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DIRECTORATE-GENERAL FOR COMMUNICATION

DIRECTORATE RELATIONS WITH CITIZENS

HOUSE OF EUROPEAN HISTORY

SPECIFICATIONS

Open call for tenders

Temporary exhibition "Encounters & Exchange: Moving beyond Borders" of the House of European History in Brussels

COMM/DG/AWD/2014/329

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1 INTRODUCTION

These specifications are an integral part of the documents drawn up for the invitation to tender for the contract referred to. The documents relating to the invitation to tender comprise:

- a letter of invitation to tender
- conditions for submitting a tender
- specifications and the annexes thereto
- a draft works contract and the annexes thereto.

These specifications are supplemented by the following annexes and forms, which are an integral part thereof:

- Annex 1: Exhibition Brief
- Annex 2: Plans of the rooms (ceiling, floor, electricity)
- Annex 3: Access to the building
- Annex 4: Building a House of European History
- Annex 5: The European Parliament's environmental policy
- Annex 6: Handbook for staff of all external companies carrying out works and maintenance on the European Parliament site in Brussels
- Annex 7: Procedure for handling and transporting loads in the European Parliament's buildings in Brussels
- Annex 8: Waste Management Procedure for contractors of the Brussels Buildings Management Unit
- Annex 9: Procedure for temporary work at height on the European Parliament site in Brussels
- Annex 10: Health safety coordination for maintenance companies PGSS
- Annex 11: The European Parliament's IT environment
- Annex 12: European Parliament's "Internal Rules governing missions and duty travel by officials and other servants" (chapters 7, 8, 9, and 10)
- Annex 13: Allowances for countries in the European Union
- Annex 14: Allowances for countries outside the European Union
- Annex 15: Model Performance Guarantee

- Form 1: Financial identification form
- Form 2: Information sheet concerning consortiums of economic operators
- Form 3: Declaration concerning subcontractors
- Form 4: Declaration on the tenderer's honour concerning the exclusion criteria and absence of conflict of interest
- Form 5: Statement of turnover
- Form 6: List of the principal works/services provided in the past 8 years
- Form 7: Short description of the reference projects
- Form 8: Overview of educational and professional qualifications
- Form 9: Model Europass CV
- Form 10: Price
- Form 11: Estimated Budget Breakdown
- Form 12: Label to be affixed to the outer and inner envelopes when a tender is sent

PART I – GENERAL INFORMATION

2 SUBJECT OF THE CONTRACT

In accordance with the provisions of Council Regulation (EC, Euratom) No 966/2012 of 25 October 2012 on the financial rules applicable to the general budget of the European Union, the European Parliament has decided to issue this invitation to tender for **the design, the production, the installation, the maintenance and the dismantling of the temporary exhibition "Encounters & Exchange: Moving beyond Borders" of the House of European History in Brussels.**

In connection with this invitation to tender, the following Contract Notice has been published in the Official Journal of the European Union: 2014/S 186-327036 of 27/09/2014.

3 DESCRIPTION, PURPOSE AND BUDGET OF THE CONTRACT

3.1 Introduction

3.1.1 Introduction to the European Parliament (EP) and the House of European History (HEH)

The idea of creating a House of European History was first put forward by the President of the European Parliament during his inaugural speech on 13 February 2007. The aim is to place the development and current activities of the European Union within a broad historical context. In December 2008, the "Conceptual Basis"¹, a report from a committee of experts comprising historians and museum specialists, was adopted by the European Parliament's Executive Bureau ('the Bureau'). This report sets out the principles of the House of European History, the main function of which is to offer to the citizens of the Union a modern exhibition, documentation and information centre dedicated to the shared history of Europe.

The House of European History aims to become a place of interactivity and debate, allowing Europeans of all generations and from all backgrounds to further their knowledge of recent history and thus better understand the development of Europe at large and of the European Union in particular. It will bring to life the concept of a 'House' which is open to all citizens, and will project a strong image of Europe and European integration in the cultural and urban sphere in Brussels. At the heart of the House of European History is a permanent exhibition, a collection of European nature. Temporary and travelling exhibitions, an extensive online offer and a wide range of learning programmes and events for different audiences will complete the offer after the opening of the 'House'. The House of European History is scheduled to open in late 2015. For further information about the project see webpage at <http://www.europarl.europa.eu/visiting/en/visits/historyhouse.html>

The European Parliament Bureau has chosen the Eastman Building, situated on the edge of the Léopold Park in Brussels, for the location of the 'House of European History'. The Eastman building will comprise, after renovation, approximately 8.000 m² of built-up surface area. The available gross surface for the permanent exhibition amounts to some 4.000 m².

¹ http://www.europarl.europa.eu/meetdocs/2004_2009/documents/dv/745/745721/745721_en.pdf

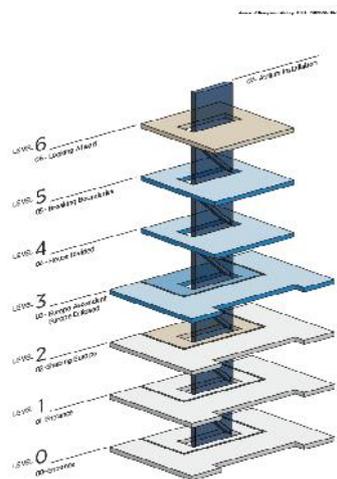
With regard to the number of visitors, the neighbouring visitors centre of the European Parliament, the "Parlamentarium", has attracted over the first year of exploitation (October 2011–October 2012), 250.000 visitors. Similar attendance is expected for the House of European History.

The House of European History will be open to public 57 hours per week, seven days a week, 359 days per year. It will remain closed on Monday mornings². The House of European History is scheduled to open in late 2015. The first temporary exhibition of the House of European History, which is the scope of this tender, is foreseen to open its doors in September 2016.

3.1.2 Description of the temporary exhibition incl. multilingualism

a. Space (see Annex 2)

The House of European History's temporary exhibition will be located on the two lowest exhibition floors, below the five floors dedicated to the permanent exhibition, at the ground floor and the first floor (level 0 and 1) of the Eastman building. It will be entirely located in the modern extension of the Eastman building. Its approximate net surface is of 500 m².



Visitors will enter the temporary exhibition on the ground floor. The temporary exhibition space is protected from direct daylight.

b. Content abstract

Cross-border interactions have shaped Europe as it is today. Across borders and boundaries, Europeans have traded and cooperated with each other, learnt from each other but also fought each other. They have been interconnected for a long time, although at different levels of intensity in different times. The long history of interactions and links within Europe and with the outside world shows that everyday patterns of interaction cross and defy physical borders and cultural boundaries. Yet still today, mental and cultural barriers hamper interaction.

The exhibition will explore with the visitor the cross-border interconnectivity of Europeans, interactions and exchanges:

1. Historically, through interactions in different fields of life;
2. Through the heritage which has resulted from these interactions;

² Opening hours: Monday: 13:00 - 18:00, Tuesday to Friday: 09:00 - 18:00, Weekend: 10:00 - 18:00, Closed: 1 January, 1 May, 1 November, 24, 25 and 31 December

3. In the visitor's own life today.

Throughout the exhibition, the interplay of connections on the one hand and separating barriers on the other will be explored.

The exhibition wants to engage the visitor into an interaction with the House of European History and with each other. Starting from a hands-on interactive discovery of historic interactions, the visitors should move on to discover in a joint interaction the heritage resulting from encounters. Finally, they will create their own map of interactions in Europe today.

c. Concept

The exhibition structure will be **thematic**. Chronological developments will be indicated within the exhibition topics where appropriate. An exemplary approach will illustrate the chronological structure.

The exhibition is structured into **three main topics**, corresponding to the three communication goals (all titles are working titles):

1. Cross-border interactions in European history
2. Cultural transfer
3. Interactions today.

The three topics are **different in nature**: The first goes into the main types of cross-border interactions in history, the second looks at the ways in which these interactions have shaped the Europe we know today and the third confronts the visitor with the borders to his or her own interactions.

