



## **ANNEX A**

**D/SE/10/10**

**Pilot/Pre-testing for a FRA survey on  
violence against women**

**TENDER SPECIFICATIONS**

## **1 Title of the Contract**

The title of the contract is: "Pilot/Pre-testing for a FRA survey on violence against women".

## **2 Purpose and context of the Contract**

The purpose of the contract is to award a Service Contract for the provision of the services as specified in Annex A.1 Technical Specifications.

## **3 Subject of Contract**

The subject of the contract is "Pre-testing for a FRA survey on violence against women" as described in Annex A.1. Technical Specifications.

## **4 Technical Specifications**

The tenderer must present the technical offer, according to Annex A.1 Technical Specifications and according to the present tender specifications.

## **5 Starting of the Contract and duration**

The Contract resulting from the present call for tenders shall enter into force the date on which it is signed by the last contracting party.

The execution of the tasks cannot exceed 6 months.

## **6 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 agreement. Where the Plurilateral Agreement on Government Procurement concluded within the WTO applies, the framework contracts are also open to nationals of the countries that have ratified this Agreement, on the conditions it lays down. In that connection, it should be noted that the services under Annex IIB to Directive 2004/18/EC and the R&D services listed in category 8 of Annex IIA to that Directive are not caught by the Agreement.

## **7 Consortia or Group of service providers**

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

In addition, each member of the consortium or grouping must provide the required evidence for the exclusion and selection criteria (see section 18 of these tender specifications). Concerning the selection criteria 'technical and professional capacity' the evidence provided by each member of the consortium or grouping will be checked to ensure that the consortium or grouping as a whole fulfils the criteria.

## **8 Visits to premises or briefing**

Visiting of the premises is not applicable.

## **9 Volume of the Contract**

The maximum amount of the contract is estimated at € 250.000, excluding VAT. Depending on the budget availability and the needs of the FRA, this amount could be increased up to 50%.

## **10 General terms and conditions for the submission of tenders**

Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes and the technical specifications) and waives all other terms of business.

Submission of a tender binds the Contractor to whom the contract is awarded during performance of the contract. Once the Agency has accepted the tender, it shall become the property of the Agency, which shall treat it confidentially.

The Agency shall not reimburse any expenses incurred in preparing and submitting tenders.

## **11 No obligation to award the contract**

The tendering procedure shall not involve the Contracting Authority in any obligation to award the contract.

No compensation may be claimed by tenderers whose tender has not been accepted, including when the Contracting Authority decides not to award the contract.

## **12 Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, tenderers will be notified of the cancellation by the Contracting Authority. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers.

In no event shall the Contracting Authority be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure even if the Contracting Authority has been advised of the possibility of damages.

## **13 Variants**

Variants are not accepted.

## **14 Place of performance**

The place of performance of the tasks shall be the Contractor's premises or any other place indicated in the tender.

## **15 Prices**

Prices shall be expressed in euro.

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; the VAT amount must be indicated separately.

The price tendered must be all-inclusive and expressed in euros. For tenderers in countries which do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

Costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.

## **16 Subcontracting**

Any intention to subcontract part of the contract must be clearly stated in the tender. Tenderers must indicate the maximum percentage of the contract they intend to subcontract and the identity of the partners they intend to work with, and clearly state the nature of their links to those partners

Where, in a bid, the amount of subcontracting exceeds 20% of the contract, the subcontractor(s) must provide all the necessary documents for assessing the bid as a whole with regard to the exclusion criteria and selection criteria. Where subcontracting represents less than 20% of the contract, subcontractors shall not be required to provide documents on their financial and economic capacity.

The bid 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 paragraph 10 above, in particular article 2.18 of the standard Service Contract.

Tenderers must inform the subcontractor(s) and include in their subcontracting documents that Article 2.18 of the standard Service Contract (Annex B) may be applied to subcontractors.

Once the contract has been signed, Article 2.14 of the above-mentioned Service Contract shall govern the subcontracting.

## **17 Date and place of opening of the tenders**

Tenders will be opened at **10:30** on **27/09/2010** at the following location:

European Union Agency for Fundamental Rights  
Schwarzenbergplatz 11  
Vienna 1040 - Austria

An authorised representative of each tenderer may attend the opening of the bids. Tenderers wishing to attend are requested to notify their intention by sending a fax or e-mail at least 48 hours in advance to the fax or e-mail given under the present specifications. This notification must be signed by an authorised officer of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

## **18 Evaluation of the tender**

Call for tender D/SE/10/10

## 18.1 Exclusion criteria

Candidates or tenderers shall be excluded from participation in a 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 have been convicted of an offence concerning their professional conduct by a judgment 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;
- d) they have not fulfilled 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 have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- g) are subject to a conflict of interest;
- 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.

