



PARLAMENTO EUROPEO EVROPSKÝ PARLAMENT
EUROPA-PARLAMENTET EUROPAISCHE PARLAMENT EUROOPA PARLAMENT
ΕΥΡΩΠΑΪΚΟ ΚΟΙΝΟΒΟΥΛΙΟ EUROPEAN PARLIAMENT
PARLEMENT EUROPEEN PARLAMENTO EUROPEO EIROPAS PARLAMENT
EUROPOS PARLAMENTAS EUROPAI PARLAMENT
IL-PARLAMENT EWROPEW EUROPEES PARLEMENT PARLAMENT EUROPEJSKI
PARLAMENTO EUROPEU EURÓPSKY PARLAMENT
EVROPSKI PARLAMENT EUROOPAN PARLAMENTTI EUROPAPARLAMENTET

DIRECTORATE-GENERAL FOR INTERNAL POLICIES
Directorate G - Impact Assessment and European Added Value

ANNEX II

Invitation to tender No. IP/G/ALL/FWC/2013-002

TENDER SUBMISSION FORM¹

1. INFORMATION ABOUT THE TENDERER

Please give concise answers

1.1. Name:
1.2. Legal form:
1.3. Country in which the business is registered (where appropriate):
1.4. Registration number in the commercial register (where appropriate):
1.5. VAT number:
1.6. Registered office OR in case of natural persons tendering, address of domicile:²
1.7. Usual office address: Tel.: Fax: E-mail:

¹ Based on Directive 92/50/EEC relating to the coordination of procedures for the award of public service contracts (OJ L 209, 24.7.92), as amended by Directive 97/52/EC (OJ L 328, 28.11.97), Council Regulation 1605/2002 (OJ L 248, 16.09.2002) and Commission Regulation 2342/2002 (OJ L 357, 31.12.2002).

² Tenderers should be aware that invoices can only be paid if the address indicated on the invoice corresponds either to the address of the registered office/private domicile or, if applicable, to the usual office address indicated on the tender form. In case of the invoice bearing a different address, the invoice will be rejected.

1.8. Project leader:	
1.9. Representative duly authorised to sign on behalf of the tenderer:	
1.10. Bank account number:¹	IBAN:
Name of bank:	BIC/SWIFT:
Address of bank:	

2. DIVISION INTO LOTS

Please tick the lot this tender form is relating to:

Lot 1: Economic and Monetary Affairs, Budgets and Audit	<input type="checkbox"/>
Lot 2: Internal Market and Consumer Protection	<input type="checkbox"/>
Lot 3: Environment, Public Health, Food Safety, Employment and Social Affairs	<input type="checkbox"/>
Lot 4: Industry, Research and Energy	<input type="checkbox"/>
Lot 5: Legal and Constitutional Affairs	<input type="checkbox"/>
Lot 6: Civil Liberties, Justice and Home Affairs, Women's Rights and Petitions	<input type="checkbox"/>
Lot 7: Regional Development, Transport and Tourism	<input type="checkbox"/>
Lot 8: Agriculture and Fisheries	<input type="checkbox"/>
Lot 9: Development and International Trade and Economics	<input type="checkbox"/>
Lot 10: Foreign Affairs, Security and Defence	<input type="checkbox"/>
Lot 11: Methodological and horizontal issues	<input type="checkbox"/>

¹ Tenderers are made aware that this bank account has to be held in the name of the tenderer. At the time of conclusion of the contract, a special document will be requested from the contractor, to be countersigned by the bank, in order to verify this.

3. JOINT OR GROUP TENDER

<p>3.1. Are you submitting a joint or group tender?</p> <p>If your answer is YES:</p> <p>The lead tenderer shall list the name of other joint of group tenderers</p> <p>– JT1:</p> <p>– JT2:</p> <p>– JT3:</p> <p>Please note that a tender form for each of the submitting parties concerned must be included.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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4. EXCLUSION CRITERIA

I, the undersigned, Mr(s), being the representative authorised to sign on behalf of the tenderer, hereby declare on my honour that:

- a) the tenderer is not **bankrupt** or being wound up, is not having his affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) the tenderer has not been **convicted of an offence** concerning his professional conduct by a judgment which has the force of *res judicata*;
- c) the tenderer has not been **guilty of grave professional misconduct** proven by any means which the contracting authority can justify;
- d) the tenderer has 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 the tenderer is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) the tenderer has not 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, the tenderer has not been declared to be in serious **breach of contract for failure to comply with his/her contractual obligations**.

I hereby undertake to supply any documents specifically requested of me.

The undersigned is aware of the fact that contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a **conflict of interest**;
- (b) 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.
- (c) find themselves in one of the **situations of exclusion**, listed in the first paragraph above, for this procurement procedure.