The different nature of these three spaces allow for the creation of a **contrasted visitor experience**. The first topic, which should be the largest in terms of space, should be centred mainly around objects, the second will combine objects with an immersive and interactive multi-media setting and the third will rely to a major extent on multi-media technology. Visitor interaction should be a strong element thus transforming the exhibition topic of "interactions" into a reality experienced by the public.

A red thread across the three topics is the idea of physical and mental **cross-border connections**. In the first topic, these are the routes and networks established for the cross-border interactions. In the second, they are the links created by the spread of objects, ideas, and the like. In the third, they are designed by the visitors' own movements. Therefore, the notion of **interconnectivity** could be a visual subtext to all three exhibition topics.

d. Multilingualism

The exhibition should be made available in the **four languages** English, French, Dutch and German. These languages include both the three working languages of the European Institutions and the three official languages of Belgium.

The texts in the four languages should be readable in the exhibition, without an electronic device. The feasibility of an electronic concept for the label display, such as a digital display allowing for a swap of languages on the display in function of the visitor approaching, possibly with RFID technology, could be explored.

Further information on the temporary exhibition can be found in Annex 1: Exhibition Brief.

e. Design for all

The entire design and all information must be accessible to all types of visitors: individual visitors, groups, school groups, professionals, scientists, visitors who have visual impairments, hearing impairments, a physical disability or who have special learning needs.

3.2 Scope of the contract

The invitation to tender aims at establishing a works contract for the design, the production, the installation, the maintenance and the dismantling of the temporary exhibition "Encounters & Exchange: Moving beyond Borders" of the House of European History in Brussels. Those works include:

1. Design of the temporary exhibition;
2. Basic fit-out of the existing spaces, production, delivery and installation of partition walls, furniture, showcases, display bases and mounting supports for objects, graphics and scenographic elements;
3. Supply and installation of the lighting equipment, audiovisual and multimedia hardware and all other necessary technical installations, including exhibition control system;
4. Development and implementation of all the audiovisual and multimedia software;
5. Maintenance of the temporary exhibition in good operating level and consequently minimization of downtime;
6. Dismantling, sorting and disposal of the temporary exhibition;

The design of the temporary exhibition will have to be developed taking into consideration the other activities of the House of European History even if these activities are not part of this contract.

3.2.1 *Tasks of the Contractor*

The list of tasks below describes the services/works to be done to insure the completion of the contract. **This list is not exhaustive.** All that is necessary to achieve a high quality result and functioning of the temporary exhibition is part of the contract, even if not explicitly provided for in the specifications, and must be performed by the Contractor.

All those tasks have to be developed and executed in close collaboration with the HEH team as well as with any expert designated by them.

Throughout the contract

a. Project management

- To schedule the services and the works throughout the duration of the project, allowing sufficient time to the HEH team to provide answers to requests for information, and to approve each phase of the project.
- To detect and foresee any possible critical path or deviation in the planning of the project, as well as to implement the necessary measures to correct them, in order to guarantee that the project is fully completed according to the planning, without any sort of time delay.
- To monitor the budget of the project.
- To attend regular progress meetings with the HEH team and provide regular updates of progress made.
- To coordinate the services and the works with the HEH team and, if necessary, with other (sub)contractors involved, both off site and on site.
- To implement and coordinate the necessary mechanisms of quality control.
- To produce a methodology for the reviews, remarks, modifications and validations by the HEH team of all necessary project presentations (preliminary design, final design, detailed design), of shop-drawings, of samples, of prototypes, etc.

Design Phase**b. Inception**

- To analyse the Exhibition Brief and additional documents prepared by the HEH team.
- To meet with the HEH team in order to familiarise with the project and to agree on working methods and organisation as well as on the detailed time schedule, respecting the deadlines in the tender documents.

> *Deliverables:*

- Report including:
 - The agreed working methods and organisation,
 - The agreed detailed schedule, taking into account the deadlines set out in the tender documents,
 - First adaptations to the design proposals included in the tender.
 - Any other information deemed necessary for this phase.

c. Preliminary design

- To propose the general composition in plan and in volume and to define the main concept for the space, for circulations, and for the general atmosphere.
- To develop, in collaboration with the HEH team, the temporary exhibition design elements which support/convey the exhibition messages and to prove their feasibility and reliability.
- To develop the principles and the main ideas for the multimedia, the audiovisuals, interactive devices, educational tools and sound design.
- To identify which of the multimedia could be also developed for the on-line offer (development is not part of this tender).
- To develop the technical principles for:
 - Lighting;
 - Sound;
 - Multimedia, audiovisuals, interactivity etc.;
 - Multilingualism solutions;
 - Electricity supply;
 - IT (Information Technology);
 - Centralized control of the temporary exhibition.
- To define the strategy for graphic design, as part of the exhibition communication (this strategy has to be based on the analysis of the relation with the graphical identity of the HEH).
 - Define the first approach and organisation of graphic messages in the temporary exhibition spaces (typology; hierarchy of different levels of message; types of graphic supports).
 - Define graphic and style orientations (text formats; typographies; colours; graphic treatment of diagrams, illustrations, iconographies).
- To produce an updated design, production and dismantling schedule.
- To establish provisional estimate of production, maintenance and dismantling costs for different proposals.
- To verify the compatibility of the selected solutions with the building and the different applicable regulations and legislation, particularly those related to health and safety in public buildings.

> *Deliverables*

- General description of the design and explanations of chosen solutions (design, multimedia, audiovisual, sound, interactive devices, educational tools, lighting, etc.) incl. mood boards, plans, drawings of exhibition elements, at the convenient scale (agreed during inception phase), 3D perspectives giving the overview of the general design (minimum 8 renderings);

- List of the multimedia and audiovisuals foreseen, with short descriptions of their content and identification of the elements which could be used on-line;
- Description of the visitors' experience;
- Description of the approach to multilingualism
- Description of the approach to the 'design for all' principle;
- Concept for the graphic elements incl. drawings of graphic design elements;
- Description of the technical principles underlying the design
- Table with surfaces for each topic and sub-topic;
- Design, production and dismantling schedule;
- Provisional financial estimates;
- Any other documentation deemed necessary for this phase.

d. Final Design

- To define plans, sections and elevations, locations, dimensions and views of the temporary exhibition general design.
- To further develop each idea and design element (design, multimedia, audiovisual, sound, interactive devices, educational tools, lighting, etc.) from the Preliminary Design phase, in order to detail further the design and the technical aspects while verifying their technical and financial feasibility.
- To further develop the technical definition of the exhibition, technical systems and networks, including:
 - Lighting;
 - Acoustics, Sound;
 - Detailed technical description of multimedia, audiovisuals, interactivity, special effects;
 - Multilingualism solutions;
 - Electricity supply;
 - IT (Information Technology)
 - Technical management of the exhibition.
- To define the principle for the mounting of objects.
- To further define the precise organization of graphic messages in the temporary exhibition spaces (typology, hierarchy of different levels of messages, graphic supports); the graphic and style orientations (texts formats, typographies, colours, graphic treatment of diagrams, illustrations, iconographies).
- To develop the synopsis of the multimedia and the AV's.
- To search for still images and footages needed for the exhibition and to gather all information related to the sources and rights associated to those images;
- To further verify the compatibility of the chosen solutions with the building and with the different regulations and legislation in force, particularly those relating to health and safety in public buildings.
- To produce an updated design, production and dismantling schedule.
- To establish final estimates of the production, maintenance and dismantling costs for the different chosen solutions, itemised per trade, space and element.