The contracting authority shall accept as satisfactory evidence that the tenderer is not in one of the situations described:

18.1.1 for (a), (b), (c), (d), (e) and (f) above, a declaration on the tenderer's honour, duly signed and dated, stating that they are not in anyone of the situations listed. (Annex C.2.1 of the Standard Submission Form - SSF);

18.1.2 for (g) and (h) above, a declaration on the tenderer's honour, duly signed and dated, stating that they are not in anyone of the situations listed. (Annex C.2.2 of the SSF);

Furthermore, the tenderer to whom the contract is to be awarded shall provide, within fifteen (15) calendar days and preceding the signature of the contract, evidence related to paragraph 18.1.1.

The contracting authority shall accept as satisfactory evidence that the tenderer is not in one of the situations described:

18.1.3 for (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.

18.1.4 for (d) above, a recent certificate issued by the competent authority of the State concerned.

Where the document or certificate referred to in article 18.1.3. and 18.1.4. is not issued in the country concerned and for the other cases of exclusion, 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.

The contracting authority waives the obligation of a tenderer to submit the documentary evidence referred to in the paragraph above if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the documents are not more than one year old starting from their issuing date and that they are still valid.

Tenderers are informed that the Early Warning System will be consulted.

The tenderers and, if they are legal entities, persons who have powers of representation, decision making or control over them, are informed that, should they be in one of the situations mentioned in:

- the Commission Decision of 16.12.2008 on the Early Warning System (EWS) for the use of authorising officers of the Commission and executive agencies (OJ, L 344, 20.12.2008, p. 125),
- or
- the Commission Regulation of 17.12.2008 on the Central Exclusion Database- CED (OJ L, 344, 20.12.2008, p. 12),

their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the EWS only or both in the EWS and CED, and communicated to the persons and entities listed in the above-mentioned Decision and Regulation, in relation to the award or execution of a procurement contract or grant agreement or decision.

## 18.2 **Selection criteria**

Tenderers will be selected if they can prove that they have sufficient economic and financial capacity, on the one hand, and sufficient technical and professional capacity, on the other hand.

### 18.2.1 **Economic and financial capacity**

Call for tender D/SE/10/10

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

- a) the presentation of the balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed shall be presented where publication of the balance sheets is required under the company law of the country in which the economic operator is established; (Annex C.5.2. );

It is necessary that the extracts from balance sheets to be dated, signed and stamped by the representatives of the tenderer.

- b) statement of the overall turnover concerning the services relating to the last two financial years. A minimum of the overall turnover of €50,000 during the last two years is required (C.5.2.b of SSF).

If for some exceptional reason which the contracting authority considers justified, the tenderer is unable to provide the references requested above, he may prove his economic and financial capacity by any other means which the contracting authority considers appropriate.

#### 18.2.2 Technical and professional capacity

Evidence of the technical and professional capacity of economic operators shall be furnished by the following documents:

- a) the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services, as specified in Annex A1, Technical Specifications (Annex C.6.1 of SSF);
- b) The Project Manager and Research Experts must have qualifications and demonstrated experience as specified in Annex A1 (Technical Specifications) The CVs of the Project Manager and Research Experts must be submitted in English in the Europass format (to be downloaded directly at:  
<http://europass.cedefop.europa.eu/europass/home/hornav/Downloads.csp>
- c) if the tender intends to subcontract any part of the services, an indication of the proportion of the contract which the service provider may intend to subcontract (Annex C.1.3. of SSF).

#### 18.3 **Evaluation of tenders on the basis of the award criteria**

The tenderers must present a technical offer (Annex C.4 of the SSF), according to the Technical Specifications.

The technical offer must be written with a 'lay person' in mind. The style and presentation must, as far as is possible, be simple and clear, and free of jargon that obscures rather than promotes meaning to readers unfamiliar with it.

Tenderers must demonstrate in their Technical Offer how they will carry out the work following the present Technical Specifications.

## Award Criteria

Tenders will be evaluated on the basis of the following award criteria:

### **(a) Project management (30%)**

#### (1) Work Programme (15%)

The tenderer should present a detailed Work Programme proposal in the technical offer, indicating key stages of the project, their duration and expected milestones. The Work Programme should indicate how the project activities will be implemented.

The tenderer's technical proposal should indicate clearly the amount of time each team member will devote to the FRA research.

