

INVITATION TO TENDER

Tender Specifications Part 1 - Selection of Candidates

Provision of Security and Reception Services for the European Agency for Fundamental Rights

F-SE-14-T09



**SUMMARY**

Contracting authority	The European Union Agency for Fundamental Rights (FRA)
Procedure	Restricted Call for Tender with publication in the Official Journal of the EU.
Purpose	Provision of security and reception services for the European Union Agency for Fundamental Rights (FRA).
Scope of services	This restricted call for tenders covers the following services: 1) Security services; 2) Reception services
Volume (indicative)	The overall total value of the framework contract is estimated at 550,000.00 EUR for the maximum duration of the contract. It should be stressed that framework contracts involve no direct commitment and, in particular, do not constitute orders per se. Instead, they lay down the legal, financial, technical and administrative provisions governing the relationship between the European Union Agency for Fundamental Rights and the contractor during their period of validity. The estimate given above is purely indicative and does not bind the Agency in any way. The figure may be subject to revision.
Contracts	The European Union Agency for Fundamental Rights will sign a multiple framework services contract with the successful tenderers offering the most economically advantageous offers
Submission of offers	Each tenderer may submit one offer only.
Duration of framework contract	The framework contract will initially be signed for a period of 1 year. The framework contract may be renewed three times for a period of 1 year. The total duration of the framework contract shall be maximum 48 months.
Places of delivery	The place of performance of the services shall be the FRA's premises or any other location indicated in the technical specifications of Phase II of the restricted procedure.
Particulars of delivery	Services will be carried out by the selected provider as defined in the technical specifications of Phase II of the restricted procedure.
Variants	Not permitted.
Joint offers	Permitted.
Subcontracting	Permitted. However, any intention to subcontract must be clearly announced in the Request to Participate.





1. Description of the tender

The purpose of this contract is to award a multiple framework contract, with up to three economic operators, capable of providing services in relation to security and reception services.

The Contract Notice for the present call for tenders was published on 01/08/2014 with reference number 2014/S 146-261496.

1.1 Nature of the contract

The title of this contract is: Provision of security and reception services for the European Union Agency for Fundamental Rights - FRA (hereinafter "the Contract").

The scope of the Contract includes security and reception services as further detailed in the technical specifications/Part 2 of the Call for Tenders.

1.2 Background

The European Union Agency for Fundamental Rights (hereinafter "the Agency") was established on 15th February 2007 on the basis of Council Regulation 168/2007¹.

The objective of the FRA, according to Article 2 of the Regulation, is to provide the relevant institutions, bodies, offices and the Member States with assistance and expertise relating to fundamental rights in order to support them when they take measures or formulate courses of action within their respective spheres of competence to fully respect fundamental rights.

Facilities are located in office buildings in central Vienna with 6 surface floors and 1 cellar floor.

The working language of the Agency is English.

1.3 Additional information about the call for tenders procedure

This is a restricted Call for Tenders after publication of a Contract Notice in accordance with Article 104 (1) (b) of the Financial Regulations² and Article 127 (2) of the Implementation Rules³

The restricted procedure is composed of two distinct phases:

- The first phase concerns the selection of candidates who will be invited to submit a tender;
- The second phase concerns the evaluation of the tenders submitted by the candidates selected in the first phase.

This document ("Tender Specifications/Part 1 -Selection of Candidates") concerns only the first step: Selection of Candidates.

¹ COUNCIL REGULATION (EC) No 168/2007 of 15 February 2007 establishing a European Union Agency for Fundamental Rights

² Council Regulation No 966/2012 of 25 October 2012 on the Financial Regulation applicable to the general budget of the Union

³ Commission Regulation No 1268/2012 of 29 October 2012 on the rules of application of Regulation 966/2012





Only selected candidates will receive the "Tender Specifications/Part 2 Evaluation of Tenders", which will contain further information and instructions related to the administrative procedure, contractual and financial issues (guarantees and terms of payments, draft framework contract and draft specific contracts or order forms), the award procedure and the detailed technical specifications.

