



European GNSS Agency

Security Equipment - Tender Specifications

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1 Purpose of the Framework Contract

The GSA, at present, is located in Brussels, Belgium, at Rue de la Loi 56.

In June 2012 the GSA will relocate to a building shared with the Czech Ministry of Finance in Prague. The address of the building is:

Janovského Street 438/2
Prague 7
170 00
Czech Republic

Within the next 2 years the GSA will also have offices in the Belgium, France and the UK. The GSA will require security equipment for all of these sites.

2 Contract Objective

The objective of this call for tender is to provide a channel for the acquisition of Security Equipment to be delivered, installed and maintained at the following locations:

- Prague - Czech Republic
- Brussels – Belgium
- Saint-Germain-en-Laye – France (near Paris)
- Swanwick – United Kingdom (near Southampton)

The security equipment that the successful tenderer is expected to supply is:

- Security cabinets for the protection of EU classified information
 - For Restreint UE classified information
 - For Confidential UE and Secret UE information
 - For the protection of cryptographic material
 - Secure key cabinets
- Fire safety cabinets
- Safe deposit lockers
- Electronic key cabinets
- Shredders for the destruction of classified documents and compact discs
- Accessories for any of the above listed items

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3 Description of the Security Equipment

3.1 Requirements for Security Cabinets for the protection of EU classified information

3.1.1 [REQ-01] Requirements for Manual Locks

All manual locks MUST have the following features:

- Each manual lock MUST be provided with 3 keys
- Only authorized suppliers MUST be able to make further copies of original keys
- When the door is being locked, the bolt assembly system MUST be locked before the key can be removed
- When the door is open, it MUST be impossible to remove the key

3.1.2 [REQ-02] Requirements for Electronic Locks

All electronic locks MUST have the following features:

- MUST provide an audit trail allowing the GSA to print, display or file the lock audit reports
- MUST provide a supervisor/subordinate mode: allowing access by a subordinate only after being enabled by a supervisory combination. Once enabled, a subordinate user has access to the lock during any valid opening time;
- MUST provide a wrong try lockout: the lock will not allow access to any user for a certain period after a certain number of incorrect combinations are entered. Any additional consecutive failed entry attempts result in another lockout
- MUST have a digital keypad with at least 9 digits, which enables automatic scrambling of the combination

3.1.3 [REQ-03] Generic Definition of a Security Cabinet

The security cabinet will require the following physical features:

- MUST be designed so that any violent attempt to open will leave an immediately visible trace
- MUST be built from folded and welded steel sheets
- MUST use steel plates at least 2 mm thick
- The steel sheets MUST be compliant with the standard EN 10130 under the designation DC01
- MUST form a unit that is rigid, non-deformable, impossible to disassemble from outside and constructed in such a manner that it is impossible to remove or to separate any elements.
- MUST have at least one opening enabling to be fixed to the ground or to the wall
- The doors MUST be front facing
- The doors MUST be constructed with a double steel wall and impossible to remove from their hinges when closed.
- The doors must open at least 180°¹

¹ Not applicable to key cabinets



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- In the case of cabinets that have two doors, the left-hand door MUST be controlled mechanically by the right-hand door, so that it is impossible to lock the right-hand door unless the left-hand is closed.
- All cabinets MUST have removable shelves²
- All shelves must be height-adjustable in steps of 5 cm maximum
- All shelves must be able to bear a distributed load of 50kg while maintaining their shape
All cap and flaps for accessing the mechanisms must be placed under seal

3.1.4 [REQ-04] Definition of Security Cabinets for the Protection of Restreint UE Classified Information

- MUST be compliant to European Standard EN14450 or the local national equivalent as a minimum
- The depth of the cabinet MUST be between 450 and 600 mm
- MUST be fitted with a class B high-security lock in accordance with European Standard EN 1300 or the local national equivalent
- The lock MUST be a self-powered electronic lock with an electronic combination without a key

3.1.5 [REQ-05] Definition of Security cabinets for the Protection of Confidential UE And Secret UE Classified Information

- MUST be compliant to European Standard EN 1143-1 A1 or the local national equivalent as a minimum
- MUST have a mechanical counter incremented by 1 with each door opening; without the possibility of a manual reset of the counter
- MUST be fitted with two class B high-security locks in accordance with European Standard EN 1300 or the local national equivalent
- The first lock MUST be a self-powered³ electronic lock with an electronic combination without a key
- The second lock MUST be with a key only
- The locking mechanism MUST be protected with additional protection highly resistant to drilling
- The depth of the cabinet MUST be between 550-650 mm

3.1.6 [REQ-06] Definition of Security cabinets for the Protection of cryptographic material

- MUST be compliant to European Standard EN 1143-1 A1 or the local national equivalent as a minimum
- MUST be compliant to European Standard EN 1047-1, S120P (paper) and S120DIS (data)

