

Invitation to tender no. GSA/OP/08/12

"Provision of support to the GSA in the system user segment development and stakeholder management"

LOT 2

ANNEX II.A.2 - TECHNICAL TABLES OF ANSWERS – LOT 2

## References for Tenderer

- Basis documents for these Forms: - Tender Specifications (Annex I to the Invitation to Tender)
- The tender must be drawn up in accordance with the requirements for the Structure of the Tender laid down in the Tender Specifications (Annex I to the Invitation to Tender).
- The technical quality of the tender will be assessed in the Award Stage in accordance with the respective evaluation criteria as laid down in the Tender Specifications.
- The tables below are expected to be filled in by the Tenderer. Further explanations or additional enclosures to certain tables are encouraged or expected only where marked accordingly. Failing to include a table or any additional information if so requested may result in a lower score in the evaluation process or – in case of mandatory requests – may render the tender incomplete. Any enclosures not requested as such will be entirely disregarded.
- All enclosures have to be numbered and referred to accordingly for the sake of clarity and consistency of the bid.
- All enclosures have to be signed by a person duly authorised by the Tenderer.

Submission of an incomplete tender may lead to exclusion from the award procedure.
--



## INDEX

1.	Identification Form.....	4
2.	Exclusion Criteria Form and supporting documents.....	6
	(a) Declaration .....	6
	(b) Supporting documents to the Exclusion Criteria Form.....	7
3.	Selection Criteria .....	9
	(a) Economic and financial capacity.....	9
	(b) Technical and professional capacity.....	9
4.	Award Criteria - Simulation Exercise.....	10
5.	Additional Information .....	11

1. Identification Form

(Each service provider, including subcontractor(s) or any member of a consortium or grouping, must complete and sign this identification form)

Identity	
Name of the Tenderer/Subcontractor	
Legal status of the Tenderer/Subcontractor	
Date of registration	
Country of registration	
Registration number	
VAT number	
Address	
Address of registered office of the Tenderer/Subcontractor	
Where appropriate, administrative address of the Tenderer/Subcontractor for the purposes of this invitation to tender	



Contact Person	
Surname: First name:  Title (e.g. Dr, Mr, Ms) :  Position (e.g. manager):  Telephone number:  Fax number:  E-mail address:	
Legal Representatives	
Names and function of legal representatives and of other representatives of the Tenderer/Subcontractor who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation <sup>1</sup>	
I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

<sup>1</sup> This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

## 2. Exclusion Criteria Form and supporting documents

### (a) Declaration

To be eligible for participating in this contract award procedure, Tenderers (and any member of a consortium/grouping as may be the case) and subcontractors envisaged to perform tasks under the Framework Service Contract and any specific contract there under must submit the following Exclusion Criteria Form<sup>2</sup>:

EXCLUSION CRITERIA FORM
-------------------------

The undersigned (economic operator):

.....

Name of company or organisation: .....

Official address in full:

.....

Official legal form: .....

Statutory registration number: .....

VAT number: .....

Name of person signing this form (designated individual legally authorised to represent the Tenderer or the Tenderer in dealings with third parties and acting on behalf of the above company or organisation):

.....

declares that the company or organisation that he/she represents:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

<sup>2</sup> Article 93 of Council Regulation (EC, Euratom) No 1605/2002 of 25 June 2002 on the Financial Regulation applicable to the general budget of the European Communities (OJ L 248 of 16.9.2002).



- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union's financial interests;
- f) is not a subject of the administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under contract covered by the budget.

In addition, the undersigned declares on their honour:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract.
- k) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.
- l) that in case of award of contract, they shall provide the evidence as requested in the section (b) on "Supporting documents to the Exclusion Criteria Form" of this Annex II.A to the Invitation to Tender—Technical Tables of Answers that they are not in any of the situations described in points a, b, d, e above.

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 133 and 134 b of the Implementing Rules (Commission Regulation 2342/2002 of 23/12/02), which may be applied if any of the declarations or information provided prove to be false.

Stamp, date and signature of the Tenderer

(b) Supporting documents to the Exclusion Criteria Form

The Tenderer to whom the contract is to be awarded MUST provide, within the 15 days following the receipt of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the following evidence confirming the Declaration of Honour above (In the case of a consortium, the requested evidence confirming the Declaration of Honour is awarded the contract, has to be provided individually by each member of the consortium; in case of subcontractor(s) envisaged to perform more than 20% of the total contract value the declaration has to be provided individually by each respective subcontractor.):

Table 1 (b) – Exclusion Criteria Form supporting documents

Ref.	
1.	GSA shall accept, as satisfactory evidence that the Tenderer/Subcontractor is not in one of the situations described in point (a), (b) or (e) of the Exclusion Criteria Form, the production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.
2.	GSA accepts, as satisfactory evidence that the Tenderer/Subcontractor is not in the situation described in point (d) of the Exclusion Criteria Form, a recent certificate issued by the competent authority of the State concerned.
3.	Where the document or certificate referred to in Ref. 1 & 2 is not issued in the country concerned and for the other cases of exclusion referred to in the Exclusion Criteria Form, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.
4.	Depending on the national legislation of the country in which the tenderer/subcontractor is established, the documents referred to in Ref. 1, 2, 3 shall relate to legal persons and/or natural persons including, where necessary, company directors or any person with power of representation, decision-making or control in relation to the tenderer/subcontractor. This would be the case when the national legislation concerned gives juridical responsibility of the acts committed by a legal entity (moral persons) to their legal representatives. The tenderer/subcontractor shall provide information on the ownership or on the management, control and power of representation of the legal entity whenever necessary for the proper understanding of the evidence submitted or whenever the GSA requests it.
5.	Where there are doubts as to whether tenderer/subcontractor is in one of the situations of exclusion, the GSA may itself apply to the competent authorities referred to in Ref. 3 to obtain any information they consider necessary about that situation.
6.	The GSA may waive the obligation of a tenderer/subcontractor to submit the documentary evidence referred to in Ref. 1 and 2 if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the tenderer/subcontractor shall declare on his honour that the documentary evidence has already been provided to the GSA in a previous procurement procedure and confirm that no changes in his situation have occurred. He shall indicate in its tender all the references necessary to allow the GSA to check this evidence.
7.	Tenderers/subcontractors may refer to the e-Certis web-site listing the certificates available in EU Member States: <a href="http://ec.europa.eu/markt/ecertis/login.do">http://ec.europa.eu/markt/ecertis/login.do</a>



