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| **ANNEX C**  **STANDARD SUBMISSION FORM**  **Pre-testing and feasibility assessment for the FRA Fundamental Rights Survey**  **D-SE-15-T02** |

**SUBMITTED BY:**

Name: ……………………………………………

Contact person: ……………………………………

Address: ……………………………………………

Phone: ……………………………………………

Fax: ……………………………………………

Email: ……………………………………………

1. PREAMBLE

Tenderers are requested to include in their tenders all the information and documents requested in the forms attached, in accordance with Annex A – Tender Specifications and the instructions below:

All forms must be dated, signed and stamped by a person authorised to sign on behalf of the tenderer.

In case of a consortium or group of companies, the tender must be signed by the person appointed in the power of attorney (Form A.4) as authorised to sign the tender on behalf of the consortium or group of companies.

Each consortium partner must sign a Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest (Form B.1). For each identified subcontractor whose intended share of the contract is above 10% of the total contract amount, a signed Declaration of Honour must also be provided.

Each identified subcontractor must complete and sign the Letter of Intent included in Form A.6.

If the tenderer relies on the economic, financial, technical and professional capacity of the proposed subcontractor(s) to meet the selection criteria, then the subcontractors shall also complete the forms included under Sections C and D. In any other case, the forms included under Sections C and D shall only be completed by the tenderer or by the partners in case of consortium or group of companies.

In addition to the forms requested in this Annex C, tenderers must submit their technical proposal in a separate envelope clearly marked as “Technical Offer”. Please note that there is no specific template to submit the technical proposal. However, it should be drawn up following the instructions given in Annex A –Tender Specifications and covering all requirements of Annex A.1 Technical Specifications.

Tenderers’ financial offer shall be prepared in accordance with Form F.1 and shall be submitted in a separate sealed envelope clearly stating “Financial Offer”.

2. CHOICE OF LOT(S)

|  |  |  |
| --- | --- | --- |
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Not applicable.

SECTION A – TENDERERS IDENTIFICATION

|  |  |  |
| --- | --- | --- |
| FORM A.1 – ADMINISTRATIVE DETAILS | | |
| **1. TENDERER’S DETAILS** | | |
| Company or organisations’ name | |  |
| Legal form | |  |
| Date of registration | |  |
| Country of registration | |  |
| Registration number | |  |
| VAT number | |  |
| Address of registered office | |  |
| Contact address (if different) | |  |
| URL | |  |
|  |  |  |
| **2. TENDERERS’ REPRESENTATIVE(S)** | | |
| Person authorised to sign the contract on behalf of the tenderer: | | |
| Name | |  |
| Forename | |  |
| Position | |  |
| Telephone | |  |
| Fax | |  |
| Email | |  |
| Contact person regarding this tender: | | |
| Name | |  |
| Forename | |  |
| Position | |  |
| Telephone | |  |
| Fax | |  |
| Email | |  |

Signed (authorised signature) on behalf of the Tenderer

Full name:……………………………………..

Date:……………………………………………

Signature:……………………………………... Stamp:………

FORM A.2 – LEGAL ENTITIES FORM

A standard template in each EU language is available at:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>

Please choose the appropriate form (legal entity form for either individuals, private companies or public entities) and attach the necessary supporting documents as required (see instructions in the file).

FORM A.3 – BANK IDENTIFICATION FORM

A standard template in each EU language is available at:

[**http://ec.europa.eu/budget/contracts\_grants/info\_contracts/financial\_id/financial\_id\_en.cfm**](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

FORM A.4 – POWER OF ATTORNEY[[1]](#footnote-1)

**(DESIGNATING ONE OF THE COMPANIES OF THE GROUP AS LEADER AND GIVING A MANDATE TO IT)**

We, the undersigned:

– Signatory 1 (Name, Function, Company, Registered address, VAT Number)

– Signatory 2 (Name, Function, Company, Registered address, VAT Number)

– …..