² Not applicable to key cabinets

³ No use of batteries; manual generator of electrical energy is required

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- MUST have a mechanical counter incremented by 1 with each door opening; without the possibility of a manual reset of the counter
- MUST be fitted with two class B high-security locks in accordance with European Standard EN 1300 or the local national equivalent
- The first lock MUST be a self-powered electronic lock with an electronic combination without a key
- The second lock MUST be with a key only
- The locking mechanism MUST be protected with additional protection highly resistant to drilling

3.1.7 [REQ-07] Definition of Secure Key Cabinets

- MUST be compliant to European Standard EN 1143-1 A1 or the local national equivalent as a minimum
- MUST be fitted with a class B high-security lock in accordance with European Standard EN 1300 or the local national equivalent
- The lock MUST be a self-powered electronic lock with an electronic combination without a key
- MUST have capacity of at least 50 keys

3.2 [REQ-08] Definition of Fire Safety Cabinets

- MUST be fire resistant in accordance with European standard EN 1047-1, S120P (paper) and S120DIS (data) or the local national equivalent
- MUST provide a minimum of 120 minutes of fire protection (data and paper)
- MUST be fitted with a class B high-security lock in accordance with European Standard EN 1300 or the local national equivalent

3.3 [REQ-09] Paint and colors

The basic required colour of all security equipment listed above (i.e. except Safe Deposit Lockers, Electronic Key Cabinets and shredders, but including weight-distribution plates) is RAL 1013 (beige); the GSA reserves the right to order in another colour within the colour range offered by Tenderer.

3.4 [REQ-10] Definition of Safe Deposit Lockers

- MUST be comprised of compartments, without inner cassettes
- MUST be modular, organized in columns, with the possibility to assemble multiple columns into a large unit
- MUST contain compartments of various sizes to fit phones, cameras, laptops, holdalls and small cases
- A unit created of 3 columns MUST provide at least 12 small compartments, 6 medium compartments and 3 large compartments; the height of a small compartment shall be



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between 8-20 cm, a medium compartment shall be approximately 2x higher than a small one; a large compartment shall be approximately 4x higher than a small one.

- Each compartment MUST be individually-secured
- Each compartment MUST be secured with a key
- Each compartment MUST be secured with a different key
- A master key MUST be provided
- Each compartment MUST be numbered
- MUST have the possibility to order replacement keys
- The locker MUST be a free standing unit
- All lockers MUST have a height between 1800mm and 2000mm and be of equal height
- All lockers MUST have a depth of between 400mm and 450 mm and be of equal depth

3.5 [REQ-11] Definition of Electronic Key Cabinet

- A secure cabinets that MUST keep keys secure when not in use
- MUST be electrically powered and compatible with 220V/50 Hz
- MUST have backup battery allowing at least 24 hours of operation
- MUST be built of steel sheets at least 2 mm thick
- MUST offer the possibility of programming them from a remote workplace
- MUST be delivered with licenses for the management software for at least 2 users
- MUST allow management of keys and be programmable with notification rules around late key return or forced entry, along with a detailed audit trail.
- Each user has MUST have a unique pin code for access to keys.
- MUST have the possibility of an emergency release and all keys in group release;
- MUST contain key ports with individually locked keys
- MUST require a four digit pin for the removal of keys
- MUST be wall mountable.
- MUST have capacity of at least 90 keys
- MUST allow integration with a building access control system using standard protocols
- MUST have a RS-232 communications port for direct connectivity to printers or other devices
- MUST have a network connection (Ethernet, RJ-45 interface, TCP/IP communication)
- Currently the GSA uses Morse WatchmansKeyWatcher, the system MUST be compatible with this.

3.6 [REQ-12] Definition of Shredders for the Destruction of Classified Material

- MUST be electrically powered and compatible with 220V/50 Hz
- MUST have an auto stop on jamming
- MUST have the ability to reverse the directions of the blade
- MUST have an indicator to notify that the system is powered on
- MUST be staple resistant



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- MUST have an auto start feature
- MUST have overload protection
- MUST not exceed 77dB when under load
- MUST weigh less than 100Kg
- All shredders MUST be a cross cut or particle cut shredder
- The blade MUST have a 5 year warranty as a minimum
- The motor MUST have a 2 year warranty as a minimum

3.6.1 [REQ-13] Specific Definitions of Document shredders security level 5

- MUST have a minimum capacity of 120 litres
- MUST have a cutting capacity of 10 pieces of paper of 80g/m² as a minimum
- MUST have a minimum throat width of 300 mm
- The speed of shredding MUST be at least 6 metres/ minute
- MUST be capable of destroying up to 2500 sheets of paper per day
- MUST be compliant to German DIN standard 32757 level 5 or the local national equivalent
- The maximum size of a single piece of a shredded document MUST be equal to or below 0,8 x 13 mm
- The maximum surface area of a single piece of a shredded document MUST be equal to or below 10 mm²

