

Invitation to tender no. GSA/OP/01/12
IT Hardware Acquisition Channel for GSA

ANNEX II.A. - TECHNICAL TABLES OF ANSWERS

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 will lead to exclusion from the award procedure.



INDEX

1. Exclusion Criteria Form and supporting documents.....	4
(a) Declaration	4
(b) Supporting documents to the Exclusion Criteria Form	5
2. Selection Criteria.....	8
(a) Economic and financial capacity	8
(b) Technical and professional capacity.....	8
3. Award Criteria - Qualitative Evaluation Criteria.....	10

1.

1. 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 Supply Contract and any specific contract there under must submit the following Exclusion Criteria Form¹:

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

¹ 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).

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;

- 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 documents 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.	Criterion	Criterion fulfilled (yes/no)
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: http://ec.europa.eu/markt/ecertis/login.do
Stamp, date and signature of the Tenderer	

2. 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 300,000 (three hundred thousand) 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 overall turnover for the last three financial years	
c)	Statement of turnover relating to the supply of the relevant products (i.e. hardware and IT Equipment) for the last three financial years	
Stamp, date and signature of the Tenderer		

Overall total annual turnover of a Tenderer MUST be no less than 300,000 (three hundred thousand) EUR for the last three financial years as evidenced in the information submitted. Of the overall annual turnover at least 75,000 (seventy five thousand) EUR per year must have been allocated to activities requested under this tender.

Detailed information on the assessment of the economic and financial capacity is provided under section 9.2.1 of the Tender Specifications.

(b) Technical and professional capacity

Tenderers MUST confirm to have the following required technical and professional capacity by returning the following declarations duly signed as part of his tender to the GSA.



Table 2(b) 1 - Technical and professional capacity – language capacity

It is hereby confirmed that we provide and have available for the GSA the in-house capacity to fluently communicate with the GSA in English in all matters which may be required within the scope of the Framework Supply Contract or any specific contract there under.
Stamp, date and signature of the Tenderer

IMPORTANT:

For tenders submitted by consortia/groups, the declaration has to be submitted by the tenderer designated as point of contact to the GSA.

Table 2(b) 2 - Technical and professional capacity – past projects experience

Criterion	Reference (to the extra document)
Written description of every mentioned contract of similar content and size or greater within the last 3 years including price and contact person of the customer of every mentioned contract who is able to provide information related to the mentioned contract (confidentiality of information provided is guaranteed)	
It is hereby confirmed that we have realized contracts of similar size or greater before.	
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.



3. Award Criteria - Qualitative Evaluation Criteria

(a) Conformity assessment

Failure to meet any of the requirements of the table below will result in outright rejection of the tender!

Table 3(a) – Conformity assessment

Number	Details	Requirements Met YES / NO	Reference to add. Docs
1	Tenderer MUST be able to supply the products listed in Table 1 – Product List of the Technical Specifications an in the amount indicated therein. (Requires submission of additional documents = catalogue or product lists)		
2	Tenderer MUST provide a catalogue in English with all IT products he can supply including price lists. (Requires submission of additional documents)		
3	Successful tenderer MUST be able provide an updated discounted price list, including new items, removing obsolete items and reflecting any promotional offers at least once every three months and when otherwise requested to do so by the GSA. All updated price lists must be introduced by way of a written amendment to be signed by the successful Tenderer and the GSA.		
4	Successful tenderer MUST deliver the products defect-free and free of third party's rights on site not later than 14 calendar days after the order has been received. Distribution shall be free of charges.		
5	Successful tenderer MUST provide via email in .xls or .csv format and without prior notice at the end of a calendar year with the following information: <ul style="list-style-type: none"> • ordering department and order number, • order date, • ordered item and single price • order volume • total price of all orders placed by the GSA for the respective calendar year 		
6	Successful tenderer MUST confirm the receipt of each order form via email.		



