DIRECTORATE-GENERAL FOR EUROPEAN PARLIAMENTARY RESEARCH SERVICE

DIRECTORATE FOR THE LIBRARY AND KNOWLEDGE SERVICES

SPECIFICATIONS

INVITATION TO TENDER

OPEN PROCEDURE

Supply and installation of RFID equipment: automation of the library for collection management, as well as the management of reading rooms

EPRS/LIBS/SUP/22/012
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:
- the contract notice;
- a letter of invitation to tender;
- conditions for submitting a tender;
- specifications and the annexes thereto;
- and a model framework contract and the annexes thereto.

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

Annex I: Technical specifications
Annex II: The European Parliament’s environmental policy
Annex III: Declaration on the tenderer’s honour concerning the exclusion and the selection criteria
Annex IV: Financial identification form - Supplier
Annex V: Information sheet concerning groups of economic operators
Annex VI: Declaration concerning subcontractors
Annex VII: Financial data sheet
Annex VIII: Identification of the tenderer and financial bid
Annex IX: Places of execution and details of the market
Annex X: List of questions
Annex XI: Price list
Annex XII: Plan of entrance to the Library in Brussels, Spinelli Building

Annex XIII: Declaration on the tenderer’s honour concerning the restrictive measures established by Council Decision 2014/512/CFSP and Council Regulation 833/2014 concerning restrictive measures in view of Russia’s actions destabilising the situation in Ukraine
PART I – GENERAL INFORMATION

2. SUBJECT OF THE CONTRACT

In accordance with the provisions of Regulation (EU, Euratom) No 2018/1046 of the European Parliament and of the Council of 18 July 2018 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 **supply and installation of RFID equipment: automation of the library for collection management, as well as the management of reading rooms.**

In connection with this invitation to tender, Contract Notice **2022-109722** has been published in the Official Journal of the European Union **OJS N°141 on the 25/07/2022 with the reference number 402220-2022.**

3. DESCRIPTION, PURPOSE AND ESTIMATED VALUE OF THE CONTRACT

These specifications lay down the technical conditions necessary for setting up an automated system for the Library of the European Parliament based on RFID technology in the various reading rooms. The contract provides for the supply, delivery, installation, maintenance of the following equipment and services in certain reading rooms: pads for lending/return and encoding, RFID tags, loan/return kiosks, anti-theft control gates, visitor counters, hand-held RFID readers, return boxes, identification of readers, associated software, project management and implementation, monitoring and maintenance of installations, training, collection encoding service, supply of technical documentation for training and for technical equipment.

As an option, the contract may also include for certain reading rooms: pick-up lockers, smartphone application, seat and space reservation management software and a system for accessing the library outside opening hours.

For more precise information on the market, see Annex I - Technical specifications.

Tenderers will present a detailed dossier of the technical solutions they propose, including the illustrated technical sheets of the various materials envisaged with proposed models, photos and/or videos of the supplies.

The European Parliament first wishes to equip the reading room of the Altiero Spinelli building in Brussels. It is then planned to extend, at least partially, the system to the three other reading rooms mentioned in Appendix IX.

The contract has a total duration of 48 months. Performance of the contract shall not begin until the framework contract is signed.

The contract has a maximum total value of 200 000 euros.

The European Parliament reserves the right to exercise the option of using a negotiated procedure pursuant to Article 11.1.f of Annex 1 to the Financial Regulation, to entrust the successful tenderer with the performance of new services consisting of the repetition of similar services, for possible services defined in the Technical Specifications.

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. GROUPS OF ECONOMIC OPERATORS

If the tender is submitted by a group of economic operators, Annex V must be completed and included with it.

Groups of economic operators may submit a tender. The European Parliament reserves the right to require the group 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 group 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 group’s actual status shall be established by any document or agreement signed by the members of the group, 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 group are modified during the procedure, if those terms make no provision for the joint and several liability of the group'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 group, 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 groups of economic operators must specify the role, qualifications and experience of each of the members of the group. 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 group 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 group 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. COUNTRY OF THE TENDERER

The tenderers must indicate in which country are they established and to present the supporting evidence normally acceptable under the law of that country.

7. SUBCONTRACTING

Subcontracting is permitted.

If the tenderer uses subcontractors, Annex VI must be completed and included with the tender.

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 136 to 141 of the Financial Regulation, which entail exclusion from participation in a contract issued by the European Union.

The European Parliament shall verify whether the envisaged subcontractors, when subcontracting represents a significant part of the contract, fulfil the relevant selection criteria.

The European Parliament is entitled to reject any subcontractor who does not comply with the exclusion and/or selection criteria (see points 14. and 15. 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.

8. VARIANTS

Variants are not permitted.

9. PRICES

Prices shall be revised in accordance with the terms set out in the contract.