– Signatory N (Name, Function, Company, Registered address, VAT Number),

Each of them having the legal capacity required to act on behalf of his/her company,

HEREBY AGREE AS FOLLOWS:

1. In case the European Union Agency for Fundamental Rights awards the Contract D-SE-15-T02 (**the Contract**) to Company 1, Company 2, …, Company N (**the Group Members**), based on the joint offer submitted by them on *[to be completed]* for the provision of Pre-testing and feasibility assessment for the FRA Fundamental Rights Survey **the** **Services**, all the partners, as co-signatories of the Contract:
   1. Shall be jointly and severally liable towards the European Union Agency for Fundamental Rights for the performance of the Contract.
   2. Shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the services.
2. To this effect, the Group Members designate Company *[to be completed]* as **Group Leader[[2]](#footnote-2)**.
3. Payments by the European Union Agency for Fundamental Rights related to the Supplies or the Services shall be made through the Group Leader’s bank account.
4. The Group Members grant to the Group Leader all the necessary powers to act on their behalf in connection with the services. This mandate involves in particular the following tasks :
   1. The Group Leader shall sign any contractual documents — including the Contract — and issue any invoices related to the services on behalf of the Group Members.
   2. The Group Leader shall act as single point of contact for the European Union Agency for Fundamental Rights in connection with the services to be provided under the Contract. It shall co-ordinate the provision of the services by the Group Members to the European Union Agency for Fundamental Rights, and shall see to a proper administration of the Contract.

Any modification to the present agreement / power of attorney shall be subject to approval from the European Union Agency for Fundamental Rights.

This agreement / power of attorney shall expire when all the contractual obligations of the Group Members towards the European Union Agency for Fundamental Rights in connection with the services to be provided under the Contract have ceased to exist. The parties cannot terminate it before that date without the consent of the European Union Agency for Fundamental Rights.

Signed in …………………… on ……….. ……..

Name ……………………………………………

Function ……………………………………………

Company ……………………………………………

FORM A.5 – STATEMENT ON SUBCONTRACTING

Please indicate (by ticking the appropriate box) whether the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ YES, the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ NO, the tenderer does not intend to subcontract all or part of the performance of the Contract, if awarded.

If YES, please specify which parts of the Contract, and the name and address of any subcontractor(s).

|  |  |  |
| --- | --- | --- |
| **Description** | **Percentage of the contract** | **Subcontractor** |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |

**Note: Please mention, under description, in which activity (1, 2 or 3) as per Section 4 of Annex A.1 Technical Specifications the proposed subcontractor will be involved.**

Signed (authorised signature) on behalf of the Tenderer

Full name: ………………………………………

Date: ………………………………………

Signature: ……………………………………... Stamp: ……………………………………..

FORM A.6 – LETTER OF INTENT FOR SUBCONTRACTORS

The undersigned**:**

*[complete]*

Name of the company/organisation**:**

*[complete]*

Address:

*[complete]*

Tender reference:

D-SE-15-T02

Declares hereby that, in case the contract is awarded to *[name of the tenderer]*, the company/organisation that he/she represents, intends to collaborate in the execution of the tasks subject to this call for tender, in accordance with the technical specifications and the tender to which the present form is annexed, and is available to carry out its part of the tasks during the period foreseen for the execution of the contract.

Declares hereby accepting the General Conditions of the Draft Contract attached to the invitation to tender for the above call for tenders, and in particular, those provisions referring to subcontracting and check and audits.

Place and date: ……………………………………………

Name and signature: ……………………………………………

SECTION B – EXCLUSION CRITERIA

FORM B.1 - DECLARATION OF HONOUR WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

The undersigned *(insert name of the signatory of this form)*:

* in [his][her] own name *(for a natural person)*

or

* representing the following legal person: *(only if the economic operator is a legal person)*

full official name:

official legal form:

full official address:

VAT registration number:

* declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

1. is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
3. has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
4. is not in compliance with 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 performed;
5. has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
6. is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

* *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-making or control[[3]](#footnote-3) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
* declares that [the above-mentioned legal person][he][she]:

g) has 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 affinity, family, emotional life or any other shared interest;

h) 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) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;

j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

* acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties[[4]](#footnote-4) if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required 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. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, 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 its country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name:…………………………….. Date:……………………………

Signature:…………………………….. Stamp:…………………………

SECTION C – SELECTION CRITERIA (ECONOMIC AND FINANCIAL CAPACITY)

**FORM C.1 – COPY OF BALANCE SHEETS AND PROFIT AND LOSS ACCOUNTS**

*Please attach copy of balance sheets and profit and loss accounts in accordance with the instructions provided in* Annex A – Tender Specifications.