Candidates must maintain the confidentiality of the information contained in the documents ("Tender Specifications/Part 2 - Evaluation of tenders"), and prevent its dissemination outside its organization, without written authorization from FRA. Candidates must also assume the responsibility for any employee, agent, contractor or others to whom they disclose information necessary for the preparation of the tender in the context of this Call for Tenders.

FRA will treat all communications from and replies to candidates as confidential and will not discuss or disclose their contents to third parties. FRA will, however, retain all tenders received and reserves the right to use third party support during the evaluation process.

2. Division into lots

This tender is not divided into lots. Submission of a tender for only some of tasks to be performed under the contract will lead to the rejection of the tender.

3. Purpose of the tender

The purpose of this invitation to tender is to award Multiple Framework Services contracts for the provision of security and reception services.

The contracting authority intends to award a minimum of three (3) and a maximum of five (5) framework contracts for the provision of security and reception services as specified in the technical specifications of Phase II of the restricted procedure, provided that there is a sufficient number of economic operators that satisfy the selection criteria or a sufficient number of admissible tenders which meet the award criteria.

The multiple framework contracts will take the form of contracts which are separate but concluded on identical terms with each of the successful tenderers. Framework contracts involve no direct commitment and, in particular, do not constitute orders per se. Instead, they lay down the legal, financial, technical and administrative provisions governing the relations between the Contracting Authority and the Contractor during the period of its validity. Specific contracts or Order Forms will be issued throughout the validity of the Framework contract. Such specific contracts or orders will be attached to the Framework Contract. The draft Framework Contract specifies the basic conditions applicable to any assignment placed under its terms. Signature of a Framework Contract does not oblige the Contracting Authority to place an assignment. The Framework Contract does not preclude the Contracting Authority from assigning tasks in the areas set out above to other Contractors or from having these tasks carried out by Contracting Authority's staff.

4. Place of delivery or performance

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in the technical specifications of Phase II of the restricted procedure.





5. Duration

The framework contract(s) resulting from the present restricted call for tenders shall enter into force the date on which it is signed by the last contracting party.

The framework contract(s) will have an initial duration of one (1) year from the date of signature and may be renewed up to three (3) times for an additional period of one (1) year each time. The Contract(s) shall be renewed automatically under the same conditions, unless written notification to the contrary is sent by one of the contracting parties and received by the other before expiry of the period indicated in the Draft Framework Contract(s). Renewal does not imply any modification or deferment of existing obligations. The duration of the framework contract(s) shall not exceed four (4) years.

Implementation of the contract(s) may not start before the date on which the contract enters into force.

6. Volume

The maximum contract amount has been estimated at € 550,000.00 - excl. VAT, for four (4) years. The Contracting Authority may exercise the option to increase the estimated contract amount at a later stage via negotiated procedure with the successful tenderer(s) in accordance with Article 134 (1) (e) and (f) of the Rules of Application of the Financial Regulation.

7. Terms of payment

The payment arrangements governing the contract resulting from the present call for tenders are detailed in the relevant articles of the Draft framework contract.

8. Financial guarantees

No tender guarantee is required.

Based on a risk assessment, the Contracting Authority may request a pre-financing guarantee in the amount of the pre-financing and in the form set out in the Annex – Standard Submission Form.

No performance guarantee will be required.

9. Participation in the tendering procedure

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the Communities in the field of public procurement on the conditions laid down in that agreement⁴.

⁴ Please note that the European Union Agency for Fundamental Rights is not part of the Agreement on Government Procurement (GPA) concluded within the World Trade Organisation. Therefore, the Agency's procurement procedures are not open to tenderers from GPA countries.