> Deliverables

- Detailed description of the design and explanations of chosen solutions (design, multimedia, audiovisual, sound, interactive devices, educational tools, lighting, etc.) incl. plans, cross sections, elevations, drawings of exhibition elements, at the convenient scale (agreed during inception phase), updated 3D perspectives giving the overview of the general design (if necessary);
- Working model of the exhibition at the convenient scale (agreed during inception phase);
- Detailed descriptions of technical solutions for furniture, showcases and scenography, incl. materials and colours;
- Description of the principles for the mounting supports;

- Description of technical principles and equipment (light, sound, multimedia, audiovisual...), technical networks and technical management of the temporary exhibition;
- Synopsis of multimedia and audiovisual productions (description of the content, the artistic and the narrative approach, mood boards);
- List of footages and related sources and rights;
- Detailed descriptions of graphic design elements;
- List of still images and related sources and rights;
- Demonstration of how issues related to safety and security, risk prevention and health protection have been respected;
- Detailed time-schedule of the studies and of the production, maintenance and dismantling;
- Financial estimates of the production, maintenance and dismantling, itemised by trade, space and element;
- Any other document deemed necessary for this phase.

e. Detailed Design

- To establish technical documents (descriptions and drawings).
- To establish the final production, maintenance and dismantling costs.
- To provide a detailed time-schedule for the production, maintenance and dismantling.

> Deliverables

- Technical description of the exhibition and of the technical infrastructure, taking into account all answers to previous remarks of the Technical controller, the Fire security coordinator and the Health & Safety coordinator, incl. plans of the exhibition, cross-sections and elevations, drawings of the details of exhibition elements, as well as the method of their implementation;
- Detailed drawings of all graphic design elements;
- Detailed description of all multimedia and audiovisual productions including storyboards, production plans etc.
- Technical description of all multimedia materials and equipment;
- Elements of calculations: electrical tensions, calorific value of proposed equipment;
- Detailed plan of cabling;
- Detailed technical description of graphic design elements;
- Description of solutions related to safety and security;
- Quantitative overview of all volumes, dimensions, quantities for each exhibition element;
- Detailed time-plan (schedule) of production, maintenance and dismantling.
- Detailed production, maintenance and dismantling costs, including a detailed breakdown by exhibition element;
- Any other document deemed necessary for this phase.

Production Phase

Please note: the exhibition being in four (4) languages of the European Union, the European Parliament will be responsible for the delivery of the exhibition texts in all languages.

f. During development of shop drawings and associated studies

Showcase, Furniture, Hands' on and Scenography

- To produce all necessary shop drawings indicating production and installation. Shop drawings are based on the technical details included in the detailed design. They are required for each typical component type and include: detailed drawings, methods of installation and attachment, type, size, weight when significant, spacing and location of welds, bolts or other anchorage devices. Shop drawings will also show design, materials (kind, thickness and finish), dimensions, connections and other necessary details or feature. Shop drawings will include colour and material specifications, showing their specific application on all surfaces as well as

production method. The shop drawings will be submitted to the HEH team for remarks or validation;

- To make all technical studies needed to realize the project described, including all engineering studies. The Contractor is responsible for carrying out all works according to all applicable regulations (of the European Parliament, local, regional, national and European)
- To produce samples or prototypes for the HEH team to judge the quality of selected materials and technical methods used and the quality of the finish. Samples include both fabricated and unfabricated physical examples of materials, products and units of work. Samples may be both complete units and small portions of units, either limited to visual inspection, or where indicated, for more detailed testing and analysis.
- To verify compliance with the regulatory requirements of the selected materials. To check if every aspect of the project as developed still complies with all Health and Safety regulations.

Graphic Design / Production

- To define the graphic production process, the substrates, graphic processes, edge detail, mounting system specified in the project, the quality of images and similar.
- To verify compliance with the regulatory requirements of the selected materials. To check if every aspect of the project as developed still complies with all Health and Safety regulations.
- To collect all high-resolution images needed for the graphic production and to negotiate and acquire all necessary intellectual property rights (e.g. reproduction and distribution rights) of the images. For details about Intellectual Property rights see draft works contract Article 1.12.
- To scan originals in the form of prints or transparencies where high resolution images are not available, and provide high resolution files suitable for the production method and finished printed size.
- To create an agreed number of artwork test files to enable the HEH team to approve colour, print quality, image quality and production method across the various requirements of the project, prior to sending off for production.
- To produce the final lay out of the graphical material for review and sign off by HEH team; performing any necessary dust/scratches cleaning and/or colour/contrast adjustment, enlargement and resampling and placement of images; producing the press ready works. Issue and manage a formal sign-off procedure of all artwork, making amendments as instructed and re-issuing said artwork to obtain approval prior to sending for production. Provide on demand continuously updated information on the state of the graphic production by item.
- To prepare and present a specification sheet with each artwork details including the graphic reference file name, file scale, dimensions, production method, and any mounting or fixing information.
- To provide all final high digital resolution artworks in a mix of Adobe, InDesign, Photoshop, Illustrator, Quark Express and high resolution Pdf's

Mounting supports

- To analyse all the objects (approximately 150 objects) to be exhibited on the basis of the information provided by the HEH team. To design the mounting support for every specific object to be exhibited. The design will be submitted to the HEH team for remarks or validation.

General

- To prepare a Risk Assessment Report for the installation.

> Deliverables

- Shop drawings;
- Technical studies;
- Samples and prototypes;
- Artwork test files;
- Image rights file;

- Final high resolution artworks;
- Design of the mounting supports.
- Risk Assessment Report

g. During pre-production of the AV's and multimedia

- To collect all necessary images, audio and video footage identified in the previous phases.
- To submit all necessary creative treatments for AV's and multimedia (both exhibition and on-line), consisting of scripts, visuals, animatic, storyboards, diagrams, compositions, user interface designs, raw edits, draft soundtracks and sound effects, etc. for review with a minimum of 2 iterative submissions offered for review for each media exhibit enabling review, testing and sign-off to an agreed program.
- To gather all necessary information about intellectual property rights (e.g. reproduction and distribution rights) of the images foreseen in the storyboards as well as of all existing material to be included in soundtracks. For details about Intellectual Property rights see draft works contract Article I.12.
- If necessary, to make a selection of voices (4 languages) and of music/sounds with related user terms and conditions to be submitted to HEH team for approval.

> Deliverables

- Preliminary footage rights file
- Full creative treatments for AV's and multimedias.

h. Production in workshop and ordering of equipment

Showcase, Furniture, Hands' on and Scenography

- To produce all showcases, furniture, scenography elements, hands' on, using museum conservation grade materials.
- To produce all necessary crating and packaging for the transportation of the materials to the HEH building.

Graphic Production

- To produce all graphic items. All elements to be placed inside showcases or near exhibits must be carried out according museum conservation grade materials (inks, adhesives, etc.).
- To prepare all necessary crating and packaging for the transportation of the materials to the HEH building.

Mounting supports

- To pre-produce all mounting supports.
- To produce all necessary packaging and phytosanitary crates for the adequate transportation of the materials to the HEH building.
-

Audiovisual, Control and Lighting Equipment

- To order the required equipment. All equipment ordered has to be supplied with all appropriate plugs and be certified as complying with the EC regulations.

General

- To devise Health and Safety procedures for installation.
- To investigate all accidents and near-miss occurrences and present a report on each.
- To make recommendations and implement/revise procedures to avoid recurrence.

> *Deliverables*

- Exhibition elements ready to deliver;
- Exhibition equipment ready to deliver.

i. Production and postproduction of the AV software

- To undertake software development (preferably open sources), both for exhibition AV's, multimedia's and for on-line, testing and reviews on the actual hardware that is to be installed.
- To produce all 2D or 3D computer graphics elements that should be incorporated into the AV and multimedia both for exhibition AV's, multimedia's and for on-line.
- To record the EN version of the voice over first and edit the movies on this basis (taking into account the specificity – namely the specific length of words and sentences – of the other languages). This version will become the reference for the translation of the voice over's. The editing of the other language versions will then occur later in the process. For all recording the Contractor will direct the actors.
- To record the other languages versions and to edit the movie in those languages.
- To ensure an adequate post-production of all AV's and multimedia.
- To prepare movie encoding in the native resolution of the display equipment.
- To finalize all AV's and multimedia in appropriate format to be integrated in the exhibition as well as 2 archive copies of each in appropriate format for archive.
- To manage and acquire all intellectual property and related rights associated with the AV Software and content used for AV's and multimedia (expenses will be reimbursed and are not included in the budget). For details about Intellectual Property rights see draft works contract Article I.12.