**FORM C.2 – STATEMENT OF ANNUAL TURNOVER**

*Please fill in the table below in accordance with the instructions provided in Annex A – Tender Specifications:*

|  |  |  |
| --- | --- | --- |
| Statement on annual overall turnover (in EURO) | | |
| Tenderer’s name | Current year -2 | Current year -1 |
| Partner 1 |  |  |
| Partner 2 |  |  |
| Etc… |  |  |
| Total |  |  |

(*please add rows and columns if needed).]*

*Signed (authorised signature) on behalf of the Tenderer*

*Full name:……………………………………..*

*Date:……………………………………………*

*Signature:……………………………………... Stamp:………*

SECTION D – SELECTION CRITERIA (TECHNICAL AND PROFESSIONAL CAPACITY)

**FORM D.1 – EDUCATIONAL AND PROFESSIONAL QUALIFICATIONS**

*Please provide the CVs in Europass format of the person or persons responsible for performing the contract, in particular of those profiles requested in the Tender and Technical Specifications.*

*The CV template and the respective instructions can be downloaded under the following link: http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp*

**Note: In the selection grid, the person(s) proposed for each profile must confirm that they fulfil the listed minimum criteria by ticking off “yes” or “no”. Furthermore, it is expected that under “specify” the relevant experience is listed and described in order to show how the minimum criteria as described in Section 8 of Annex A.1 – Technical Specifications are met. Please do not refer to the CV. The selection grid must be duly signed and dated by the person proposed for the profile.**

SELECTION GRID – Project Manager

Last Name (in capitals):

First name:

Gender: Male:

Female:

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | University degree | Yes | No |
| Specify: | | |
|  | | |
| (2) | A minimum of five (5) years of professional experience (after obtaining a university degree) of having conducted major international social science-based comparative research surveys | Yes | No |
| Specify: | | |
|  | | |
| (3) | Experience in research management, as manager or coordinator, of at least three (3) international comparative research projects, each project involving at least three (3) EU Member States | Yes | No |
| Specify: | | |
|  | | |
| (4) | Excellent knowledge of English (Level C1 based on Common European Framework of Reference (CEF)) | Yes | No |
| Specify: | | |
|  | | |

**\*Note: A given period of professional experience may be counted only once; where additional periods of training and studies are accompanied by period of professional activity, only the latter shall be considered as professional experience; professional activities pursued part-time shall be calculated pro-rata, on the basis of the certified percentage of full-time hours worked**

**Declaration of honour (\* Mandatory fields)**

I declare that the information provided above is, to my knowledge, true and complete.

Date/Signature

SELECTION GRID – Survey design and sampling expert

Last Name (in capitals):

First name:

Gender: Male:

Female:

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | University degree | Yes | No |
| Specify: | | |
|  | | |
| (2) | A minimum of five (5) years of professional experience (after obtaining a university degree) of having conducted social science-based comparative research surveys in the EU | Yes | No |
| Specify: | | |
|  | | |
| (3) | Experience of sampling and survey design in at least two (2) projects. | Yes | No |
| Specify: | | |
|  | | |
| (4) | Excellent knowledge of English (Level C1 based on Common European Framework of Reference (CEF)) | Yes | No |
| Specify: | | |
|  | | |

**\*Note: A given period of professional experience may be counted only once; where additional periods of training and studies are accompanied by period of professional activity, only the latter shall be considered as professional experience; professional activities pursued part-time shall be calculated pro-rata, on the basis of the certified percentage of full-time hours worked**

**Declaration of honour (\* Mandatory fields)**

I declare that the information provided above is, to my knowledge, true and complete.

Date/Signature

SELECTION GRID – Research experts (one per each of the six EU Member States selected)

Last Name (in capitals):

First name:

Gender: Male:

Female:

|  |  |  |  |
| --- | --- | --- | --- |
| (1) | University degree | Yes | No |
| Specify: | | |
|  | | |
| (2) | A minimum of three (3) years of professional experience (after obtaining a university degree) of having conducted social science-based comparative research surveys in the Member State for which the expert is responsible | Yes | No |
| Specify: | | |
|  | | |
| (3) | Experience of quantitative and qualitative survey pre-testing of at least two (2) projects | Yes | No |
| Specify: | | |
|  | | |
| (4) | Good knowledge of English (minimum level B2 based on the Common European Framework of Reference (CEF)) | Yes | No |
| Specify: | | |
|  | | |

**\*Note: A given period of professional experience may be counted only once; where additional periods of training and studies are accompanied by period of professional activity, only the latter shall be considered as professional experience; professional activities pursued part-time shall be calculated pro-rata, on the basis of the certified percentage of full-time hours worked**

**Declaration of honour (\* Mandatory fields)**

I declare that the information provided above is, to my knowledge, true and complete.