10. Consortia or group of service providers

Joint tenders submitted by several economic operators (a consortium or a group of companies) are allowed. In such cases, one of the members must be designated as the group leader or group manager. All members of a consortium or a group of companies (i.e. the leader and all other members) are jointly and severally liable towards the Contracting Authority. Changes in the composition of the consortium or group of companies must be expressly authorised by the Contracting Authority.

Tenderers submitting joint bids shall describe how their cooperation will be organised in order to perform the tasks specified in Technical Specifications of part II of the restricted procedure.

Joint tenders will be assessed as follows:

- The exclusion criteria will be assessed in relation to each economic operator individually. The Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest included in the Annex – Standard Submission Form, duly signed and dated, stating that the tenderer is not in one of the exclusion situations, must be provided by each member of the consortium or the group.
- The selection criteria for economic and financial capacity will be assessed in relation to each economic operator individually. However, economic and financial criteria that shall be achieved above a certain minimum threshold (as specified in the selection criteria mentioned below) will be assessed in relation to the consortium or group of companies as a whole.
- The selection criteria for technical and professional capacity will be assessed in relation to the consortium or group of companies as a whole.

11. Subcontracting

Any intention to subcontract part of the contract must be clearly stated by the candidate in the annex – Standard Submission Form. Candidates must indicate the maximum percentage of the contract they intend to subcontract and the identity of those subcontractors they intend to work with whose intended share of the contract is above 10% of the total contract amount, and clearly state the nature of their links to those subcontractors.

For each subcontractor identified in the request to participate, candidate must provide a Letter of Intent signed by the subcontractor stating their unambiguous undertaking to collaborate with the tenderer.

Offers involving subcontracting will be assessed as follows:

- The exclusion criteria of all identified subcontractors whose intended share of the contract is above 10% will be assessed. The Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest included in the annex, duly signed and dated, stating that the subcontractor is not in one of the exclusion situations, must be provided by each identified subcontractor.
- Where the candidates relies on the economic, financial, technical and professional capacity of the identified subcontractor(s) to meet the selection criteria, subcontractors shall be treated as if they were partners in a consortium or a group of companies for the purposes of





the evaluation of the selection criteria, and therefore, they shall provide proof of economic, financial, technical and professional capacity as well.

Candidates must inform the subcontractor(s) and include in their Letter of Intent that the provisions referring to checks and audits included in the Draft Contract may be applied to them.

Once the contract has been signed, the provisions regarding subcontracting included in the Draft Contract will apply. The Contracting Authority retains the right to approve or reject the proposed subcontractors.

If the request to participate includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

12. Visits to premises

A visit to the premises is not foreseen at the first step of the restricted procedure.

13. Opening of the requests to participate

In the first phase (Selection of Candidates), the opening of the Requests to Participate will not be public. However, all candidates will be informed of the decision regarding their Request to participate as soon as the selection is completed.

Remark: the selected candidates who submit a tender in the second phase of the procurement procedure will be invited to attend the opening of the tenders. Further details will be provided to those selected candidates in the "Tender specifications- Part 2 - Evaluation of the Tenders".

14. Contacts between the candidate and the contracting authority

In principle, no contact is permitted between the contracting authority and the candidates during the tendering procedure.

However, in exceptional circumstances contact may be made on the candidates initiative before the final date for the submission of bids, in order (and only for this reason) to clarify the nature of the contract.

Such requests for further information may be made by fax, e-mail or to the address below:

European Union Agency for Fundamental Rights
Invitation to tender No: F-SE-14-T09
Administration
Schwarzenbergplatz 11
Vienna 1040 – Austria
Fax: +43 (0)1 580 30 691 ; e-mail: procurement@fra.europa.eu

Insofar as it has been requested in good time, the additional information will be sent simultaneously to all interested parties who expressed interest in submitting a request to participate as soon as possible after the request for information has been received.





The answers to the requests for additional information will also be posted on <http://fra.europa.eu/en/about-fra/procurement>. The website will be updated regularly and it is the tenderers' responsibility to check for updates and modifications during the tendering period.