> *Deliverables*

- Final footages rights file ready to deliver;
- Audiovisual and multimedia productions in appropriate format ready to deliver.

j. Delivery and installation on site

Showcase, Furniture and Scenography

- To deliver and undertake the onsite installation of showcases, furniture, hands' on and scenographical elements in close coordination with the rest of the onsite working teams.

Graphic production

- To deliver and install all graphics onsite according to the specifications on the project and in close coordination with the rest of the onsite working teams.
- To provide all final production artworks and specification sheets issued for production upon completion of the project as back up on DVD or an external drive.

Mounting support

- To deliver the pre-produced mounting supports.
- To carry-out the onsite adaptation of the pre-produced mounting supports to each particular object, as well as install it in its final position. This work must be carried out by a fully insured specialized team, including a welder, in possession of a portable workshop and tools together with any resources as may be required both on and off the site for the installation of objects, following all safety regulations and museum protocols for conservation of the objects, in coordination with the HEH personnel responsible for exhibit conservation.

- To assist in installing the objects in the showcase and, when accepted by the lender, to install the object in the showcase, following the highest professional rules.

AV Software

- To program the exhibition control system according to the scenarios defined by HEH.
- To deliver all developed AVs and multimedia, programmes, etc. including source codes.

Audiovisual, Control and Lighting Equipment

- To deliver and undertake the final onsite installation of the lighting equipment:
 - o Installation of lighting fittings in the tracks
 - o Pointing, focusing and filtering of lighting fittings
 - o If relevant, DMX indexation of the fittings in tracks
 - o If relevant, regulation and DMX programming of the intensities of fittings in tracks
 - o Electrical connection of the showcases to the power boxes
 - o Regulation of intensities of the lighting fittings in the showcases
 - o Filtering and focussing the lighting fittings in the showcases
 - o Programming of the different lighting sequences or scenes
 - o General control of the luminance (lux), manually executed per area and lit-up element
 - o Adjustment of all necessary lighting levels to comply with the preservation requirements for the elements exhibited
- To deliver and undertake the final onsite installation of the audio-visual equipment, as well as commissioning and tests till the approval of the HEH team.
- To deliver and undertake the final electrical installation:
 - o To terminate all low voltage AV cables, with the exception of network data and fibre optic cables.
 - o To allow for sufficient network patch cables to link into the base build Cat 6,-fibre infrastructure.
 - o To allow for brackets for fixing the systems to the existing structure of the building.
- To deliver and install the control and data equipment in the Technical Room.
- To deliver and install and program the control panels.

General

- To enclose the temporary exhibition space in order to prevent as much as possible: intrusion on the temporary exhibition site and propagation of dust and noise in the other floors of the museum. The fence should include visuals informing the visitor about the exhibition to come.
- To deliver all the exhibit elements to be installed into the exhibition rooms, without any damage to the building.
- To coordinate the work of the various trades involved in the installation of the exhibition on-site, following the requirements of the HEH, providing all technical material needed for this installation (lift(s), tools, scaffoldings, extension cords, etc.).
- To fully protect the exhibition during and after installation until provisional acceptance. The removal of protections will be in the presence of HEH team. In case of damage appearing when removing protections, the Contractor shall be responsible for the repairs.
- To regularly remove by its own means all construction/installation waste according to all applicable waste disposal regulations.
- To guarantee thoroughly dust-free, solvent-free and safe conditions prior to the installation of the objects to be exhibited and of the equipment.
- To implement Health and Safety procedures for all activities on the site.
- To provide as-built plans for all elements of exhibition, the technical manual and the "security" file (fire certification and compliance with European regulations).
- To provide a complete Operation Manual.
- To train on-site people (5 people maximum, during 5 working days maximum).

Exhibition Phase**k. Maintenance**

- To ensure that the exhibition remains in a good operating level and to minimize downtime by periodically controlling the equipment and exhibition displays, by cleaning and reconfiguring appropriately the equipment and by executing all repairs needed. The Contractor must perform diligently all the necessary operations to restore full service as quickly as possible in the event of any failure. In case of malfunctions which substantially hamper the visits to the temporary exhibition the Contractor must propose a solution within two hours of notification. Repairs shall be executed as soon as possible and within maximum 24 hours.

Corrective Maintenance, eg damage caused by visitors, is not covered by the maintenance budget. The HEH will issue separate order forms on the basis of the unit prices given in the final costs of the detailed design and ad-hoc offers, if applicable.

Please note that the maintenance should be carried out on Monday mornings when the HEH is closed to the public or in the evenings/nights. In consultation with the HEH supervisor a different timing can be established e.g. when the time available on Monday morning is insufficient. The Contractor shall bring at the HEH premises the necessary tools and equipment as well as consumables like cables, connectors, etc. to perform the repairs

Closing Phase**l. Dismantling and disposal**

- To enclose the temporary exhibition space in order to prevent as much as possible any kind of intrusion on the temporary exhibition site and propagation of dust and noise in the other floors of the museum.
- To carefully dismantle the exhibition and sort the elements according to HEH team's instructions and EP/Brussels' regulations on waste disposal.
- To transport the equipment to the appropriate storage room in the European Parliament and to bin the remaining parts of the exhibitions elements.

3.2.2 Intellectual Property Rights

Please note that specific conditions concerning the ownership of the results, works or rights thereto (hereinafter referred to as “the Deliverables”) and their subsequent re-use by the House of European History shall apply. All Deliverables created solely by the Contractor or any of his/her subcontractors without reuse of prior existing works (so-called Prior Rights) during the performance of the contract shall become exclusive property of the European Parliament. In addition the Contractor must ensure that the Parliament has the worldwide rights to reuse all Deliverables that incorporate Prior Rights to the purposes set out in the contract for at least the minimum duration of the temporary exhibition (app. 1 year). For more details, please refer to the draft contracts (Article I.12).

3.2.3 Document management

English is the working language of the project, therefore all documents must be provided in high Standard English. All meetings will be held in English.

During all phases of the contract, the Contractor will be in charge of document management for all paper (including graphic documents) and digital documents. Each document will be provided in 3 printed copies + 1 digital copy. Usually intermediary versions of documents are provided for the meetings. Those intermediary versions have to be sent to the HEH team at least 2 working days before the meeting date. The final version of the documents (incl. drawings, manuals, etc. both paper and electronic versions) will be handed over at the end of each step as the part of interim report.

This includes:

1. Printing, distributing, archiving and documenting the process material until the end of the contract.
2. Providing all necessary large scale materials (maps and plans).
3. Original supporting documents, e.g. documents related to the acquisition of related intellectual property rights from third parties, etc.

3.2.4 Reporting

During design, production and installation

The Contractor shall undertake to provide progress reports by service-type or trades every two weeks. The progress reports will be the basis of the project meetings (see below). It will have to be sent to all participants to the meeting at least 2 working days before the date of the meeting.

An interim report will be made at the end of each step of the services/works (according to the steps defined in the table in point 3.3.1. This interim report will summarize the achievements/services/works performed during the corresponding step including the “change orders” (see draft contract Article II.1.14), if applicable. All relevant documents (project notes, drawings, studies, samples, etc.) will have to be annexed to this interim report.

The interim report need to be formally approved by the HEH within 10 working days and will serve as a basis for the corresponding payment. If applicable, supplementary information and/or corrections shall be provided within 10 working days.