Pursuant to Article 3 of the Protocol on the privileges and immunities of the European Union, the price quotation shall be submitted excluding VAT and other equivalent indirect taxes.

The price quoted must be all-inclusive and expressed in euros, including for countries which are not part of the euro zone. For tenderers in those countries, the amount of the tender may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and accept the risks or the benefits deriving from any variation.

10. FINANCIAL GUARANTEES

Not applicable.

11. ENVIRONMENTAL ASPECTS

The European Parliament’s environmental policy
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 II 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.

12. 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.

13. PERFORMANCE OF FRAMEWORK CONTRACTS

The framework contracts will be performed on the basis of specific order forms.

For each operation, the European Parliament will send the Contractor a request for an offer of supplies and/or services by e-mail. The Contractor will submit a completed offer. His offer will be firm and definitive. The deadline for submission of the offer will be indicated in the request for offer.
PART II – EXCLUSION, SELECTION AND AWARD CRITERIA

14. EXCLUSION CRITERIA


Article 136 of the Financial Regulation (extracts): only paragraphs 1, 4, 6 and 7 are reproduced hereafter.

1. The authorising officer responsible shall exclude a person or entity referred to in Article 135 (2) from participating in award procedures governed by this Regulation or from being selected for implementing Union funds where that person or entity is in one or more of the following exclusion situations:

   a) the person or entity is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure provided for under Union or national law;

   b) it has been established by a final judgment or a final administrative decision that the person or entity is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;

   c) it has been established by a final judgment or a final administrative decision that the person or entity is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person or entity belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:

      i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of the legal commitment

      ii) entering into agreement with other persons or entities with the aim of distorting competition;

      iii) violating intellectual property rights;

      iv) attempting to influence the decision-making of the authorising officer during the award procedure;

      v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;

   d) it has been established by a final judgment that the person or entity is guilty of any of the following:

ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws;

iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;

iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;

v) terrorist offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;

vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;

e) the person or entity has shown significant deficiencies in complying with main obligations in the implementation of a legal commitment financed by the budget, which has

i) led to the early termination of a legal commitment;

ii) led to the application of liquidated damages or other contractual penalties; or

(iii) been discovered by an authorising officer, OLAF or the Court of Auditors following checks, audits or investigations;

f) it has been established by a final judgment or final administrative decision that the person or entity has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;

g) it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.

h) it has been established by a final judgement or final administrative decision that an entity has been created with the intent referred to in point (g).

(.....)

4. The authorising officer responsible shall exclude a person or entity referred to in Article 135(2), where:

(a) a natural or legal person who is a member of the administrative, management or supervisory body of the person or entity referred to in Article 135(2), or who has powers of representation, decision or control with regard to that person or entity, is in one or more of the situations referred to in points (c) to (h) of paragraph 1 of this Article.

(b) a natural or legal person that assumes unlimited liability for the debts of the person or entity referred to in Article 135(2) is in one or more of the situations referred to in point (a) or (b) of paragraph 1 of this Article.

(.....)
6. The authorising officer responsible, having regard, where applicable, to the recommendation of the panel referred to in Article 143, shall not exclude an person or entity referred to in Article 135(2) from participating in an award procedure or from being selected for implementing Union funds where:

a) the person or entity has taken remedial measures as specified in paragraph 7 of this Article, to an extent that is sufficient to demonstrate its reliability. This point shall not apply in the case referred to in point (d) of paragraph 1 of this Article;

b) it is indispensable to ensure the continuity of service, for a limited duration and pending the adoption of remedial measures specified in paragraph 7 of this Article;

c) such an exclusion would be disproportionate on the basis of the criteria referred to in paragraph 3 of this Article.

In addition, point (a) of paragraph 1 of this Article shall not apply in the case of the purchase of supplies on particularly advantageous terms from either a supplier which is definitively winding up its business activities or the liquidators in an insolvency procedure, an arrangement with creditors, or a similar procedure under Union or national law.

In the cases of non-exclusion referred to in the first and second subparagraphs of this paragraph, the authorising officer responsible shall specify the reasons for not excluding the person or entity referred to in Article 135(2) and inform the panel referred to in Article 143 of those reasons.

7. The remedial measures referred to in point (a) of the first subparagraph of paragraph 6, shall include, in particular:

a) measures to identify the origin of the situations giving rise to exclusion and concrete technical, organisational and personnel measures within the relevant business or activity area of the person or entity referred to in Article 135(2), appropriate to correct the conduct and prevent its further occurrence;

b) proof that the person or entity referred to in Article 135(2) has undertaken measures to compensate or redress the damage or harm caused to the financial interests of the Union by the underlying facts giving rise to the exclusion situation;

(c) proof that the person or entity referred to in Article 135(2) has paid or secured the payment of any fine imposed by the competent authority or of any taxes or social security contributions referred to in point (b) of paragraph 1 of this Article.