Similarly, contact may in exceptional circumstances be made on the Agency's initiative:

- before the final date for the submission of the Requests to Participate, in order to inform interested parties of an error, a lack of precision, an omission or any other material shortcoming in the drawing up of the documents of the Invitation to Tender;

Or

- After the opening of the requests to participate, where a request to participate requires clarification or the correction of obvious clerical errors.

Please note that such contact may not result in the modification of the terms of the Request to Participate.

15. Alteration or withdrawal of tenders

Candidates may alter or withdraw their request to participate by written notification prior to the deadline for submission of tenders. No request to participate may be altered after the deadline for submission. Withdrawals must be unconditional and will end all participation in the tender procedure.

Any such notification of alteration or withdrawal must be prepared and submitted in accordance with the instructions on how to submit requests to participate, and the envelope must also be marked with "alteration" or "withdrawal" as appropriate.

16. Variants

Variant solutions are not allowed and will not be taken into consideration.

17. Assessment of the tenderers

Tenderers will be assessed on the basis of the exclusion (Phase I) and selection (Phase II) criteria described below.

17.1 Exclusion criteria (Phase I)

The aim of this phase is to assess if candidates fall in any of the exclusion situations listed below and therefore, cannot take part in the tender procedure.

17.1.1 Exclusion situations

Candidates shall be excluded from participation in the present procurement procedure if:

- a. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;





- b. they or persons having powers of representation, decision making or control over them have been convicted of an offence concerning their professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
- c. they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify including by decisions of the EIB and international organisations;
- d. they are not in compliance with their obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e. they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such illegal activity is detrimental to the Union's financial interests, and
- f. following another procurement procedure or grant award procedure financed by the Union's budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates shall be excluded from the award of the contract if, during the present procurement procedure:

- g. are subject to a conflict of interest, and
- h. are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

17.1.2 Documentary evidence

At the tendering stage, candidates shall declare that they are not in one of the situations listed above by submitting a signed Declaration of Honour and Absence of Conflict of Interest, in accordance with the form included in Annex C.

In addition, the tenderer to whom the contract is to be awarded (including all members of the consortium or group of companies and identified subcontractors whose intended share of the contract is above 10%) shall provide, within fourteen (14) calendar days and preceding the signature of the contract, the following documents as proof that the tenderer is not in one of the situations described above:

- for points (a), (b) and (e) above, recent extract(s) from the judicial record or, failing that, an equivalent document(s) recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied
- for points (a) or (d) above, a recent certificate issued by the competent authority of the State concerned.

Where the document or certificate referred to in the first two bullet points is not issued in the country concerned and for points (c) and (f) above, 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.

Depending on the national legislation of the country in which the tenderer is established, the document referred to above shall relate to legal persons and/or natural persons including, where considered necessary by the Contracting Authority, company directors or any person with powers of representation, decision-making or control in relation to the tenderer.

The Contracting Authority may waive the obligation of a tenderer to submit the documentary evidence referred to above 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 shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that no changes in his situation have occurred.

Administrative or financial penalties may be imposed by the Contracting Authority on tenderers who are in one of the exclusion situations after they have been given the opportunity to present their observations.

17.2 Selection criteria – Phase II

The aim of this phase is to assess if candidates have sufficient economic and financial capacity and sufficient technical and professional capacity to perform the contract.

17.2.1 Economic and financial capacity

Proof of economic and financial capacity of the candidates shall be furnished by the following documents and minimum requirements:

a) Evidence of professional risks indemnity insurance for the services requested, with a minimum coverage of EUR 1,000,000.00.

(b) Copy of the financial statements (balance sheets, and profit and loss accounts) for the last two (2) financial years for which accounts have been closed, where publication of the accounts is required under the company law of the country in which the economic operator is established. In case of a consortium, each consortium member shall present their own financial statements.

If the tenderer is not obliged to publish its accounts under the law of the state in which it is established, a copy of audited accounts for the last two (2) financial years should be presented. In case of a consortium, audited accounts for each consortium partner shall be presented.