During maintenance period

The Contractor will provide a monthly report giving an overview of the services delivered in the given month including the problems that have occurred as well as the follow-up actions performed or suggested.

Upon completion of the Dismantling

The Contractor shall provide a final report in which he summarizes the maintenance and dismantling process. All relevant documents (eg disposal notes, etc) have to be annexed to this report.

3.2.5 Site consumption

During the installation of the exhibition, the EP supplies electrical power as well as water needed. Prior to any work on site, the Contractor will have to characterize this supply (electrical power needed and points of delivery). The Contractor is responsible for distribution on site, including fittings and appliances.

The Contractor agrees to limit his energy and water consumption to the minimum needed to perform his works and to avoid any waste by adopting good practices in this field.

For further information please see point 10 'Environmental Aspects' of these Specifications, Annex 5 “The European parliament's environmental policy” to these Specifications, Annex 6 “Handbook for staff of all external companies carrying out works and maintenance on the European Parliament site in Brussels” as well as Article II.20 “Environmental provisions” of the draft works contract.

3.2.6 Budget

The estimated budget available for the production, maintenance and dismantling of the temporary exhibition is:

€800 000

This estimated budget does not include:

- the design fees, these fees cannot be higher than 20% of the above-mentioned estimated budget;
- costs for the acquisition of objects/collection;
- consumables;
- translation costs;
- reimbursable expenses (eg IPR, occasional travel of the Contractor/HEH)
- corrective maintenance (eg damages by visitors)

It is the Contractor's responsibility that the actual production, maintenance and dismantling of the temporary exhibition can be achieved within this budget. If at any point during the design or production of the temporary exhibition it becomes clear that the production costs will exceed the estimated budget available, the Contractor will have to adjust the design, in cooperation with the HEH team, in order to make the production within the financial framework possible without any additional financial compensation.

The European Parliament reserves the right to use a negotiated procedure without prior publication of a contract notice, according to Article 134.1(f) of the detailed rules for implementation of the Financial Regulation applicable to the general budget of the European Union.

3.3 Functioning of the contract

3.3.1 Steps and Duration

The contract shall enter into force on the date on which it is signed, and shall remain in effect until acceptance of the dismantling. The signature of the contract is expected to take place in the first semester of 2015.

The provisional acceptance of the temporary exhibition shall take place in autumn 2016. The final planning will be discussed and confirmed during the inception.

Foreseen steps and payment schedule:

STEP N°	Estimated completion schedule	STEPS	PAYMENT % FEES	PAYMENT % PRODUCTION BUDGET
1	2 weeks after kick-off meeting	Inception	15%	
2	12 weeks after kick-off meeting	Preliminary Design	20%	
3	20 weeks after kick-off meeting	Final design	25%	
4	30 weeks after kick-off meeting	Detailed design	25%	
5	10 months after kick-off meeting	Development and presentation of Shop-drawings And preproduction of AV's software		30 %
6	13 months after kick-off meeting	Production		30 %
7	18 months after kick-off meeting	Provisional acceptance		25 %
8	After lifting of reservations	Final acceptance	15%	5 %
9	29 months after kick-off meeting	Maintenance, dismantling and disposal of the exhibition		10%

3.3.2 Meetings

After the signature of the contract there will be a kick-off meeting. During the kick off meeting all questions related to the methodology, to planning and to the administration of the contract will have to be raised. The Contractor will receive additional information about the project.

The kick-off meeting will be followed by an Inception Step when all materials produced by the HEH, not already included in this tender file, will be analysed by the Contractor and discussed between the Contractor and the HEH team to clarify all aspects of the project.

Until final acceptance of the temporary exhibition there will be, on average, a project meeting every two weeks. These meetings, lasting maximum 1 workday, will be scheduled between the contractor and the HEH on the premises of the European Parliament in Brussels. In agreement between the contracting parties the schedule of meetings can be modified. Upon request and only during the first phases of the project (off site development) some meetings can be videoconferences or Skype meetings.

The HEH Project Manager, the Contractor's Senior Designer and the Contractor's Project Manager must participate to those meetings. Other participants will be regularly invited to attend the meeting according to the issues under discussion and the specific expertise necessary. As soon as the production starts, the Works Coordinator/Manager has also to attend those meetings.

For the meetings, the contractor's tasks will at least consist of:

- preparation of the draft agenda to be sent to all participants at least 1 working day before the meeting;
- preparation of the draft minutes of the meetings, collecting participants' comments and finalising the minutes; the minutes of the meetings have to be sent to every attendant at least 2 working days before the next meeting, the minutes are complementary to the progress report established by the Contractor. The minutes summarize the main points of discussion and point the decision taken as well as the responsibilities and input needed to perform the decision;
- presentation of the progress reports, on the basis of the agreed reporting method for discussion with the HEH team.

The Contractor's Project Manager and Senior Designer must be reachable during working hours by mobile phone and be available for ad-hoc meetings via video-conference (e.g. Skype).

3.3.3 Place of performance

The temporary exhibition will be installed in the Eastman building. However, the steps preceding the installation will be performed at the Contractor's premises.

Meetings will be held, in principle, in Brussels at the premises of the European Parliament (expenses included in the all-in prices).

Occasionally travel missions to other destinations could be required for the performance of the contract (reimbursable expenses).

Given its location in the city and in the area the site is not easy to access (see Annex 3). The Contractor has to take these difficulties into consideration when programming the works.

Prior approval from the HEH is to be obtained for the following:

- Any work that damages the existing building structure by drilling, bracing, etc. (e.g. work creating dust is only allowed in the exhibition rooms with a special exhaust system installed by the Contractor).
- Welding works.
- Any work causing nuisance.

3.3.4 *Sign off procedure*

To ensure a smooth and reliable exhibition design and production process, sign-off of specific products/tasks can occur (e.g. for specific shop drawings, samples, AV's and multimedia storyboards, voices, planning, etc.). In order to receive the sign-off of the specific element in question has to be reviewed and approved by the HEH Project Manager in preliminary and final version. The Contractor will have to improve all those elements until they receive the approval.

In order to allow a quick and flexible follow up and sign-off of the works by the HEH, all necessary travels (and accommodations, if relevant) of the HEH representative to the Contractor (or sub-Contractor)'s venue during the production in workshop period will be organized by the Contractor. All the related costs will be reimbursed by the European Parliament to the Contractor.

3.3.5 *Organisation of the European Parliament/HEH*

On behalf of the European Parliament, the HEH project manager will monitor the design, the production, the installation, the maintenance and the dismantling of the Temporary exhibition. The House of European History project falls under the Directorate General for Communication and its Directorate for 'Relations with Citizens'.

From the Parliament, the three key players are:

- The Project Leader of the HEH team (Head of Unit);
- The HEH Project Manager;
- The HEH Financial Officer.

The HEH content supervisor, HEH collection manager and the HEH lawyer, as well other EP experts will be associated to the services/works on request.

The Contractor shall identify one Project manager who will be the contact person for the European Parliament throughout the contract.

The working language is English. The staff responsible for the execution of the contract must have a sufficient knowledge of the language (see Selection Criteria).

3.3.6 *Access to the Parliament*

During the performance of the contract the European Parliament will provide access to the European Parliament/the Eastman building to staff of the Contractor. The Contractor will be asked to draw up lists of staff for which he requests access to the premises of the European Parliament. Details will be agreed during the kick-off meeting.

During the installation of the Temporary Exhibition, the Contractor may access the building during the opening hours of the HEH. If extra-hours are needed to respect the execution deadline a special procedure will be established. This has to be requested at least one week in advance.

During the performance of the contract the European Parliament will not make available any office space, nor equipment nor technical means other than described above.

The European Parliament will not place at disposal any equipment/tools. The Contractor shall provide all equipment/tools and any other relevant material necessary for the performance of the contract.