Date/Signature

FORM D.2 – LIST OF PRINCIPAL SERVICES PROVIDED

*Please complete a table using the format below to summarise the major relevant services provided relevant to this contract in the last 3 years. Please include one table per project.*

|  |  |
| --- | --- |
| Name of legal entity performing the project: |  |
| Project name: |  |
| Client: |  |
| Country: |  |
| Project value (euro): | *<Total project value>* |
| Resources used: | *<Total number of person days> or <Number of staff provided>* |
| Project duration : | *From: To: Duration: (months)* |
| Name of consortium partners, if any: |  |
| Project Description: | *<Please provide a summary of the project objectives and a description of the main tasks>* |

*(if space not sufficient please adapt the table)*

*Signed (authorised signature) on behalf of the Tenderer*

*Full name:……………………………………..*

*Date:……………………………………………*

*Signature:……………………………………... Stamp:………*

**FORM D.3 – STATEMENT ON ANNUAL AVERAGE MANPOWER AND MANAGERIAL STAFF**

*Please provide a statement of the annual average manpower and the number of managerial staff of the tender in the last three (3) years.*

|  |  |  |  |
| --- | --- | --- | --- |
| **Statement on annual average manpower (average number of employees)** | | | |
| Tenderer’s name | Current year -3 | Current year -2 | Current year -1 |
| Partner 1 |  |  |  |
| Partner 2 |  |  |  |
| Etc… |  |  |  |
| Total |  |  |  |
| **Statement on annual average managerial staff** | | | |
| Tenderer’s name | Current year -3 | Current year -2 | Current year -1 |
| Partner 1 |  |  |  |
| Partner 2 |  |  |  |
| Etc… |  |  |  |
| Total |  |  |  |

*Signed (authorised signature) on behalf of the Tenderer*

*Full name:……………………………………..*

*Date:……………………………………………*

*Signature:……………………………………... Stamp:………*

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SECTION E – FINANCIAL GUARANTEES

This section is not applicable to this tender.

*[[5]](#footnote-5)**[[6]](#footnote-6)**[[7]](#footnote-7)**[[8]](#footnote-8)**[[9]](#footnote-9)*

SECTION F – FINANCIAL OFFER

FORM F.1 – FINANCIAL OFFER TEMPLATE

[To be submitted in a separate sealed envelope clearly stating "Financial Offer" following the instructions laid down in Annex A – Tender Specifications]

**D-SE-15-T02**

**Pre-testing and feasibility assessment for the FRA Fundamental Rights Survey**

**IDENTIFICATION OF THE TENDERER:**

Name: ……………………………………………

Contact person: ……………………………………

Address: ……………………………………………

Phone: ……………………………………………

Fax: ……………………………………………

Email: ……………………………………………

|  |  |
| --- | --- |
| **Financial proposal in Euro[[10]](#footnote-10)**  (based on the information given in Annexes A and A.1 **covering all costs)** | |
| **Concept** | **Price (excluding VAT)[[11]](#footnote-11)** |
| Pre-testing and feasibility assessment for the FRA Fundamental Rights Survey |  |
| **TOTAL** |  |

*Signed (authorised signature) on behalf of the Tenderer*

*Full name:……………………………………..*

*Date:……………………………………………*

*Signature:……………………………………... Stamp:………*

1. To be submitted in case of a joint offer. Each consortium partner must fill and sign the document. [↑](#footnote-ref-1)
2. The group leader has to be one of the Group Members. [↑](#footnote-ref-2)
3. This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares. [↑](#footnote-ref-3)
4. As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation [↑](#footnote-ref-4)
5. [↑](#footnote-ref-5)
6. [↑](#footnote-ref-6)
7. [↑](#footnote-ref-7)
8. [↑](#footnote-ref-8)
9. [↑](#footnote-ref-9)
10. All prices must be quoted in Euro, and, where necessary, using the conversion rates published in the C series of the Official Journal of the European Union on the day when the offer is issued. This information is also available on the website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/> [↑](#footnote-ref-10)
11. Prices must be inclusive of all costs and expenses, directly and indirectly connected with the services to be provided and including all the charges (like overheads, travel and subsistence allowances). The financial proposal shall exclude all duties, taxes and other charges (including VAT), as FRA is exempt from such charges. According to Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, the Communities are exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted. [↑](#footnote-ref-11)