(c) A statement of the annual average turnover for the last two (2) financial years for which accounts have been closed. The minimum average annual global turnover of the tenderer shall be of 750,000.00 EUR. In case of a consortium, the annual average turnover for each of the partners shall be presented. The sum of the annual average turnovers of each partner will be taken into account to reach the minimum annual average turnover of 750,000.00 EUR. The minimum average annual turnover for services related to the contract shall be of 250,000.00 EUR. In case of a consortium, the annual average turnover for services related to the contract for each of the partners shall be presented. The sum of the annual average turnovers of each





partner will be taken into account to reach the minimum annual average turnover of 250,000.00 EUR.

If for some exceptional reason which the Contracting Authority considers justified, the candidate is unable to provide the documentary evidence requested above, he may prove his economic and financial capacity by any other means which the Contracting Authority considers appropriate.

The Contracting Authority may waive the obligation of a tenderer to submit the documentary evidence referred to above if such evidence has been submitted to it for the purposes of another procurement procedure and still complies with the requirements above.

An economic operator may, where appropriate and for a particular contract, rely on the economic and financial capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for the performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. The Contracting Authority may require that the economic operator and the entities referred to above are jointly liable for the execution of the contract.

17.2.2 Technical and professional capacity

Proof of the technical and professional capacity of the tenderers shall be furnished by the following documents and minimum requirements:

(a) The educational and professional qualifications of the service provider or contractor and/or those of the firms managerial staff, in particular, those of the person or persons responsible for providing the services or carrying out the works. The candidate is requested to include the CVs in Europass format of the profiles described below. The proposed CVs must possess the minimum educational and professional requirements.

Profile	Minimum education and professional experience required
Security guard	<ul style="list-style-type: none"> • Secondary education level (minimum) • Minimum of two years’ professional experience in security services in local area guarding • Knowledge in English and German (at least B1 level) • Must have a certificate on “Brandschutzmeldeanlagen” and “Brandschutzwart” training • Must have a certificate on first aid training
Receptionist	<ul style="list-style-type: none"> • Secondary level education (minimum) • Minimum of two years’ professional experience in reception services • Knowledge in English and German (minimum level B1)





The number of CVs per profile to be provided is as follows:

Profile	Number of CVs
Security guard	3
receptionist	2

All CVs proposed must meet the minimum educational and professional requirements per profile described above. The same CV can only cover one of the above profiles.

(b) A list of the principal services provided in the past three (3) years, with the sums, dates and recipients. Candidates are required to prove that they have performed at least 3 projects of an amount, nature or scope similar to the services to be carried out under this tender.

(c) A statement of the annual average manpower of the tenderer in the last three (3) years.

The minimum annual average manpower in the last three (3) years shall be of at least 15.

(d) A certificate of enrolment in a professional trade register

An economic operator may, where appropriate and for a particular contract, rely on the technical and professional capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for the performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. The Contracting Authority may require that the economic operator and the entities referred to above are jointly liable for the execution of the contract.

18. Information for candidates

On the basis of the aforementioned criteria, after examination of the information provided by each candidate, the Agency will establish a list of candidates fulfilling the requirements for participation in the second stage of this call for tenders.

All candidates will be informed about the decision regarding their request to participate.

19. How to submit the request to participate

19.1 General terms and conditions for submitting a Request to Participate

Submission of a Request to Participate in reply to a restricted Call for Tenders issued by the Agency implies that the Contractor accepts all the terms and conditions set out in these Tender Specifications including the Annexes hereto, and waives all other terms of business.

Once the Agency has accepted the Request to Participate, it shall become the property of the Agency and the Agency shall treat it confidentially.

The Agency shall not reimburse expenses incurred by the candidates in the preparation and submission of the Requests to Participate.



19.2 The submission of a request to participate

Submission of a request to participate implies that the candidate accepts all the terms and conditions set out under point 19.1 of these specifications.