4 PARTICIPATION IN THE TENDER PROCEDURE

Participation in this invitation-to-tender procedure is open on the same terms to all natural or legal persons and public entities in a European Union Member State and to all natural and legal persons and public entities of a third country which has concluded a specific public-procurement agreement with the European Union giving them access to the contract which is the subject of this invitation to tender and on the terms laid down by that agreement.

In order to ascertain the eligibility of tenderers, they must indicate in their tenders the country in which they have their registered office or in which they are domiciled. They must also submit the evidence required under their national law or other, equivalent proof enabling the European Parliament to check where they come from.

5 CONSORTIUM OF ECONOMIC OPERATORS

If the tender is submitted by a consortium of economic operators, Form 2 must be completed and included with it.

Consortiums of economic operators may submit a tender. The European Parliament reserves the right to require the consortium selected to have a given legal form if this is necessary for the proper performance of the contract. This requirement may be communicated by the European Parliament at any time during the contract award procedure, but at all events before the contract is signed.

The consortium of economic operators shall provide proof of its legal form by the time the contract - if awarded to it - is signed. This may take one of the following forms:

- an entity with legal personality recognised by a Member State;
- an entity without legal personality but offering sufficient protection of the European Parliament's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary partnership);
- the signature by all the partners of a type of 'power of attorney' or equivalent document confirming a form of cooperation.

The consortium's actual status shall be established by any document or agreement signed by the members of the consortium, which shall be appended to the tender.

Those documents or agreements may exceptionally be modified and/or submitted after the time limit for submission of a tender, but under no circumstances after the outcome of the invitation to tender has been communicated to the tenderers concerned. The European Parliament reserves the right to reject a tender if the terms of agreements between the members of a consortium are modified during the procedure, if those terms make no provision for the joint and several liability of the consortium's members or if no agreement with legal force has been submitted with the tender.

The European Parliament may accept other legal forms not referred to above, provided that they ensure the parties' joint and several liability and are compatible with performance of the contract. At all events, it should be noted that, in the contract to be signed with the consortium, the European Parliament will refer expressly to the existence of such joint and several liability. In addition, it reserves the right to require, contractually, the appointment of an authorised representative who may represent the members and who is empowered, inter alia, to issue invoices on behalf of the other members.

Tenders from consortiums of economic operators must specify the role, qualifications and experience of each of the members of the consortium. The tender shall be submitted jointly by the economic operators, who shall also assume joint and several liability for the tender submission.

In the case of a consortium of economic operators, each member shall furnish proof of right of access to the contract (eligibility), as well as proof concerning compliance with the exclusion and selection criteria. With regard to the selection criteria, the European Parliament may rely on the capacity of the

other members of the consortium in order to establish whether the tenderer will have the resources needed to perform the contract. In this case an undertaking shall be required from those members stating that they will make available to the other members the resources needed to perform the contract.

6 SUBCONTRACTING

Subcontracting is permitted.

If the tenderer uses subcontractors, Form 3 must be completed and included with the tender. The tenderer shall mention each subcontractor reaching more than 2% of the total contract value.

The tender shall give details, as far as possible, of that part of the contract which the tenderer proposes to subcontract and the identity of the subcontractors. During the contract award procedure or performance of the contract the European Parliament reserves the right to require tenderers to supply information about the financial, economic, technical and professional capacity of the proposed subcontractor(s). Likewise, the European Parliament may demand the requisite proof to establish whether the subcontractors comply with the requisite exclusion criteria. Tenderers are hereby informed that proposed subcontractors may not be in one of the situations described in Articles 106, 107 and 109 of the Financial Regulation, which entail exclusion from participation in a contract issued by the European Union.

The European Parliament is entitled to reject any subcontractor who does not comply with the exclusion and/or selection criteria (see points 12 and 13 respectively).

Furthermore, the European Parliament must be informed by the Contractor of any subsequent use of subcontracting not provided for in the tender. The authorising officer responsible reserves the right to accept or reject the proposed subcontractor. In order to do so he may demand the requisite proof to establish whether the subcontractor(s) complies/comply with the requisite criteria. The European Parliament's authorisation will always be granted in writing.

If the contract is awarded to a tenderer who proposes a subcontractor in his tender, this equates to giving consent for the subcontracting.

7 VARIANTS

Variants are **not** permitted.

8 PRICES

Pursuant to Article 3 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965, the price quotation shall be submitted excluding VAT and other equivalent indirect taxes.

DESIGN

The fee to be paid for the design shall be established by applying a fixed percentage rate, not open to revision for the entire duration of the contract, on the final production costs. The final production costs to be taken into account for the calculation of the fee shall be limited to the estimated budget available for the production of the temporary exhibition (as defined in 3.2.6).

Therefore, the candidates should quote a fixed percentage rate for the design. This fixed percentage rate shall be all-inclusive and shall cover the costs borne by the Contractor in performance of the design, including intellectual property rights.

PRODUCTION, MAINTENANCE AND DISMANTLING

Upon completion of the detailed design the all-in price for the production, maintenance and dismantling will be established and accepted.

In addition to the price, travel, subsistence, accommodation and other expenses from third parties (e.g. third party intellectual property rights, etc) provided for by the specifications shall be reimbursed, excluding VAT, on production of original supporting documents, including invoices, receipts and used tickets.

Travel and subsistence expenses shall be reimbursed, where appropriate, on the basis of the Rules stipulated in Annex 12. The daily subsistence allowance and the accommodation ceiling shall be as listed in Annexes 12, 13 and 14.

9 FINANCIAL GUARANTEES

A 5 % Performance bond (of the total value of the contract) will be required at the signature of the contract. Further details please see Article I.5 of the draft works contract as well as the model in Annex 15.

10 ENVIRONMENTAL ASPECTS

Tenderers shall undertake to comply with the environmental legislation in force in the field of the contract, should it be awarded to them. It should be noted in this connection that the European Parliament applies the EMAS environmental management system in accordance with Regulation (EC) No 1221/2009 of the European Parliament and of the Council of 25 November 2009. Information about EMAS is provided by the authorising department in Annex 5 to these specifications. The successful tenderer will be required to ensure that the information provided by the European Parliament on the EMAS programme in general, and more specifically on the implementation of environmental measures in practice, is known by all his staff working for the European Parliament.

At the European Parliament's request the successful tenderer may be required to certify that anyone assigned to work under the contract has received the appropriate professional training required (technical, safety and environmental training) concerning compliance with safety rules and correct handling of the equipment and products to be used, including action to be taken in the event of incorrect handling or any other incidents.

Upon request the successful tenderer will also supply the requisite information for European Parliament staff on the environmental measures to be taken with regard to the products used in connection with performance of the contract.

11 POLICY ON THE PROMOTION OF EQUAL OPPORTUNITIES

Tenderers shall undertake to observe a policy on the promotion of equality and diversity in the performance of the contract, should it be awarded to them, by applying the principles of non-discrimination and equality set out in the Community Treaties in full and in their entirety. More particularly, the tenderer awarded the contract shall undertake to establish, maintain and promote an open and inclusive working environment which respects human dignity and the principles of equal opportunities, based on three main elements:

- equality between men and women;
- employment and integration of disabled persons;
- the removal of all obstacles to recruitment and all potential discrimination based on sex, race or ethnic origin, religion or convictions, disability, age or sexual orientation.

PART II – EXCLUSION, SELECTION AND AWARD CRITERIA

12 EXCLUSION CRITERIA

Article 106 of the Financial Regulation

1. Candidates or tenderers shall be excluded from participation in procurement procedures 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;
 - f) they are subject to an administrative penalty referred to in Article 109(1)³.

Points (a) to (d) of the first subparagraph shall not apply in the case of the purchase of supplies on particularly advantageous terms from a supplier which is definitively winding up its business activities or from the receivers or liquidators of a bankruptcy, through an arrangement with creditors, or through a similar procedure under national law.