Date Place

Signature

5. SELECTION CRITERIA

Please attach one or more of the following proof of financial and economic capacity :	
SC 1 - Appropriate statements from banks or evidence of professional risk indemnity insurance	See Annex.....
SC 2 - The presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.	See Annex.....
SC 3 - A statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years.	See Annex.....
SC 4 - Natural persons may supply an official statement (letter) by their bank proving their financial capacity , stating that they are a reliable customer. In case of consortia of natural persons, each member of the consortium has to supply this letter individually.	See Annex.....
In case of inability to provide one of the references requested under SC 1, SC 2, SC 3 and SC 4, attach other means of proof of economic and financial capacity.	See Annex.....
Please attach one or more of the following proof of technical and professional capacity :	
SC 5 - Professional and/or academic experience of a minimum of five years for all members of the tenderer's team except "Junior Experts" and "Support/Administrative staff" (Levels IV and V experts, see Price List Form), obtained after their degree in one or more of the following areas: economics, finance, accounting, auditing, government, public administration, law or any other area of relevance to the subject of the tender. Tenderers must submit a curriculum vitae for each team member.	See Annex.....
SC 6 - Publications on relevant issues in the specialised and/or academic press carried out in the past five years. Tenderers must submit a list of publications and can submit further documents that they deem of use in assessing their tender	See Annex.....

<p>SC 7 - Knowledge of the EU institutional framework and decision-making process (e.g. details of relevant articles touching on issues of the EU institutional framework, experience in working in an area related to EU issues, participation in conferences, courses etc. on matters related to the European Union).</p>	<p>See Annex.....</p>
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6. AWARD CRITERIA AND THEIR WEIGHTING

Please attach below requested documents:

<p>AC 1 - 10 points: General understanding of the policy challenges in the lot applied for. Tenderers must provide a concise description of what they consider to be the five most important challenges which the EU faces in the respective policy area over the next five years.</p>	<p>See Annex.....</p>
<p>AC 2 - 10 points: General approach and work to be performed. Tenderers must provide a description of their understanding of the requested services, explaining how they propose to perform their tasks, in terms of academic method, in order to achieve the objectives and requirements set out in Annex I. The methodology should not be abstract, but instead tailored to the requirements of these tasks as described.</p>	<p>See Annex.....</p>
<p>AC 3 - 10 points: Organisation, management and coordination of the work and effective cooperation with EP services. Tenderers must provide a detailed description of how they intend to cater for the organisation, management and coordination of the work to be performed under this framework contract and of how to ensure effective and continuous cooperation with the responsible EP services.</p>	<p>See Annex.....</p>
<p>AC 4 - 10 points: Description of the quality and the availability of the relevant information and data sources, as well as of the scale, range, academic capacity, geographical coverage and relevance of the tenderer's network of contacts for the aims of the respective lot of this framework contract. Tenderers must provide a qualitative description of relevant information and data sources with proven ready access and of their network of national and international academic contacts relevant for the aims of this framework contract; and demonstrate their capacity to provide a wide EU coverage of the issues covered in the lot(s) applied for.</p>	<p>See Annex.....</p>
<p>AC 5 - 10 points: Mechanisms for assuring academic and editorial quality. Tenderers must provide a detailed description of mechanisms: a) for assuring the intellectual quality of the expertise, and b) regarding editorial review and professional proofreading by a native speaker.</p>	<p>See Annex.....</p>

<p>AC 6 - 20 points: Skills, experience and academic background of the team. The team's composition should enable it to deal with a wide range of potential requests falling under the respective lot. Contractors are therefore expected to be able to operate across the relevant academic disciplines (e.g. economics, law, social sciences, statistics, natural sciences, etc), as well as to provide deep and varied professional experience relevant to this lot.</p>	See Annex.....
<p>AC 7 - 20 points: Adequacy of the proposed assignment of team members, including the structure of the team and a breakdown of working days which different team members will typically dedicate to each specific request (briefing paper, research paper, study etc).</p>	See Annex.....
<p>AC 8 - 5 points: EU-wide geographic coverage of the team</p>	See Annex.....
<p>AC 9 - 5 points: Layout, structure, completeness and ease of inspection of the tender.</p>	
<p>AC 10 - Price <i>Weighting: 33%</i></p>	<p>See Annex.....</p> <p>(Pricelist Form)</p>

7. DECLARATION OF ACCEPTANCE

<p>The undersigned declares that (s)he accepts the terms of all the documents received in relation to this invitation to tender</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
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Done at on

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Stamp (if available)

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Signature of the representative
duly authorised to sign
on behalf of the tenderer