### 3. Selection Criteria

To be eligible and after passing the Exclusion Stage of Evaluation, all the Tenderers must have the economic and financial capacity as well as the technical and professional capacity to perform the tasks required in this call for tender.

#### (a) Economic and financial capacity

All Tenderers (including any individual member of their consortium/grouping and any subcontractors planned to perform more than 20% of the estimated total contract value of 8,000,000 (eight million) EUR and/or referred to by the tenderer as proof of his/her economic and financial capacity, as the case may be) must provide proof of their economic and financial capacity by submitting the following documents:

Table 2(a) - Economic and financial capacity

Ref	Criterion	Reference (to the extra documentation) proving that the Tenderer fulfils the criterion
a)	Balance sheets or extracts from balance sheets for the last three financial years	
b)	Statement(s) of turnover relating to the relevant services for the last three financial years	
c)	Financial capacity form (Annex VI)	
Stamp, date and signature of the Tenderer		

Detailed information on the assessment of the economic and financial capacity is provided under section VII.3.1 of the Tender Specifications.

#### (b) Technical and professional capacity

Tenderers MUST demonstrate they have the following required technical and professional capacity by returning the necessary documentation or information as part of his tender to the GSA.

**IMPORTANT:** If the Tenderer relies on subcontractors to perform any of the capacity requirements, this MUST be clearly identified in the relevant section requesting information on the capacity requirement, including clear identification of the subcontractor in question. Any additional documentation requested as proof of the capacity will then have to be submitted by the subcontractor to the extent relevant. Such an instance will also require the subcontractor to issue the Model Letter of Intent – Annex IX of the ITT.

Table 2(b) - Technical and professional capacity – LOT 2



Number	Details	Requirements Met YES / NO	Reference to add. Docs
1.	Management consultancy in highly complex, innovative, high technology and high visibility projects.		
2.	Experience in Project Management, managing the implementation of the defined action plan, characterized by a high degree of complexity and tight deadlines to be met (presentation in the offer of at least 3 projects demonstrating these skills).		
3.	Experience in EU law and decision making.		
4.	Experience in delivering position papers and policy analysis		
5.	Knowledge of existing industry standards and the process of standardisation; experience in launching new standardisation activities		
6.	Experience in managing working groups with technological background and involving different European countries		
7.	Demonstration of absence of conflict of interest (independence from main companies/actors involved in the development of the GNSS applications/ the commercialization of GNSS products) and how potential conflict of interests with such companies/actors would be solved.		
Stamp, date and signature of the Tenderer			

**IMPORTANT:**

For tenders submitted by consortia/groups, the requirement may be fulfilled by any member for the entire consortium/group.

**4. Award Criteria - Simulation Exercise**

**IMPORTANT NOTE:** the tenderer is required to prepare:

- a complete technical offer in Word format;
- a power point presentation summarizing the offer (1 slide executive summary and 5 slides introducing the project);



- a financial offer which will not be evaluated from an economic point of view, but only used for gaining understanding of candidate's ability to analyse the market and make an offer (planning, amount of work foreseen etc). Note that the staff categories foreseen in the framework contract are requested to be used for this financial offer.

**SIMULATION LOT 2**

Standardisation can be a powerful tool to foster the adoption of new products and services, increasing widespread acceptance, removing barriers, enhancing the benefits with compatibility and quality. Also E-GNSS applications may benefit for standardisation, even if not in all cases.

The tenderer is requested to provide its own vision on standardisation for E-GNSS applications, prioritising the application domains in which a standardisation can foster the adoption.

In addition, the tenderer shall select one application for which standards are not yet present. For this application the tenderer shall describe:

- Why a standard shall be designed (e.g. which adoption barrier we aim to overcome) and what is the final objective?
- What are the industrial stakeholders that would need to be involved in such an initiative?
- What international organisations / authorities would need to be involved?
- What would be a realistic planning and schedule?
- Once the standard is ready, what could be done to promote the use of it?

5. Additional Information

Table 3(b) – Additional Information – LOT 2

Number	Details	Reference to add. Docs
1.	Demonstration of the flexibility of the team and availability of additional resources when and where needed (part of award criterion 3).	
2.	Organizational chart, presenting the structure of the company and a list of staff proposed to execute the framework contract.	
3.	Detailed curriculum vitae of each staff member responsible for carrying out the work, including his or her educational background, degrees and diplomas, professional experience, research work, publications and linguistic skills need to be presented with the bid.	
4.	List of subcontracted resources, including the types of work the tenderer plan to/might subcontract (if known), the extent (%) planned and the names, contact details and references of	



	the companies to which the tenderer already intend to subcontract to.	
Stamp, date and signature of the Tenderer		