Points (b) and (e) of the first subparagraph shall not apply where the candidates or tenderers can demonstrate that adequate measures have been adopted against the persons having powers of representation, decision making or control over them, who are subject to a judgment as referred to in points (b) or (e) of the first subparagraph.

Article 107 of the Financial Regulation

2. A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for that contract:
 - a) are subject to a conflict of interests⁴;
 - b) are guilty of misrepresenting the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply that information;

³ Article 109(1):

The contracting authority may impose administrative and/or financial penalties on the following:

- (a) Contractors, candidates or tenderers in the cases referred to in point (b) of Article 107(1);
- (b) Contractors who have been declared to be in serious breach of their obligations under contracts covered by the budget.

In all cases, however, the contracting authority shall first give the person concerned an opportunity to present his or her observations.

⁴ Tenderers must declare that they do not have any conflict of interest in connection with the contract (economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest).

- c) find themselves in one of the situations of exclusion, referred to in Article 106(1), for the procurement procedure.

Evaluation of the exclusion criteria

1. All tenderers (including consortium members) must submit the declaration on the tenderer's honour, duly dated and signed, which is set out in Form 4.
2. The tenderer to whom the contract is to be awarded will be required, within 10 calendar days of the date of notification of the provisional award of the contract and before the contract is signed, to supply the following documentary evidence:
 - a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that the tenderer to whom the contract is to be awarded is not in one of the situations referred to in Article 106(1)(a), (b) or (e) of the Financial Regulation; for the instances referred to in Article 106(1)(b) and (e), the same shall apply to persons having powers of representation, decision making or control over the tenderer;
 - a recent certificate issued by the competent authority of the State concerned proving that the tenderer is not in the situation referred to in Article 106(1)(d) of the Financial Regulation.
 - where the documents or certificates referred to above are not issued in the country concerned, and in respect of the other exclusion situations referred to in Article 106 of the Financial Regulation, they 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;
3. The tenderer to whom the contract is to be awarded shall be exempt from the requirement to submit the documentary evidence referred to in paragraph 2 if that evidence has already been submitted for the purposes of another European Parliament procurement procedure and provided that the documents in question were not issued more than one year previously and are still valid. In such cases, the tenderer shall attest on his honour that the supporting documents have already been provided in a previous procurement procedure, which he shall identify, and that no changes in his situation have occurred.

13 SELECTION CRITERIA

Any tenderer must furnish proof of his authorisation to perform the contract under his national law. To do so, he shall submit one or more supporting documents substantiating that authorisation. The European Parliament accepts, as supporting documents:

- registration in the business or professional registry,
- a sworn statement or
- a certificate substantiating membership of a specific organisation or
- registration in the VAT registry.

If none of these documents provides the requisite proof to substantiate and assess the existence of such authorisation, the European Parliament may accept other equivalent official documents furnished by the tenderer.

In the case of consortiums of economic operators, each member will furnish proof of authorisation to perform the contract.

Proof of status and legal capacity

As proof of their status and legal capacity, tenderer must append to their tenders

- a copy of their articles of association or equivalent document

enabling the European Parliament to determine their form and legal capacity to perform the contract. Should the proof submitted not be sufficient for that purpose, the European Parliament may demand other proof during the tender assessment process. Where no such proof is submitted, the European Parliament reserves the right to deem the tender inadmissible.

Where tenders are submitted by natural persons, the proof required must include a copy of an identity document and any other document allowing assessment of the persons' legal capacity to perform the contract (registration in the VAT registry, in the business or professional registry, etc.)

13.1 Economic and financial capacity

Tenderers must have sufficient economic and financial capacity to enable them to perform the contract in compliance with the contractual provisions. If, in the light of the information supplied, the European Parliament has serious doubts about a tenderer's financial capacity, or if this is clearly insufficient for performance of the contract, the application may be rejected without the candidate being able to claim any financial compensation.

<i>Required capacity</i>	<i>Assessment of capacity</i>
In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have a minimum economic and financial capacity which will be assessed on the basis of the following information	Economic and financial capacity will be assessed on the basis of the information included in the following documents to be supplied by the tenderers:
Tenderers should have appropriate professional risk indemnity insurance in place, in particular against risks and damage relating to performance of the contract which is required by the relevant legislation.	A copy of valid risk indemnity policy in place.
Tenderers must demonstrate a minimum average turnover of € 3 million relating to the works/services associated with the field covered by the contract over the last three (3) financial years for which accounts have been closed. <i>For tenderers from Consortiums/Subcontractors the turnover will be consolidated.</i>	Financial statements (balance sheets, profit and loss accounts and any other related financial information) for the last three financial years for which accounts have been closed. A statement of overall turnover and turnover relating to the works associated with the field covered by the contract for the last 3 financial years for which the accounts have been closed (Form 5)

If the tenderer is unable to provide the references requested, he may prove his economic and financial capacity by any other means which the European Parliament considers appropriate.

The tenderer may also rely on the capacity of other entities, irrespective of the legal nature of the links between him and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party or about that party's financial capacity. Parliament may require the tenderer and those other entities to be jointly liable for performance of the contract.

On the same basis, a consortium of economic operators may rely on the capacity of members of the consortium or of other entities.

Tenderers may also rely on the economic capacities of one or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the European Parliament will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract.

13.2 Technical and professional capacity

Tenderers must have sufficient technical and professional capacities to enable them to perform the contract in compliance with the contractual provisions, taking into account its value and scale. If, in the light of the information supplied by the tenderer, the European Parliament has doubts about a tenderer's technical and professional capacity, or if it is clearly insufficient for performance of the contract, the tender may be rejected without the tenderer being able to claim any financial compensation.

Required capacity In respect of the contract which is the subject of this invitation to tender the European Parliament requires tenderers to have the following technical and professional capacity		Assessment of capacity Technical and professional capacity will be assessed on the basis of the information included in the following documents to be supplied by the tenderers
<p>➤ At least 8 years of experience in the design of exhibition of similar nature and complexity of the one described in this tendering procedure</p>	<p>Design of at least five (5) exhibition of which:</p> <ul style="list-style-type: none"> ➤ At least two (2) of min 500 m²; ➤ At least two (2) with a total production value of at least € 800 000; ➤ At least three (3) dealing with museum objects; ➤ At least two (2) with an innovative use of interactive technologies and multimedia; ➤ At least two (2) must be completed and should have reached at least the level of final acceptance. These projects should not be finished later than 5 years ago. 	<ul style="list-style-type: none"> ➤ List of the principal works/services provided in the past 8 years, with the sums, dates and recipients, public or private (Form 6) ➤ Short description of the reference projects (Form 7)
<p>At least 8 years of experience in the technical development, the production and the installation of projects of similar nature and complexity of this tendering procedure</p>	<p>Production and installation of at least 3 exhibitions completed within the last 8 years</p> <ul style="list-style-type: none"> ➤ of at least 500m² exhibition space; ➤ of a value of at least € 800 000; ➤ for which project management was done; ➤ for which AV softwares (video, multimedia, interactives) were developed; ➤ at least 2 exhibition for which the museum conservation-grade showcases and furniture was produced; ➤ for which the integration and installation of the museum equipment (incl. light, AV, multimedia, museum furniture, etc.) was carried out. 	<ul style="list-style-type: none"> ➤ List of the principal works/services provided in the past 8 years, with the sums, dates and recipients, public or private (Form 6) ➤ Short description of the reference projects (Form 7)
Key persons		
<p>Senior Designer</p> <p>who will be responsible for the design of the exhibition from the inception step to final acceptance .</p>	<ul style="list-style-type: none"> ➤ with appropriate qualifications; ➤ with at least 10 years of relevant experience; ➤ having the capacity to work in English. 	<ul style="list-style-type: none"> ➤ Overview of educational and professional qualifications (CV's) - (Form 8) ➤ The educational and professional qualifications (CVs - Europass model - Form 9). The CVs should contain references of the projects (incl contact points) in which the expert has participated detailing his/her role as well as evidence that the experts are able to work in English.
<p>Project Manager</p> <p>who will be responsible for the management, coordination and</p>	<ul style="list-style-type: none"> ➤ appropriate qualifications; ➤ with at least 10 years of relevant experience in this field with at least 3 proven exhibition 	