7	Tenderer MUST be able to supply spare and secondary products to the products of Table 1 throughout the entire duration of the Framework Supply Contract.		
8	Tenderer MUST follow the obligations laid down under Section 6 – General requirements of the Technical Specifications.		
9	Tenderer MUST be able to deliver the products to anywhere in Europe in particular Prague, Belgium, the United Kingdom and France.		
10	Tenderer MUST state what action plan is in place to improve its supply service if during one calendar month the SLA is not met. (Requires submission of additional documents)		
11	Tenderer MUST assign a Project Manager capable of fluent English for all communication with the GSA and the responsible implementation of any specific contract placed under the Framework Supply Contract. (Requires submission of additional documents – contact details of designated Project Manager!)		
12	The successful Tenderer MUST nominate provision of a Point of Contact capable of fluent English for all warranty claims for the entire warranty period.		
13	The successful Tenderer MUST be able to supply all necessary elements or spare parts of the respective products provided the product or spare part is available on the market. Otherwise the successful Tenderer MUST be able to provide an equivalent product or secondary product.		
14	Tenderer MUST describe their invoicing policy. (Requires submission of additional documents – invoicing policy!)		
15	Tenderers MUST clearly identify any subcontracting they require for being able to perform the contract. (Requires submission of additional documents – identification of any required subcontracting!)		
16	In case of the tender involving subcontractor(s), the Tenderer MUST describe his management arrangement with the		



	subcontractors which have to ensure the compliants with the requirements on subcontracting as described under section 8.6 of the Tender Specifications. (Requires submission of additional documents – description of subcontractor management!) REMI NDER: Return of Legal Entity Form and Subcontractor Letter of Intent from each Subcontractor is mandatory!		
17	In case of the tender involving subcontractor(s), the Tenderer MUST describe the type of work and the extend of the overall contract value planned to be subcontracted to which subcontractor. (Requires submission of additional documents – description of subcontractor involvement!)		
18	In case of the tender involving subcontracting, Tenderers who cannot yet clearly indentify their subcontractors at the time of tender submission MUST at least provide the list of all potential subcontractors, also explaining the criteria and raionale for chosing each subcontractor. (Requires submission of additional documents – list of all potential subcontractors!)		
19	Tenderers and all identified subcontractors MUST confirm their readiness to sign the NDA (Annex VI to the Invitation to Tender— Non-Disclosure Agreement) with the award of the Framework Supply Contract.		
20	The successfull Tenderer MUST provide for an SLA incidents reporting on a quarter-year basis.		
Stamp, date and signature of the Tenderer			

(b) Qualitative Evaluation

Failing to submit any information where required (indicated by “MUST”) will inevitably lead to the rejection of the tender!

The better the offered service level the more points will be appointed to the Tenderer. Please not, that the offered service level is subject to the SLA in Annex VIII!

Table 3 (b) – Qualitative evaluation criteria

No.	Details	Reference to add. docs where requested	Points			Score (filled by GSA)
			0-3	4-7	8-10	
1	Tenderer MUST describe his service availability. "Service" means at least telephone service with the possibility to order products, to announce defect products and to ask for prices and special offers. Minimum requirement: availability during standard working hours and working days (Mo-Fr).		Telephone communication with potentially higher than minimum availability	Telephone and e-mail communication	24/7 online services	
2	Tenderer MUST indicate the delivery time to the premises in Prague regarding the products listed in Table 1 – Product List of the Technical Specifications. Minimum requirement: delivery time of 30 calendar days starting from the sending of the order.		Max. 21 calendar days	Max. 14 calendar days	Max. 7 calendar days	
3	Tenderer MUST propose a mechanism for the yearly review of the pricing scheme.		Description is poor to below average	Description is average to above average	Description is excellent	
4	Tenderer MUST be able to provide standard products from the following vendors: <ul style="list-style-type: none"> • APC • Apple • Cisco • Dell 		1-2 additional vendors	3-6 additional vendors	more than 6 additional vendors	



	<ul style="list-style-type: none"> • Ebeam • HP • Logitech • Nokia • Polycom • Samsung • HTC • Sony <p>Additional vendors will be evaluated. Please list additional vendors in a separate document.</p>					
5	<p>Tenderer MUST describe in detail the warranty, repair and replacement conditions for IT hardware equipment.</p> <p>The minimum warranty period is 2 years.</p> <p>Additional warranty will be evaluated.</p>		Conditions poor or below average	Conditions around average	Excellent conditions	
Stamp, date and signature of the Tenderer						