The candidate/tenderer is invited to complete the Annex III where the exclusion criteria are mentioned.

Article 141 of the Financial Regulation (extracts): only paragraph 1 of Article 141 has been reproduced.

Rejection from an award procedure

The authorising officer responsible shall reject from an award procedure a participant who:

(a) is in an exclusion situation established in accordance with Article 136;

(b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information.

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1 Annex III may be replaced by the European Single Procurement Document (ESPD).
(c) was previously involved in the preparation of documents used in the award procedure where this entails a breach of the principle of equality of treatment, including distortion of competition, that cannot be remedied otherwise.

The authorising officer responsible shall communicate to the other participants in the award procedure the relevant information exchanged in the context of or resulting from the involvement of the participant in the preparation of the award procedure as referred to in point (c) of the first subparagraph. Prior to any such rejection the participant shall be given the opportunity to prove that its involvement in preparing the award procedure does not breach the principle of equality of treatment. The candidate/tenderer is invited to complete the Annex III where the exclusion criteria are mentioned.

**Evaluation of the exclusion criteria**

1. All tenderers must submit the declaration on the tenderer’s honour, duly dated and signed, which is set out in Annex III.

2. In the case of a consortium of economic operators, the declaration on honour shall be provided by all the members of the consortium.

3. Before the award decision, the contracting authority requests documentary evidence on compliance on the exclusion criteria set out in the present tender specifications from the tenderer to whom the contract is to be awarded.

4. All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within 10 working days. Failure to provide valid documentary evidence within the deadline set by the Contracting Authority shall lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.

5. A request for evidence in no way implies that the tenderer will be awarded the contract.

6. Whenever requested by the authorising officer responsible and where this is necessary to ensure the proper conduct of the procedure, the tenderer shall provide:
   - (a) appropriate evidence that it is not in one of the exclusion situations referred to in Article 136(1);
   - (b) information on natural or legal persons that are members of the administrative, management or supervisory body of the participant or that have powers of representation, decision or control with regard to that participant, including persons and entities within the ownership and control structure and beneficial owners, and appropriate evidence that none of those persons are in one of the exclusion situations referred to in points (c) to (f) of Article 136(1).
   - (c) appropriate evidence that natural or legal persons that assume unlimited liability for the debts of that participant are not in an exclusion situation referred to in point (a) or (b) of Article 136(1).

   This applies also to all tenderers to whom the contract is to be awarded in a ranking (cascade system) or in the case of a multiple framework contract with the possibility of reopening competition.

7. 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 in case of international organisations acting as tenderer, if the contracting authority can access documentary evidence on a national database free of charge or if such evidence has already been
submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and they 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.

15. SELECTION CRITERIA

1. All tenderers must submit the declaration on the tenderer’s honour, duly dated and signed, which is set out in Annex III.

2. Before the award decision, the contracting authority requests documentary evidence on compliance on the selection criteria set out in the present tender specifications from the tenderer to whom the contract is to be awarded.

3. All tenderers are invited to prepare in advance the documents related to the evidence, since they may be requested to provide such evidence within 10 calendar days. Failure to provide valid documentary evidence within the deadline set by the Contracting Authority shall lead to the rejection of the tender for the award of the contract, unless the tenderer can justify the failure on the grounds of material impossibility.

4. A request for evidence in no ways implies that the tenderer will be awarded the contract.

15.1. Legal and regulatory capacity

The tenderer is required to fulfil at least one of the following conditions:

(a) be enrolled in a relevant professional or trade register, except for international organisations;

(b) for service contracts, hold a particular authorisation proving that it is authorised to perform the contract in its country of establishment or be a member of a specific professional organisation.

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

15.2. Financial and economic capacity

Tenderers shall have sufficient economic and financial resources to enable them to perform the contract in compliance with the contractual provisions, given the value and scope thereof. If, on the basis of the information supplied by the tenderer, the European Parliament has doubts about a tenderer’s financial resources, or if these are insufficient for performance of the contract, the tender may be rejected without the tenderer being entitled to claim any financial compensation.

In respect of the contract which is the subject of this invitation to tender, the European Parliament furthermore requires tenderers to have a minimum financial and economic capacity, which will be assessed on the basis of the following information:

- minimum annual turnover of EUR **100,000**;
- information on the annual accounts.

Financial and economic capacity will be assessed on the basis of the information included in the following documents, to be supplied by tenderers:

- financial statements (balance sheets, profit and loss accounts and any other related financial information) or their extracts for a period equal or less than the last three years for which accounts have been closed;
– a statement of overall turnover and turnover in the area covered by the contract during a period which may be no more than the last three financial years available.