The requests to participate:

- must be drawn up in the format of the templates and forms available on FRA's website.
- be complete. Incomplete responses prevent a full evaluation of the request to participate and may lead to rejection;
- be perfectly legible in order to rule out any doubt whatsoever concerning the words or figures;
- be submitted in paper form.
- must be submitted under double sealed cover.

The inner envelope should be addressed to the Procurement Section indicated in below and marked:

Invitation to Tender No F-SE-14-T09 Not to be opened by the internal mail service

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

Candidates shall observe precisely the below indications in order that Requests to Participate are dispatched in due time.

Requests to Participate may be submitted in one of the following ways:

- a) by postal or courier services, to be dispatched no later than 05/09/2014, to the following address:

<p>European Union Agency for Fundamental Rights</p> <p>Invitation to tender No: F-SE-14-T09</p> <p>Administration (procurement section)</p> <p>Schwarzenbergplatz 11</p> <p>Vienna 1040 – Austria</p> <p>Fax: +43 (0)1 580 30 691 ; e-mail: procurement@fra.europa.eu</p>
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The date of the post mark and the date of the deposit slip will serve as proof of submission of the candidate. As a Request to Participate sent by postal or courier services may reach the Agency after the deadline, candidates who wish to send their requests by this method are kindly requested to notify the Agency of this by e-mail to the following address: procurement@FRA.europa.eu

or





- b) delivered by hand, in person or by the authorized representative, not later than 15:00 on 05/09/2014, (date of acknowledgement of receipt by the Agency) to the above mentioned address:

In case of hand delivery, the signed and dated receipt will serve as proof of submission. The Agency is open from 09.00 to 17.00 from Monday to Thursday and from 09.00 to 15.00 on Friday. It is closed on Saturdays, Sundays and Contracting Authority's holidays.

Important: Late submission will lead to the exclusion of the Request to Participate from the selection of the candidates for this Contract.

19.3 Structure of the Request to Participate

All requests to participate must be presented in four sections with the forms included in the Annex – Standard Submission Form:

Section A: Tenderers Identification

- Tenderers identification form (administrative details). If the candidate is a consortium or a group of companies, only the leader must fill in the form.
- Legal Entities Form, to be signed by a representative of the candidate authorised to sign contracts with third parties. There is one form for individuals, one for private entities and one for public entities. If the tenderer is submitting a joint offer, a Legal Entities Form must be submitted by each consortium or group member. It also has to be submitted by each identified subcontractor whose intended share of the contract is above 10% of the total contract value.
- Bank Identification Form filled in and signed by an authorised representative of the tenderer and his or her banker. In case of a joint offer, only one of the members of the consortium or group of companies, usually the leader, must complete the Bank Identification Form.
- Power of Attorney (in case of joint offers). In case of a joint offer, the power of attorney has to be signed by the leader and all consortium partners, preferably in a single document.
- Statement on Subcontracting, indicating the intention of the tenderer to subcontract part of the contract and the percentage of subcontracting per identified subcontractor.
- Letter of Intent of identified subcontractors (only if the tenderer intends to subcontract part of the contract).

Section B: Exclusion Criteria information

- Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest. To be submitted by each consortium or group member in case of joint offers and by each identified subcontractor whose intended share of the contract is above 10% of the total contract value.

Section C: Selection Criteria (Economic and Financial capacity)

- Evidence of professional risks indemnity insurance





- Copy of the financial statements (balance sheets, and profit and loss accounts) for the last two (2) financial years.
- Statement on the annual average global turnover for the last 2 years as well as the statement on the annual turnover for services related to the contract for the last 2 years.

Section D: Selection criteria (Technical and Professional Capacity)

- Educational and professional qualifications of the profiles requested
- List of principal services performed or supplies delivered in the last three (3) years.
- Statements on annual average manpower.
- A certificate of enrolment in a professional trade register