The Technical Offer must also show what measures will be in place to verify the information provided by national level experts and assure its quality.

#### (2) Composition of the project team (15%)

The tenderer should present a proposal outlining the organisation and composition of the project team, specifying respective roles and contributions.

The project team must include a Project Manager, who is responsible for the project's overall coordination, and for each Member State a Research Expert, as detailed in Section 8 of the Technical Specifications in Annex A1: (Project team). The Project Manager is responsible for coordination and administrative tasks, as well as for contacting and informing the Agency about all aspects relating to the execution of the contract and the quality of the final deliverables. The Research Experts are responsible for the coordination of the research in their Member States. One Research Expert may be responsible for the coordination of research in a maximum of two Member States. Thereby the project team for the violence against women pre-test study in six Member States must include three to six Research Experts.

<b>a) Project management</b>	<b>Mark</b>	<b>Weighting in % (= maximum points to be awarded)</b>
<b>(1) Work programme: Implementation of activities</b>	0-100	15%
<b>(2) Composition of the project team</b>	0-100	15%
<b>Total</b>	<b>0-100</b>	<b>30.00 %</b>
<b>Minimum points to be reached for criterion (a)</b>		15.00



**(b) Project methodology (60%)**

The tenderer must justify their choice of a specific methodology (or methodologies) for conducting the research, and must describe in detail their proposed approach. The choice must be grounded in established social science research methodologies, the background to which should be outlined. The tenderer should have extensive experience of having used the chosen methodology or methodologies, in practice, in more than one Member State.

In the Technical Offer the tenderer must list, for each of the six Member States included in the study, a range of local organisations offering support for female victims of violence. These organisations will be informed of the survey and their contact information can be offered for the interviewees and participants of the focus groups after the discussions. The tenderer must describe how the listed organisations will be involved in carrying out the study (for example, in training the interviewers and selecting the respondents for Activity 5, as described in the Technical Specifications).

The tenderer should explain in their Technical Offer how they will ensure the high quality and functional equivalence of all the translations and the high standard of English of all the deliverables which will be submitted to the FRA.

Points 1 to 3 below explain how the 60% for the methodology is allocated.

(1) Outline of interviewer training methodology (10%)

Tenderers must describe how they propose to design the interviewer training programme and deliver it so that the interviewers in all Member States selected for the study receive the same training content. The tenderer should outline the ways in which the training will sensitise the interviewers to the issue of violence against women, explain the goals of the interviews, train them about how to ask questions on sensitive topics, cover the ethical and safety considerations for carrying out the interviews, assist in dealing with distressed respondents and help handle stress related to interviews on difficult topics.

The tenderers must indicate how they propose to incorporate in the training manual the relevant ethical and safety recommendations for research on violence against women; for example, as proposed by the World Health Organisation.<sup>1</sup> The tenderers must also indicate how they suggest incorporating in their materials the Interviewer's Manual and the Facilitator's Manual developed for the implementation of the UNECE violence against women module<sup>2</sup>.

---

<sup>1</sup> See Putting Women First: Ethical and Safety Recommendations for Research on Domestic Violence Against Women. WHO/FCH/GWH/01.1, WHO 2001. Available at <http://www.who.int/gender/violence/womenfirtseng.pdf>.

<sup>2</sup> Both documents are available at <http://www1.unece.org/stat/platform/display/VAW/Measuring+violence+against+women>.

The tenderers should specify how they propose to include local services for female victims of violence in the training programme.

(2) Research methodology (40%)

Tenderers must describe in detail their proposed methodology for conducting the interviews and focus group discussions. In particular tenderers should explain:

- How they will implement the cognitive and behavioural testing of the FRA quantitative survey interview core questionnaire
- How they will obtain access to interview female victims of intimate partner or non-partner violence in shelters and safe houses designed for female victims of violence
- How the selection of respondents for Activity 6 is carried out
- How the feedback from the interviewers will be gathered
- How they will select the participants for the focus group discussions to ensure a balanced composition within groups with respect to socio-economic background, etc.
- How they will facilitate the focus group discussions in order to ensure full coverage of research questions and relevant feedback
- How they will ensure that the ethical considerations are taken into account and addressed throughout the project

(3) Outline of the report (10%)

Tenderers should present an outline of the final report describing how the report will present the analysis of the results described in Activity 9. In particular, the proposal should describe how the report will achieve a balanced overview of results across the six Member States selected for the study. The report outline should explain how an overview of the main results will be presented in a visual, accessible way using descriptive statistics.