If the tenderer is unable to provide the references requested, he may prove his economic and financial capacity by any other document 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 group 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.

15.3 Technical and professional capacity

Tenderers must have sufficient technical and professional capacity 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.

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:

– at least three years’ experience in services/deliveries similar to those required by the contract concerned;

Depending on the nature, quantity or scale and purpose of the supplies, services or works to be provided, the technical and professional capacity of economic operators will be substantiated by one or more of the following documents:

(a) a list:
   i) of the principal services provided and supplies delivered in the past three years, with the sums, dates and clients, public or private accompanied upon request by statements issued by the clients;

(b) a statement of the technical equipment, tools or plant available to the economic operator for performing a service or works contract;

(c) a reference to the technicians or technical bodies available to the economic operator, whether or not belonging directly to it, especially those responsible for quality control;

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 a commitment by those entities to that effect. 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 group or of other entities.

At all events, tenderers may always rely on the technical and professional 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.

If it establishes that a tenderer faces a conflict of interest which could affect the performance of the contract, the European Parliament may conclude that the tenderer is not of the calibre required to perform the contract.

16. AWARD CRITERIA

The contract will be awarded to the tender offering the best price-quality ratio.

To determine the tender offering the best price quality/ratio, tenders will be evaluated on the basis of the following criteria:

- technical quality (70% weighting);
- price (30% weighting).

Technical quality

The qualitative criteria will be assessed on the basis of the tenderer's written offer and the attachments. The tender must contain information showing the merits of the tender, in order to allow the assessment of the qualitative award criteria. The offer may be supplemented by additional documentation to enable the assessment of other quality criteria.

The technical quality will be evaluated on the basis of the following criteria and out of a maximum of 100 points as follows:

1) Characteristics and quality of the products - maximum 60 points

- Interoperability, compatibility, compliance with standards and GDPR for all RFID equipment with the Alma ILMS:
  o Suitability of the proposed offer with the needs indicated
- Extent of the range of products offered:
  o Ease of implementation
  o Ease of use
- Technical means provided by the tenderer for the execution of the project

2) Quality of services - maximum 40 points

- Planning of the running and implementation of the project
- Terms of delivery
  o Date, mode, time-frame
- Maintenance and warranty period:
  o Guaranteed maintenance service, minimum offered
  o Quality of technical assistance
    o Response time
- Support and technical documentation:
  o Technical data sheets for the hardware and software offered
- Quality of after-sales service:
  o Guaranteed response time
  o Additional services offered (e.g. extended intervention schedule)

The information required to assess the quality criteria is described in Annex X - List of questions. Tenderers are required to answer all questions in the section (Q1-Q92).

A minimum quality threshold is set for each of the qualitative criteria. If the score for one of the criteria is below this threshold, the offer will not be taken into account for the calculation of the price criteria or the award of the contract.

<table>
<thead>
<tr>
<th>Technical quality</th>
<th>Maximum points</th>
<th>Minimum threshold</th>
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<tbody>
<tr>
<td>Criterion 1</td>
<td>60</td>
<td>36</td>
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<tr>
<td>Criterion 2</td>
<td>40</td>
<td>24</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td><strong>60</strong></td>
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</tbody>
</table>

To be selected for the next step of the evaluation, i.e. price evaluation, tenderers will need to achieve at least 60 points for the combined criteria. A minimum threshold will also be required for each criterion.

**Price**

Tenders will be evaluated on the basis of the total price indicated in the financial schedule (Annex XI). Except for the supplies indicated as optional in point 3, tenderers must fill in the prices they offer per supply / service.

In view of the ranking order of the offers, the total points awarded to each offer will be calculated as follows:

\[
\text{Score for tender } X = \frac{\text{Cheapest price} \times 100}{\text{Price of tender } X} + \frac{\text{Total quality score (out of 100) for all award criteria of tender } X \times \text{Quality criteria weighting (in 70%)}}{\text{Price weighting (in 30%)}}
\]

The tenderer may add in Annex XI other RFID materials and/or services which may be of interest to the library. They will present their practical applications as well as their technical and functional characteristics in their offer.

The purchase of these other RFID materials and/or services offered at the initiative of the tenderer may not exceed 15% of the total amount of the contract and will not be taken into account for the financial evaluation of the tender.
17. INFORMATION ABOUT TENDERERS

The tenderer (or member of a joint tender) must declare in annex III (Declaration on the tenderer’s honour concerning the exclusion and selection criteria) if the entity is a Small and medium-sized enterprise (SME).

According to the Commission’s Recommendation 2003/361/EC,

Small and Medium-sized Enterprises, are defined as enterprises which:

- employ fewer than 250 persons and
- have an annual turnover not exceeding EUR 50 million or
- an annual balance sheet total not exceeding EUR 43 million.