3.6.2 [REQ-14] Specific Definitions of Document shredders security level 4

- MUST have a minimum capacity of 120 litres
- MUST have a cutting capacity of 10 pieces of paper of 80g/m² as a minimum
- MUST have a minimum throat width of 300 mm
- The speed of shredding MUST be at least 6 metres/ minute
- MUST be capable of destroying up to 2500 sheets of paper per day
- MUST be compliant to German DIN standard 32757 level 4 or the local national equivalent
- The maximum size of a single piece of a shredded document MUST be equal to or below 2 x 15 mm
- The maximum surface area of a single piece of a shredded document MUST be equal to or below 30 mm²

3.6.3 [REQ-15] Specific Definitions of CD/DVD shredders security level 4

- MUST have a minimum capacity of 60 litres
- MUST have a throat width that only allows the entry of CD sized items
- MUST be compliant to German DIN standard 32757 level 4 or the local national equivalent
- The maximum size of a single piece of a shredded CD/DVD MUST be equal to or below 2 x 15 mm
- The maximum surface area of a single piece of a shredded CD/DVD MUST be equal to or below 30 mm²



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3.7 Accessories

- Log reader for the electronic locks
- Spare keys
- Load distribution plates of various sizes (allowing the spread of the weight of heavy equipment onto a larger area on the floor)
- Shredder bags
- Shredder oil
- Additional shelves for safes
- Other available accessories for any of the above listed items

3.8 Assembly and installation

All prices in the tender shall include unpacking, assembly and installation of the equipment in the GSA premises. The term "installation" means the necessary fixations to the floor or on the walls, test of functionality and a basic training provided to the GSA security officer in terms of manipulation with the equipment including the change of the access codes for electronic locks.

Assembly and installation MUST be done by personnel with the nationality of one of the EU member states.

3.9 Delivery

The Tenderer is requested to guarantee the delivery of the equipment to the final positions in the GSA office area. Due to the unpredictable location of the factory or the place of origin for the delivery, the price of delivery cannot be included in the tender price. However, the contractor MUST provide in the tender a detailed description of the calculation of the delivery costs to each of GSA sites including real prices used for the calculation.

The delivery MUST be done by personnel with the nationality of one of the EU member states.

The situation in the four GSA sites is as follows:

	Brussels	Prague	Saint-Germain-en-Laye	Swanwick
Site address	Rue de la Loi 56 B-1049 Brussels Belgium	Janovského Street 438/2 Praha 7 Prague 170 00 Czech Republic	Quartier Général des Loges 8, avenue du Président Kennedy BP 40202 78102 SAINT-GERMAIN-EN-LAYE France	NATS Sopwith Way Swanwick, Hants SO317AY United Kingdom
Situation				
Office floors	7, 8	0, 3, 4, 5	0	0-3
Street entrance	Garage level -2	Side entrance on ground level	Security checkpoint at the gate, then continue through the gate to the	Security checkpoint at the gate, then continue through the gate to the



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			building	building
Parking	In the street, to be arranged by the delivery service	Reserved space for deliveries	N/A	N/A
Delivery lift	Yes, from -2 to 8	Yes, from 0 to 5	N/A	Yes, from 0 to 3
Distance from truck to lift	50m	10m	N/A	50m
Distance from lift to offices	Up to 50m	Up to 100m	From car up to 50m	Up to 100m

Each piece of equipment shall be delivered with a certificate of conformity, a certificate of warranty, User's guide in English and a document mentioning its serial number and the details of the locks. The serial number must be visibly placed on the inner side of the door.

3.10 Warranty and after-sales service

The Tenderer must guarantee that the equipment sold is new, never used before and fully compliant with the technical specifications in this Call for tenders.

The warranty period shall be 3 years minimum. The warranty period starts on the day of acceptance of the installation by the GSA. During that period, the costs for any repair of the equipment, spare parts, disassembly, assembly, potential transport out of the GSA premises and back, shall be covered by the Tenderer in full.

The Tenderer must, on top of the requested warranty period, guarantee an after-sales service. The after-sales service **MUST** be provided by personnel with the nationality of one of the EU member states.

The above-mentioned services shall include the following:

- availability of spare parts and spare keys for at least 3 years beyond the warranty period (paid by the GSA)
- technical modifications of the equipment if the Tenderer finds them necessary for the optimal functioning of the equipment
- technical support (helpdesk) - the Tenderer **MUST** be able to provide telephone and email support in English
- the guaranteed time to repair for all supplied equipment must be less or equal to 5 working days
- availability of a qualified technician to solve problems on-site (to be paid separately if the problem is not due to a failure of the equipment during the warranty period)
- availability of a qualified technician to provide on-site training to GSA staff on-site (to be paid separately)

3.11 Specific requirements

The solution presented in the tender offer shall include the following technical aspects:



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- The Tenderer MUST provide details on each of the proposed security equipment ensuring appropriate information to confirm compliance with the above requirements (certificates of conformity with the norms and datasheets proving the technical and feature compliance)
- The Tenderer MUST guarantee that delivery of any item to the final destination will be within 2 months of receipt of a signed order

The solution presented in the tender offer shall include the following administrative aspects:

- The Tenderer MUST provide a project manager who can communicate verbally and in writing in English
- The Tenderer MUST propose a mechanism for the yearly review of the pricing of the products and for the replacement of the products listed in his offer in case that the specific models mentioned in the offer are no longer available for purchase

4 General Requirements

4.1 Security requirements – Access to GSA premises

The tasks assigned to the GSA concern security sensitive areas. It is therefore mandatory for the supply of Security Equipment and related services which may involve access to the GSA premises that the Tenderer is ready to fulfil certain necessary security.