<b>b) Project methodology</b>	<b>Mark</b>	<b>Weighting in % (= maximum points to be awarded)</b>
(1) Outline of interviewer training methodology	0-100	10
(2) Research methodology	0-100	40
(3) Outline of the report	0-100	10
<b>Total</b>		<b>60.00</b>
Minimum points to be reached for the single criterion (b)		<b>30.00</b>

### **c) Data protection and copyright (10%)**

Tenderers must clearly show in their Technical Offer how they will ensure that the research will comply strictly with national and EU data protection legislation, especially Regulation (EC) No 45/2001 and Directive 1995/46/EC, as well as Regulation EC No 322/97 on the processing of data for statistical purposes. In particular, interviewees' contact details and data collected during interviews carried out with individuals in respect of their personal experiences will be processed anonymously in all the research deliverables/reporting, ensuring that individuals cannot be identified.

- The tenderer should also outline how they will ensure copyright of pictures and other communication material collected, as described in Deliverable 9

<b>Data protection and copyright</b>	<b>Mark</b>	<b>Weighting in % (= maximum points to be awarded)</b>
Data protection and copyright	0-100	10.00
<b>Total</b>		<b>10.00</b>
Minimum points to be reached for the single criterion (c)		<b>5.00</b>

The maximum final score a tender offer can reach are 100 points. Tenders scoring less than 60.00% in the overall points total or less than 50.00% in the points awarded for a single criterion will be excluded from the rest of the assessment procedure.

Tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without providing any added value, will only result in a very low score. In addition, if certain essential points of these specifications are not expressly covered by the tender, the Contracting Authority may decide to give a zero mark for the relevant qualitative award criteria.

### **18.1 Financial evaluation**

Tenderers are required to fill in Annex C.3 – Financial Offer of the SSF.

Tenderers must provide one fixed price including all fees and project related costs (project management, quality control, back-up resources, etc) directly or indirectly connected with the provision of the service. The tender with the lowest financial offer will receive a price indicator of 100 points. The remaining offers will receive lower price indicators in proportion to their prices.

### **19 Awarding**

The contract will be awarded to the most economically advantageous offer on the basis of the quality and the price ratio, in accordance with the following formula

Final score for tender = Quality points \* 70.00 % + Price points \* 30.00 %

### **20 Information for Tenderers**

The Contracting Authority 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 Contracting Authority 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.

### **21 Contacts between the tenderer and the Agency**

In principle, no contact is permitted between the Agency and the tenderers during the contract award procedure. However, in exceptional circumstances contact may be made on the tenderers' initiative before the final date for the receipt of bids, in order (and only for this reason) to clarify the nature of the contract. Such requests for further information may be made to the address below by fax or e-mail.

Call for tender D/SE/10/10

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

Insofar as it has been requested in good time, the additional information will be sent simultaneously to all economic operators who requested specifications or showed interest in submitting a bid no later than 6 (six) calendar days before the deadline for the receipt of bids or, in the case of requests for information received less than 8 (eight) calendar days before the deadline for the receipt of bids, as soon as possible after the request for information has been received.

The answers to the requests for additional information can also be found at the following Internet address: <http://www.fra.europa.eu>

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

- a. before the final date for the receipt of bids, 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;
- b. or, after the opening of bids, where a bid requires clarification or in order to correct material errors made in drawing up a bid.

Please note that in any event such contact may not result in a modification of the terms of the bid.

## **22 Terms of payment**

Payments under the Contract shall be made in accordance with Article 1.4 and Article 2.5 of the contract in Annex B. Payments shall be executed only if the Contractor has fulfilled all his contractual obligations by the date on which the invoice is submitted. Payment requests may not be made if payments for previous periods have not been executed as a result of default or negligence on the part of the Contractor.

## **23 Deposits and guarantees**

N/A.

## **24 Data protection**

Processing your reply to the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such data will be processed pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the European Union

Agency for Fundamental Rights. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to Agency's Data Protection Officer. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.

## **25 Structure of the tender**

All tenders must be presented as follows:

### **25.1 Administrative details**

- a) Where a tender involves several service providers, they may choose between:
- making a joint bid, in which case all the providers must be considered as tenderers and, if theirs is the successful bid, as contractors (in this case, one of the tenderers must be put forward as coordinator to manage the contract) (Annex C.1.1 or C.1.2);
- and
- making a bid in the name of only one tenderer, who is then the sole contractor if the bid is successful, the other service providers being considered as subcontractors (see article 16 of the tender specifications) (Annex C.1.3).