streamlining of all activities leading to the successful and timely implementation of the exhibition from the inception step to final acceptance of maintenance and dismantling.	<p>projects of a size and complexity similar to that described in this tendering procedure in the last 8 years;</p> <ul style="list-style-type: none"> ➤ having the capacity to work in English. 	
<p>Designer of hands' on exhibits</p> <p>who will be responsible for the design and the technical development of the hands' on devices</p>	<ul style="list-style-type: none"> ➤ with appropriate qualifications ➤ with at least 5 years of relevant experience ➤ having the capacity to work in English 	
<p>Audio Visual Software/Media Director</p> <p>who will be responsible for the design and production of both passive and interactive audiovisual experiences.</p>	<ul style="list-style-type: none"> ➤ With appropriate qualifications; ➤ With at least 10 years of relevant experience in audiovisual and multimedia production incl. scripting, filming editing ➤ having the capacity to work in English 	
<p>Graphic-Art Expert</p> <p>who will be responsible for the graphic design of the exhibition, the production of the artworks and the follow up of the graphic printing.</p>	<ul style="list-style-type: none"> ➤ with appropriate qualifications ➤ with at least 5 years of relevant experience in graphical design ➤ having the capacity to work in English 	
<p>Works Coordinator/Manager</p> <p>who will be responsible for the management, coordination and streamlining of all works related to the production/installation</p>	<ul style="list-style-type: none"> ➤ with appropriate qualifications ➤ 10 years of relevant experience in this field with at least 3 proven exhibition projects of a size and complexity similar to that described in this tendering procedure in the last 8 years ➤ having the capacity to work in English 	
<p>Exhibit Mounting Support Expert</p> <p>who will be responsible for the study, design and production of the mounting support of collection objects and assistance for objects installation in showcases.</p>	<ul style="list-style-type: none"> ➤ with appropriate qualifications ➤ with at least 10 years of relevant experience in development of mounting supports ➤ having the capacity to work in English 	
<p>Audiovisual Hardware expert</p> <p>who will integrate systems and equipment in the exhibition</p>	<ul style="list-style-type: none"> ➤ with appropriate qualifications ➤ with at least 10 years of relevant experience in integration of equipment in exhibitions ➤ having the capacity to work in English 	

NB: The EP reserves the right to contact all indicated reference points for information on the project/contract by any means (e.g. the internet). The recipients' permissions need to be assured.

The tenderer or candidate may also rely on the capacity of other entities, irrespective of the legal nature of the links between himself and those entities. In that case, he must prove to the European Parliament that he will have the resources needed to perform the contract, for instance by providing an assurance of the undertaking by those entities to make them available to him. In that case the European Parliament is entitled to refuse the application or the tender submitted if it has doubts about the undertaking by the third party or about that party's professional and/or technical capacity.

On the same basis, a consortium of economic operators may rely on the capacity of members of the consortium or of other entities.

At all events, tenderers may always rely on the economic capacities of one or more subcontractors in so far as they undertake to take part in the process of performing the contract. In such instances, the European Parliament will assess the capacities of the subcontractor(s) in the light of the extent to which the latter is/are involved in performing the contract.

The European Parliament may conclude that economic operators will not perform the contract to an appropriate quality standard where the European Parliament establishes that they have conflicting interests which may negatively affect the performance of the contract.

14 AWARD CRITERIA

The contract will be awarded to the tender offering the best value for money. Tenders will be evaluated on the basis of the following criteria:

- Quality criteria (60%)
- Price criterion (40%)

Quality Criteria (maximum 60 points)

Criterion 1: Quality of the design (maximum 25 points)

- Appropriateness of the design to the exhibition message(s);
- High level of possible visitor engagement and interactivity;
- Variety of visitor experience;
- Balance between atmospheres;
- Balance between the media;
- Efficiency and quality of the immersion;
- Good integration of collections;
- Fluidity of the circulation.

Documents/Material to be provided for the evaluation of the criterion

- A brief explaining the understanding of the exhibition project as outlined in the Temporary Exhibition Brief and the chosen solution for scenography, presentation of collection, graphic design, light, multimedia, approach to texts and multilingualism. (3 A4 recto/verso maximum);
- A brief explaining the chosen solution for interactivity between the visitor and the exhibition, among the visitors including the approach to hands' on exhibits (1 A4 maximum)
- Visual renders of the exhibition showing designer approach regarding the above mentioned aspects and the atmosphere to be created (5 A2 maximum);
- Floor plans with repartition of topics, circulation and characterization of the visitors' experience (2 A3);
- Moodboards (7 A4 recto - one per topic).

The creative response should be based on the Exhibition Brief (Annex 1).

The candidates should respond to all elements of the interpretative approach described in the Temporary Exhibition Brief (layering, mood, etc.). Candidates may decide to adopt a different approach from the one described there, provided this choice is justified in writing.

Criterion 2: Quality of the multimedia/Interactive space "Cultural Transfer" (maximum 20 points)

- Appropriateness of the scenario and of the technology proposed to the target public;
- Appropriateness of the scenario to the message;
- Capacity to stimulate interaction between visitors;
- Technical efficiency of the proposed solution;

Documents/Material to be provided for the evaluation of the criterion:

- Creative study of the interactive immersive space described in topic 2 of the Temporary Exhibition Brief" (description in Annex 1) (2 A4 recto/verso maximum);
- Scenario of the interaction (2 A4 recto/verso maximum);
- Moodboard for the visuals (1 A3 recto maximum);
- Description of the visitors' experience (1 A4 recto maximum);
- Description of the technology used, including a critical analysis of the technology (1 A4 recto/verso maximum);

The creative response should be based on the Exhibition Brief (Annex 1).

The candidates should respond to all elements of the interpretative approach described in the Temporary Exhibition Brief (layering, mood, etc.). Candidates may decide to adopt a different approach from the one described there, provided this choice is justified in writing.

Criterion 3 Quality of the methodology, project management, planning and as well as the composition of the team(s) (maximum 15 points)

- Suitability of the organization of the proposed team(s);
- Suitability of the proposed methodology for design and production;
- Effectiveness of the logistics proposed for delivery and installation;
- Functional and technical quality of the methodology of the maintenance and dismantling services
- Appropriateness of the breakdown of the production budget considering the type of design proposed.

Documents/Material to be provided for the evaluation of the criterion:

- Description of the Tenderer's proposed general methodology at all stages of the project;
- Project plan: planning and critical path method chart showing different tasks, interrelations of tasks, critical path taking into account the milestones provided in point 3.3.1;
- Human resource plan: deployment of the team(s) to perform the works for the different steps, including organizational charts. The tenderer has to present this plan considering all elements of the team as a single organization (even if sub-contractors or members of a consortia);
- Strategy developed to organize the delivery and the installation of the exhibition according to the site and institution limitation;
- Description of the methodology for implementation of maintenance services
- Breakdown of the exhibition production budget by trade (Form 11).

To be selected for the price evaluation stage, candidates will be required to obtain at least 45 points for the quality criteria.

It is understood that the proposed design in the Candidate's offer could be revised in the design phases of the contract.

Price Criterion (maximum 40 points)

The assessors will award a maximum of 40 points for the price criterion. The lowest percentage fee will be given the maximum points. The other tenders will be awarded points in proportion to their divergence from the lowest percentage fee. The formula to be used for awarding points under the price criterion will be as follows:

$$(Pm/Po) * 40$$

Po = percentage fee of tender being evaluated.

Pm = percentage fee of lowest-priced tender.

Documents to be provided for the evaluation of the criterion:

Form 10 - Price