Access to GSA premises implies the acceptance by the successful Tenderer (Contractor) or any subcontractor to comply with the GSA's internal security and safety rules.

4.2 System Documentation

Any documentation related to the supply and related services procured by the GSA under the framework contract and any specific contract there under will be identified as a deliverable and will become property of the GSA after formal acceptance of it.
All documentation shall be delivered in the English language.

Missing documentation on termination of the contract by the Contractor may be reconstructed at the expense of the Contractor.

4.3 Invoicing and reporting

The Tenderer MUST describe their invoicing policy which must be compliant with the procedures laid down in the draft Framework Supply Contract – Annex X of the Invitation to Tender. The GSA requires invoicing on paper, however, details maybe sent or stored centrally and electronically.

4.4 Language

The technical specification of all security equipment must be submitted in English.
Interaction with the GSA and the Contractor will be carried out in English. It is therefore necessary that the tenderer confirms that he provides the in house capacity to fluently communicate with the



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GSA in English in all matters which may be required within the scope of the Framework Supply Contract or any specific contract/order form there under. This requirement is to be confirmed under section 7.2.2.1 on Technical and Professional Capacity.

4.5 Deliverables

All documents related to matters within the scope of the Framework Supply Contract or any order form/specific contract there under shall be supplied if not in paper form then in electronic format - either in MS Word (Version 2003 and above), PowerPoint (Version 2003 and above), Excel (Version 2003 and above), PDF (readable with Adobe Reader Version 8 and above) or HTML format.

4.6 Meetings

Should meetings be required in the performance of the tasks of this Framework Supply Contract and any specific contracts there under they shall take place in the GSA premises in Brussels or Prague as requested by the GSA, unless otherwise agreed (e.g. an audio conference can be organized if convenient).

4.7 Variants

Variants are not authorised.

5 Volume of the contract

5.1 Price

The indicative budget estimated for the Framework Supply Contract is 75.000,00 (seventy five thousand) EUR for the supply of the equipment and related services, for the initial duration of 1 year.

Maximum budgetary ceiling of this Framework Supply Contract will be 300.000,00 (three hundred thousand) EUR for the entire maximum duration of four years.

5.2 Indexations of prices

The indexation of prices may occur according to the Article I.3 of the draft Framework Supply Contract (Annex X to Invitation to Tender).

6 Contractual conditions and guarantees

6.1 Framework supply contract

A Framework Supply Contract will be signed with the successful tenderer.

Note: the prices submitted in the tender will be binding.

In drawing up its offer, the Tenderer should bear in mind that the provisions herein and of the Framework Supply Contract will govern the contractual relationship between the GSA and the Contractor.

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Any limitation, amendment or denial of the terms of the Framework Supply Contract will lead to outright rejection of the tender.

Signature of the framework contract imposes no obligation on the GSA to purchase. Only implementation of the Framework Supply Contract through order forms/specific contracts is binding on the GSA.

The GSA may, before the contract is concluded, either abandon the procurement procedure or cancel the award procedure without the Tenderers being entitled to any indemnification or compensation.

6.2 Implementation of the Framework Supply Contract

The Framework Supply Contract will be implemented through order forms and/or specific contracts. For each order a separate order form will be issued. An order can cover the supply of one or several items and item-categories.

6.3 Duration

The duration of the Framework Contract is 1 (one) year with the possibility of being renewed 3 (three) times, each time for an additional period of 1 (one) year. The maximum duration of the Framework Contract is therefore 4 (four) years.

6.4 Language of the contract

The language for execution of the Framework Supply Contract and order form there under, as well as of all communication, deliverables and documentations in connection therewith shall be English.

6.5 Terms of payment

Payments shall be made in accordance with the provisions of the order forms, as specified in the Framework Supply Contract in Annex X of the Invitation to Tender.

Unless otherwise agreed, the order forms shall be invoiced after supply and acceptance of the ordered items and performance of the related services requested.

6.6 Subcontracting

The Contractor will be able to call on subcontractors. However, the Contractor will remain the sole partner and person legally and financially responsible vis-à-vis the GSA.

Particular attention will be paid to the approach proposed by the Tenderer for the management of his subcontractors. The subcontracting arrangement between the contractor and his subcontractor is supposed to render directly applicable all those contractual obligations with regard to the GSA to the subcontractor.

Consequently, the tender MUST clearly identify the subcontractor(s) and document their willingness to accept the tasks and their acceptance of the terms and conditions set out in the Framework Supply Contract.

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To this end each subcontractor planned to perform work under the Framework Supply Contract and any order form thereto **MUST** return with the tender to the GSA duly filled in and signed:

- the Legal Entity Form (Annex IV to the Invitation to Tender)
- the Subcontractor Letter of Intent (Annex IX).