Whichever type of bid is chosen (joint bid or bid in the name of one tenderer), the tenderer(s) must stipulate the role, qualifications and experience of each service provider and, where relevant, the monitoring arrangements that exist between them.

- b) To identify himself the tenderer must fill in the two forms attached as Annex C.1.4 and C.1.5:
- The Legal entity form, to be signed by a representative of the tenderer authorised to sign contracts with third parties. There is one form for individuals, one for private entities and one for public entities. A standard form is provided in Annex C.1.4
  - The Financial identification form filled in and signed by an authorised representative of the tenderer and his or her banker. A standard form is provided in Annex C.1.5

The Legal entity form must be supported by the following documents relating to each tenderer in order to show its name, address and official registration number:

For private entities:

- A legible copy of the instrument of incorporation or constitution, and a copy of the statutes, if they are contained in a separate instrument, or a copy of the notices of such constitution or incorporation published in the national or other official journal, if the legislation which applies to the tenderer requires such publication;
- If the instruments mentioned in the above paragraph have been amended, a legible copy of the most recent amendment to the instruments mentioned in the previous indent, including that involving any transfer of the registered office of the legal entity, or a copy of the notice published in the relevant national or other official journal of such amendment, if the legislation which applies to the tenderer requires such publication.

- If the instruments mentioned in the first paragraph have not been amended since incorporation and the tenderer's registered office has not been transferred since then, a written confirmation, signed by an authorised representative of the tenderer, that there has been no such amendment or transfer;
- A legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication.
- If the above documents do not show the registration number, a proof of registration, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number.
- If the above documents do not show the VAT number, a copy of the VAT registration document, where applicable.

For Individuals:

- A legible copy of their identity card or passport;
- Where applicable, a proof of registration, as prescribed in their country of establishment, on one of the professional or trade registers or any other official document showing the registration number.
- If the above documents do not show the VAT number, a copy of the VAT registration document, where applicable.

For public entities:

- A copy of the resolution decree, law, decree or decision establishing the entity in question or failing that, any other official document attesting to the establishment of the entity.

All tenderers must provide their Legal entities form as well as the evidence mentioned above. Subcontractors are only obliged to provide the legal entity file, without the above mentioned evidence. In case of joint bid, only the co-ordinator must return the financial identification form.

## **25.2 Application of exclusion criteria and exclusion of tenderers**

To demonstrate there are no grounds for disqualification on the basis of the exclusion criteria, tenderer to whom the contract is to be awarded shall provide, within fifteen (15) calendar days and preceding the signature of the contract, the evidence listed in article 18.1-Exclusion criteria of the tender Specifications. Only when such evidence is not available, under the circumstances described in article 18.1, can the standard form (Annex C.2.1) replace such evidence if it is filled in and signed in front of one of the third parties described in article 18.1.

### **Administrative and financial penalties**

By returning the form in Annex C.2.1, duly signed, tenderers confirm that they have been notified of the following points.

Call for tender D/SE/10/10

Administrative or financial penalties may be imposed by the Contracting Authority on tenderers who are in one of the cases of exclusion provided for in Annex A.1 Tender Specifications under article 18.1 after they have been given the opportunity to present their observations.

These penalties are detailed in Article 96 of the Financial Regulation (OJ L 248, page 1, of 16 September 2002) and Article 133 of the Regulation laying down the rules for the implementation of the Financial Regulation (OJ L 357, page 1, of 31 December 2002). We invite tenderers to read carefully those two articles.

### **25.3 Application of Selection Criteria (Selection of tenderers)**

This part of the tender concerns the criteria and evidence relating to the technical, professional, economic and financial capacity of the service provider(s) involved in the bid. It should also contain any other document that the tenderer(s) wish(es) to include by way of clarification.

The proper implementation of the contract requires a multiplicity of skills, capacities and different types of expertise to be combined in the performance of the various tasks and activities.

An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In that case, evidence must be provided, that it will have at its disposal the resources necessary for performance of the contract, for example by producing a clear undertaking on the part of those entities to place those resources at its disposal.

If several service providers are involved in the bid, each of them must have and show that they have a) the technical and professional capacity to perform the tasks assigned to them in the tender, and b) the required financial and economic capacity.

This rule applies to all service providers, regardless of the percentage of tasks they intend to execute, once they have chosen to be tenderers.

However, if the tender includes subcontractors whose tasks represent less than 20% of the contract, those subcontractors are not obliged to provide evidence of their financial and economic capacity.

Tenderers' attention is drawn to the fact that any total or partial omission of information for which one or more service providers involved in the tender are responsible may lead the Contracting Authority to exclude the tender from the rest of the procedure.