the desk officer of the GSA reception.

Upon submission of tenders by post mail, express mail, commercial courier or hand-delivery, tenderers shall send an email of notification of submission to tenders@gsa.europa.eu. The subject of the email shall be: "GSA/OP/15/19: submission of tender by *[insert name of legal entity / consortium]*"

4.8 Public opening of the tenders

The tenders will be opened on the date and time specified in section 1.6 above, in the offices of the GSA, Janovskeho 438/2, Prague 7, Czech Republic.

This opening session will be public. One representative of each tenderer may attend the opening of the tenders. At the end of the opening session, the Chairman of the opening committee will disclose the name of the tenderers and the decision concerning the admissibility of each offer received. The prices indicated in each tender received will not be communicated.

Tenderers who wish to attend are invited to send a request (at least 5 (five) calendar days before the date of the opening) to the following e-mail address: tenders@gsa.europa.eu, specifying the name of the attending person and the tenderer (s)he represents. The subject of the email shall be: "GSA/OP/15/19: request from *[insert name of legal entity / consortium]* to participate to the opening session"

In order to be able to enter the GSA premises for the opening of the tenders, the attending person shall present an ID card or passport at the reception of the GSA. Maximum one representative of a tenderer may attend the opening.

4.9 Period of validity of the tenders

Period of validity of the tenders, during which tenderers may not modify the terms of their tenders in any respect shall be 9 (nine) months from the closing date for the submission of the tenders.

4.10 Further information

Contacts between the GSA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:



Before the final date for submission of tenders:

- At the request of the tenderer, the GSA may provide additional information solely for the purpose of clarifying the nature of the contract.
- Any requests for additional information must be made in writing only to tenders@gsa.europa.eu. The subject line of the e-mail has to quote the reference of the procurement procedure: GSA/OP/15/19.
- Requests for additional information received after deadline specified in section 1.6 above cannot be processed.
- The GSA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the Invitation to Tender.

After the opening of tenders:

- If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the submitted tender must be corrected, the GSA may contact the tenderer, although such contact may not lead to any substantial alteration of the terms of the submitted tender.

4.11 Information for tenderers

The GSA will inform tenderers of decisions reached concerning the award of the contract in due course, including the grounds for any decision not to award a contract or to recommence the procedure.

If a written request is received, the GSA will inform all rejected tenderers of the reasons for their rejection and all tenderers submitting an admissible tender of the characteristics and relative advantages of the selected tender and the name of the successful tenderer.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

4.12 Data protection

Any personal data that may be included in the tenders received during the present procedure will be processed in accordance with (1) the applicable rules on the protection of natural persons with regard to the processing of personal data by the EU institutions, bodies, offices and agencies (currently Regulation (EU) 2018/1725) and (2) the modalities of the following privacy statement:

Identity of the controller and Data Protection Officer:

- **Controller:** European GNSS Agency (GSA), Head of Human Resources Department, Janovskeho 438/2 170 00 Prague 7, Czech Republic, HR-Info@gsa.europa.eu.
- **Data Protection Officer:** GSA Data Protection Officer, Janovskeho 438/2 170 00 Prague 7, Czech Republic, dpo@gsa.europa.eu.

Purpose of the processing:

- the management and administration of the tender procedure



- additionally and only with regard to the personal data of the awarded tenderer(s), the preparation of the contract

Data concerned:

- Contact information of tenderers, e.g. name and last name of authorised representatives, email address, postal address, telephone numbers, company/agency/body and department, country of establishment, position
- Financial information of tenderers, e.g. bank account number, IBAN and BIC codes, address of respective bank branch
- Data related to criminal convictions and offences of: (1) members of the administrative, management or supervisory body of tenderers, (2) natural persons who have powers of representation, decision or control of the tenderer, (3) owners of the tenderers as defined in Article 3(6) of Directive (EU) 2015/849, (4) natural persons assuming unlimited liability for the debts of the tenderers, (5) natural persons who are essential for the award or the implementation of the contract; such data are collected through the submission of the declaration of honour

It is specifically noted that:

- the abovementioned processing operations will not entail the processing of any special categories of personal data. If, however, a tenderer submits such data at its own volition and without any specific request, it is implied that the data subject has given its consent to the processing of such data.
- the provision of personal data by the tenderers is a requirement necessary to enter into the FWC

Legal bases: Article 5(1)(a), 5(1)(c), 10(2)(a) and 11 of Regulation (EU) 2018/1725

Lawfulness of the processing:

- Article 5(1)(a): the processing is necessary for the performance of a task carried out in the public interest, specifically the management and functioning of the GSA through the launching of tender procedures.
- Article 5(1)(c): the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract; the GSA processes the personal data of the tenderers at their request (through the submission of their tenders) in order to take the necessary steps prior to enter into the contract with the awarded tenderer(s).
- Article 11: the processing of personal data relating to criminal convictions and offences shall be carried out only when authorised by Union law; such processing, in the form of an extract from the judicial record or declaration of honour, is explicitly foreseen in the Financial Regulation⁹ (Articles 136-140)

⁹ Regulation (EU, Euratom) 2018/1046



- Article 10(2)(a): as explained above, in case any tenderer submits special categories of data at its own volition and without any specific request, it is implied that the data subject has given its consent to their processing

Recipients of the data processed:

- a limited number of staff of the GSA managing this tender procedure
- data processors:
 - a limited number of staff of GSA contractors assisting GSA staff in the management of this tender procedure
 - a limited number of staff of GSA contractors in charge of the provision of hosting services for the GSA's servers
- bodies charged with a monitoring or inspection task in application of Union law (e.g. internal audits, Financial Irregularities Panel, European Anti-fraud Office – OLAF)
- members of the public: the winning entities will be announced to the public, which may also entail the announcement of the personal data of the representatives of such entities (e.g. name, last name)

Information on the retention period and storage locations of personal data:

- any information pertaining to this tender procedure shall be kept for up to 7 years following the end of the year when the contract(s) has been awarded as a result of the tender procedure; files may also have to be retained until the end of a possible audit if one started before the end of the above period;
- all collected data may be stored:
 - electronically on GSA servers with access control measures (i.e. one or two factor authentication) hosted by GSA contractors which are located in the EU and abiding by the necessary security provisions
 - physically in secure storage cupboards in the GSA HQ in Prague
 - electronically and physically on the servers/cupboards of the processors identified above (all of which are established in an EU Member State)

The data subjects' rights:

- Data subjects have the right of access, rectification and erasure of their personal data or restriction of processing at any time, provided that there are grounds for the exercise of this right, as per the applicable rules
- Data subjects have the right to object, on grounds relating to his or her particular situation, at any time to the processing of personal data concerning him or her. Requests shall be addressed to the GSA Human Resources Department at HR-Info@gsa.europa.eu by describing the request explicitly. It is noted that pursuant to such a request, the Controller shall no longer process the personal data unless the Controller demonstrates compelling legitimate grounds for the processing which override the interests, rights and freedoms of the data subject or for the establishment, exercise or defence of legal claims



- Data subjects may obtain their personal data, submitted to the GSA, in a structured, commonly used and machine-readable format and transmit them to another controller, provided that there are grounds for the exercise of this right, as per the applicable rules
- Data subjects are entitled to lodge a complaint at any time with the European Data Protection Supervisor (<http://www.edps.europa.eu>; EDPS@edps.europa.eu) if they consider that their rights under the applicable rules on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data have been infringed as a result of the processing of their personal data by the GSA
- Only in cases where the data subjects' consent is used as the legal basis for the processing of personal data (i.e. in case they have submitted special categories of data at their own volition and without any specific request), they can withdraw their consent at any time, without affecting the lawfulness of the processing before the withdrawal

Any request for the exercise of any of the abovementioned rights shall be addressed to the GSA Human Resources Department at HR-Info@gsa.europa.eu; data subjects are kindly requested to describe their requests explicitly.

4.13 Tenderer's consent to the use of information supplied in the tender

By submitting a reply to the invitation to tender a tenderer provides its unconditional and irrevocable consent to the Agency to use any information contained in the tender in legal proceedings related to procurement regardless of the parties involved to the extent as necessary or appropriate for due protection of Agency's rights. Should the Agency use the content of the tender for this purpose, the tenderer waives any claim for any compensation of any kind whatsoever or any claim related to confidentiality and/or data protection.

5 Acronyms and Definitions

Acronym	
FWC	Framework Service Contract
NDU	Non-Disclosure Undertaking
LEF	Legal Entity Form



6 List of tender specifications annexes

These tender specifications have the following annexes:

Annex	Title
1. Annex I.A	Template Identification Sheet of the Tenderer
2. Annex I.B	Power of Attorney
3. Annex I.C	Template Letter of Intent
4. Annex I.D	Template Declaration of Honour
5. Annex I.E	List of GSA Staff Members concerned by insurances policies (confidential) <i>(to be provided only after signature of NDU)</i>
6. Annex I.F	JSIS reimbursement sheet (confidential) <i>(to be provided only after signature of NDU)</i>
7. Annex I.G	Template Financial Table of Answers
8. Annex I.H	Non-Disclosure Undertaking
9. Annex I.I	Statement of Compliance