The subcontractors identified **MUST** be able to guarantee the application of the same quality standards and quality assurance as applied by the Contractor. The criteria and rationale for the choosing the subcontractors identified on the lists **MUST** be explained and justified.

Tenderers will have to indicate the types of work they plan to/might subcontract (if known), the extent (%) planned and the names, contact details and references of the companies to which they already intend to subcontract to.

The Contractor will be responsible for the quality of the work provided by the subcontractors. The work of the subcontractors will in no way change the Contractor's responsibility to the GSA.

The Contractor will obtain the GSA's prior approval before it engages any new subcontractor during the contract. It will be at the discretion of GSA to accept or reject a given subcontractor.

Once the Framework Supply Contract has been concluded, Article II.6 of the Framework Supply shall govern the subcontracting.

6.7 Joint tenders

A joint tender is a situation where an offer is submitted by a group of tenderers (consortium). If awarded the contract, the tenderers of the group will have an equal standing towards the GSA in executing the Framework Supply Contract.

Consortia, irrespective of their legal form, may submit a joint bid on condition that it complies with the rules of competition.

The GSA will not request consortia to have a given legal form in order to be allowed to submit a tender, but reserves the right to require a consortium to adopt a given legal form before the Framework Supply Contract is signed if this change is necessary for proper performance of the contract. This can take the form of an entity with or without legal personality but offering sufficient protection of the GSA's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary association).

Consortia **MUST** nominate one party to be responsible for the receipt and processing of payments for members of the consortium, for managing the service administration, and for coordination. The documents required and listed in the present specifications **MUST** be supplied by every member of the consortium; the checklist in Section 11 will help verifying the level of information to be provided according to the role of each entity in the tender.

Each member of the consortium assumes joint and several liability towards the GSA. The tender has to be signed by all members of the consortium. However, the members of the consortium may grant an authorisation to one of them, in which case they should attach to the tender a power of attorney (Annex VIII. to the Invitation to Tender— Power of Attorney). For consortia not having

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formed a common legal entity, model 1 should be used, and for consortia with a legal entity in place model 2.

The Framework Supply Contract and all order forms there under will have to be signed by all members of the consortium. The members of the consortium may grant authorisation to one of their members by signing a power of attorney. The same model as above duly signed and returned together with the offer is valid also for signature of the Framework Supply Contract and all order forms there under.

Partners in a joint tender assume joint and several liability towards the GSA for the performance of the Framework Supply Contract and all order forms there under as a whole.

Statements, saying for instance: "that one of the partners of the joint tender will be responsible for part of the contract and another one for the rest", or "that more than one contract should be signed if the joint tender is successful", are incompatible with the principle of joint and several liability. The GSA will disregard any such statement contained in a joint tender, and reserves the right to reject such tenders without further evaluation, on the grounds that they do not comply with the tendering specifications.

An economic operator can only participate once as a Tenderer, whether as single tenderer, lead organisation in a consortium/joint bid or partner in a consortium. The economic operator may however agree to act as a subcontractor in a distinct bid from which it is participating as either of the aforementioned options. Nevertheless, such a situation is not advisable for the high potential of conflicts of interest it may generate.

7 Assessment and award of the contract

All admissible tenders will be assessed. See the admissibility criteria from the Invitation to Tender.

All tenders will be assessed in the light of the criteria set out in these specifications.

The assessment of the tenders will be carried out in three successive stages.

The aim of each of these three stages is:

- 1) Exclusion stage- to check, on the basis of the exclusion criteria, whether Tenderers can take part in the tendering procedure;
- 2) Selection stage- to check, on the basis of the selection criteria, the technical and professional capacity and economic and financial capacity of each Tenderer;
- 3) Award stage- to assess, on the basis of the award criteria, each bid that has passed the exclusion and selection stages.

A single Framework Supply Contract will be concluded with the Tenderer ranked best as the result of the evaluation of admissible tenders.



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7.1 Exclusion stage

7.1.1 Exclusion Criteria

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 order form there under MUST NOT be in any of the following exclusion grounds⁴:

- a) they are not bankrupt or being wound up, is not having its affairs administered by the courts, have not entered into an arrangement with creditors, have not suspended business activities, are not the subject of proceedings concerning those matters, and are not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- c) they have not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) they have fulfilled all 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 they are established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) they have 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) they are not 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 Tenderers (and any member of a consortium/grouping as may be the case) and subcontractors must:

- g) not have any 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) inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

⁴ 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).



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- i) not have made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) not have 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) declare have declared that the information provided to the GSA within the context of this invitation to tender is accurate, sincere and complete.
- l) in case of award of contract 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.

7.1.2 Evidence to be provided

Evidence of the points requested under section 7.1.1 above MUST be provided by submitting the duly signed Exclusion Criteria Form under Annex VI to the Invitation to Tender.

Tenders not fully providing the duly signed documents as requested may not be taken into consideration.

GSA reserves the right, however, to request any other document relating to the proposed tender for evaluation and verification purpose, within a delay fixed in its request.

7.1.3 Administrative and financial penalties

1. Without prejudice to the application of penalties laid down in the draft Framework Service Contract and the SLA, Tenderers who have been guilty of making false declarations or have been found to have seriously failed to meet their contractual obligations in an earlier procedure will be excluded from all contracts and grants financed by the Union (including the GSA) budget for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the Contractor.

That period may be extended to three years in the event of a repeat offence within five years of the first infringement.

Tenderers who have been guilty of making false declarations will also incur financial penalties representing 2% to 10% of the total value of the grant being awarded.

Tenderers who have been found to have seriously failed to meet their contractual obligations will incur financial penalties representing 2% to 10% of the value of the grant in question.

This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement.

1. In the cases referred to in Section 7.1.1 a), c), d), the Tenderers will be excluded from all contracts and grants for a maximum of two years from the time when the infringement is established, as confirmed after an adversarial procedure with the Contractor.

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In the cases referred to in points 7.1.1 b) and e), the Tenderers will be excluded from all contracts and grants for a minimum of one year and a maximum of four years from the date of notification of the judgment. Those periods may be extended to five years in the event of a repeat offence within five years of the first infringement or the first judgment.

3. The cases referred to in Section 7.1.1 e) cover:

- i) cases of fraud as referred to in Article 1 of the Convention on the protection of the European Communities' financial interests established by the Council Act of 26 July 1995 (OJ/C 316 of 27.11.1995, p. 48);
- ii) cases of corruption as referred to in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, established by the Council Act of 26 May 1997 (OJ/C 195 of 25.6.1997, p. 1);
- iii) cases of participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council (OJ/L 315 of 29.12.1998, p. 1);
- iv) cases of money laundering as defined in Article 1 of Council Directive 91/308/EEC (OJ/L 166 of 28.6.1991, p.77).

7.2 Selection stage

Only Tenderers having passed the exclusion stage described in Sections 7.1 will be assessed in the selection stage.

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. Any tenderers relying on the capacity of subcontractors to fulfil the capacity requirements where permitted have to indicate this in their answers under Annex II to the Invitation to Tender—Technical and Financial Tables of Answers.

Tenderers MUST fill in respective Annex II to the Invitation to Tender—Technical and Financial Tables of Answers and to enclose supportive documentation where necessary. Failure to do so will lead to exclusion from further participation in the selection procedure.

7.2.1 Economic and financial capacity criteria

All tenderers (including any members of their consortium and any subcontractors planned to perform more than 20% of the estimated total contract value 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:

- Balance sheets or extracts from balance sheets for the last three financial years
- Statement(s) of overall turnover for the last three financial years
- Statement of turnover relating to the supply of the relevant products for the last three financial years
- Financial Capacity Form (Annex VII) dully completed.

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If, for some exceptional reason which the GSA considers justified, a legal entity is unable to provide one or other of the above documents, he or she may prove his/her economic and financial capacity by any other document which the GSA considers appropriate. In any case, the GSA must at least be notified of the exceptional reason and its justification in the tender. The GSA reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

7.2.2 Technical and professional capacity criteria

Only Tenderers fulfilling all of the requested technical and professional capacity criteria shall be admitted to the award stage.

Tenderers MUST clearly identify any subcontracting they require for being able to perform the contract, in particular any of the following capacity requirements.

7.2.2.1 Language capacity

Tenderers MUST provide evidence of their technical and professional competence by fulfilling the requirement set below:

Tenderer MUST confirm that he provides the available 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 order form there under.

In that respect, the Tenderer MUST provide a project manager who can communicate verbally and in writing in English and include in the offer details (name, past experience, language capacity) of the project manager.

7.2.2.2 Past projects experience

The Tenderer MUST provide a written evidence of realized contracts of similar size. The offer shall include:

- a written description of every mentioned contract;
- the price and contact person of the customer of every mentioned contract who is able to provide information related to the contract (confidentiality of information provided is guaranteed).

7.2.2.3 Capacity to deliver the required equipment

The Tenderer MUST provide details on each of the security equipment ensuring appropriate information to confirm compliance with the requirements set out in Article 3 above (certificates of conformity with the norms and datasheets proving the technical and feature compliance).

The Tenderer MUST guarantee that they have the capacity to deliver any item to the final destination within 2 months of receipt of a signed order

7.3 Award stage

To be assessed in the award stage, the Tenderer must have passed the selection stage described in Section 7.1 and 7.2 above.

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Conformity assessment

In addition, tenders shall be fully compliant to the tender specifications. Before processing with the evaluation of the tenders under the award stage described below, the Evaluation Committee will assess compliance to all aspects of the tender specifications. In that respect, tenderers shall submit the fully completed Annex III – Conformity Assessment including any documents providing additional information where requested. Special attention is drawn to the requirement that all items of the required catalogue have to be provided. Tenderers shall note that the compliance checks shall not be limited to the items listed in Annex III. However, those items are of particular importance for the GSA. Therefore, any tender which does not meet the conformity requirements of Annex III to the fullest extent and/or fails to submit any additional information requested will be outright rejected from the selection process.

The framework contract will be awarded to the lowest bid that satisfies the conditions laid down in this tender documentation (Automatic Award method).

As the automatic award method is used, no award criterion other than price may be defined.

Consequently, the tenders which have successfully passed the exclusion and selection stage and the conformity assessment will be evaluated with regard to the financial evaluation criteria as provided within Annex I – Technical and Financial Tables of Answers. Please note that the price of accessories will not count toward the evaluation of the price of the bid.

The Price total resulting from the financial evaluation criteria of a tender will be the total score of the tender.

Please note that the provision of information on the price requested in the Annex is compulsory. Tenders failing to submit all of the requested price information to the Annex will be outright rejected from further evaluation. No article is to be omitted or added to the Table.

The price quotes given are binding for the Tenderers and they will be considered as references for the Framework Supply Contract.

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8 Form and content of the tender

8.1 General

The tender may be drafted in any of the official languages of the European Union.

The bid must be accompanied by a cover letter, dated and signed by the Tenderer or by any other duly appointed representative, declaring acceptance of the conditions in this invitation to tender and the Tenderer's undertaking to provide the services proposed in the tender. If the tender is presented by a consortium or group, it **MUST** be accompanied by a letter signed by each member undertaking to provide the tasks proposed in the tender and specifying each member's own role and qualifications.

Tenders **MUST** be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled). Since Tenderers will be evaluated on the content of their submitted bids, they **MUST** make it clear that they are able to meet the requirements of the specifications.

Where appropriate, standard forms for tender submissions **MUST** be duly filled in and sent to the GSA.

The GSA reserves the right to request additional evidence in relation to the bid submitted for evaluation or verification purposes within a time-limit stipulated in its request.

8.2 Structure of the tender

Tenders **MUST** be presented in three parts as follows:

8.2.1 Technical proposal

This Section is of great importance in the assessment of the tenders, the award of the Framework Supply Contracts and the future execution of any resulting contract.

Some guidelines are given below, but attention is also drawn to the technical selection criteria, which define those parts of the technical proposal to which the Tenderers should pay particular attention. The technical proposal should address all matters laid down in the specifications. The level of detail of the tender will be extremely important for the evaluation of the tender.

The Tenderers **MUST**:

- fill in Annex II – Technical and Financial Tables of Answers ;
- fill in Annex III – Conformity Assessment;
- enclose all requested and/or necessary documents.

The Tenderers **MUST** provide any information and/or documentation required to assess their technical and professional capacity (cf. Article 7.2.2. above).

8.2.2 Financial proposal

The Tenderers **MUST** fill in Annex II. to the Invitation to Tender – Technical and Financial Tables of Answers.



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8.2.3 Administrative documents

The following original forms enclosed as following annexes to the Invitation to Tender have to be duly completed, dated, signed and returned with the submission of the tender:

Annex	IV	Legal Identification Form
Annex	V	Financial Identification Form
Annex	VI	Exclusion Criteria Form
Annex	VII	Financial Capacity Form
Annex	VIII	Power of Attorney Model Form (if applicable)
Annex	IX	Subcontractor Letter of Intent (if applicable)

- Legal Identification Form

The legal entity form MUST be completed by each tenderer including members of a grouping/consortium and any subcontractors involved in tasks and should be accompanied by requested supporting documents.

- Financial Identification Form

The financial identification form MUST be completed and signed by an authorised representative of the Tenderer. In the case of a grouping, this form MUST be provided only by the person heading the project.

- Exclusion Criteria Form

The legal entity form MUST be completed by each tenderer including members of a grouping/consortium and any subcontractors.

- Financial Capacity Form

The financial identification form MUST be completed by each tenderer including members of a grouping/consortium. It MUST also be completed by any subcontractors planned to perform more than 20% of the estimated total contract value and/or referred to by the tenderer as proof of his/her economic and financial capacity. It should be accompanied by requested supporting documents (cf. Article 7.2.1. above).

- Power of Attorney Model Form

The power of attorney model form only has to be completed and signed in case of tenders submitted by groups or consortia by each respective member except the leader of the group or consortium.

- Subcontractor Letter of Intent

The model letter of intent has to be completed and signed by each respective subcontractor performing tasks under the contract.

8.3 Further Information

Requests for further information on these specifications should be sent by email (tenders@gsa.europa.eu) and marked for the attention of Ms Sandrine Buard.

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8.4 Bid preparation costs

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

8.5 Information for Tenderers

The GSA will inform Tenderers of decisions reached concerning the award of the contract, 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.

9 CHECKLIST OF DOCUMENTS TO BE SUBMITTED

The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that MUST be included depending on the role of each economic operator in the tender (coordinator/group leader in joint bid, partner in joint bid, single contractor, main contractor, subcontractor).

Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

Table 1: Checklist Of Documents To Be Submitted

Description	Coordinat or or group leader in joint bid	All partners in joint bid	Single or Main contractor	Sub- contractor
Technical and Financial Table of Answers (Annex II)	ü			
Conformity Assessment (Annex III)	ü			
Legal Identification Form (Annex IV) Download additional form from : http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm	ü	ü	ü	ü
Financial Identification Form (Annex V) Download the form from: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm	ü		ü	
Exclusion Criteria Form (Annex VI)	ü	ü	ü	ü
Financial Capacity Form (Annex VII)*	ü	ü	ü	ü *



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Power of attorney of partners in joint bid indicating the group leader (Annex VIII)		ü		
Letter of intent of subcontractor (Annex IX)				ü
Evidence of Technical and professional capacity (see Section 7.2.2)	ü	ü	ü	ü

*only for subcontractors planned to perform more that 20% of the estimated total contract value and/or referred to by the tenderer as proof of his/her economic and financial capacity



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ANNEX II

TECHNICAL AND FINANCIAL TABLE OF ANSWERS



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ANNEX II - Technical & Financial Tables of Answers

The Tenderer MUST ensure that all the following requirements are met and are clearly stated in the response

Item	Applicable Generic Requirements	Specific Requirements	Equipment model, type, designation, reference	Price in EUR VAT excluded including assembly and installation	Accessories	
					Item	Price
Security cabinets for the protection of Restreint UE classified information	[REQ-02] [REQ-03] [REQ-04] [REQ-09]	Volume => 1000 Litres Net weight < 300 KG 4 Shelves				
		Volume = 700 - 1000 Litres Net weight < 220 KG 4 Shelves				
		Volume = 500 - 700 Litres Net weight < 180 KG 4 Shelves				
		Volume = 300 - 500 Litres Net weight < 140 KG 2 Shelves				
		Volume = < 300 Litres Net weight < 100 KG 2 Shelves				



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Item	Applicable Generic Requirements	Specific Requirements	Equipment model, type, designation, reference	Price in EUR VAT excluded including assembly and installation	Accessories	
					Item	Price
Security cabinets for the protection of Confidential UE and Secret UE classified information	[REQ-01] [REQ-02] [REQ-03] [REQ-05] [REQ-09]	Volume => 1000 Litres Net weight < 300 KG 4 Shelves				
		Volume = 700 - 1000 Litres Net weight < 220 KG 4 Shelves				
		Volume = 500 - 700 Litres Net weight < 180 KG 4 Shelves				
		Volume = 300 - 500 Litres Net weight < 140 KG 2 Shelves				



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Item	Applicable Generic Requirements	Specific Requirements	Equipment model, type, designation, reference	Price in EUR VAT excluded including assembly and installation	Accessories	
					Item	Price
		Volume = < 300 Litres Net weight < 100 KG 2 Shelves				
Security cabinets for the protection of cryptographic material	[REQ-01] [REQ-02] [REQ-03] [REQ-06] [REQ-09]	Volume => 1000 Litres Net weight < 300 KG 4 Shelves				
		Volume = 700 - 1000 Litres Net weight < 220 KG 4 Shelves				
		Volume = 500 - 700 Litres Net weight < 180 KG 4 Shelves				



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Item	Applicable Generic Requirements	Specific Requirements	Equipment model, type, designation, reference	Price in EUR VAT excluded including assembly and installation	Accessories	
					Item	Price
		Volume = 300 - 500 Litres Net weight < 140 KG 2 Shelves				
		Volume = < 300 Litres Net weight < 100 KG 2 Shelves				
Fire safety cabinets	[REQ-01] [REQ-08] [REQ-09]	Volume => 1000 Litres Net weight < 300 KG 4 Shelves				
		Volume = 700 - 1000 Litres Net weight < 220 KG 4 Shelves				



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Item	Applicable Generic Requirements	Specific Requirements	Equipment model, type, designation, reference	Price in EUR VAT excluded including assembly and installation	Accessories	
					Item	Price
		Volume = 500 - 700 Litres Net weight < 180 KG 4 Shelves				
		Volume = 300 - 500 Litres Net weight < 140 KG 2 Shelves				
		Volume = < 300 Litres Net weight < 100 KG 2 Shelves				
Safe deposit lockers	[REQ-10]	1 column				
		2 columns				



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Item	Applicable Generic Requirements	Specific Requirements	Equipment model, type, designation, reference	Price in EUR VAT excluded including assembly and installation	Accessories	
					Item	Price
		3 columns				
Secure key cabinets	[REQ-01] [REQ-03] [REQ-07] [REQ-09]	40 keys ± 10				
		60 keys ± 10				
		90 keys ± 10				
		120 keys ± 10				
Electronic key cabinets	[REQ-11]	Minimum 90 keys				
Document shredders security level 5	[REQ-12]	[REQ-13]				
Document shredders security level 4	[REQ-12]	[REQ-14]				



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Item	Applicable Generic Requirements	Specific Requirements	Equipment model, type, designation, reference	Price in EUR VAT excluded including assembly and installation	Accessories	
					Item	Price
CD/DVD shredders security level 4	[REQ-12]	[REQ-15]				
TOTAL PRICE OF THE TENDER				Total of the column		