

DIRECTORATE-GENERAL FOR THE PRESIDENCY

PROTOCOL UNIT

SPECIFICATIONS

INVITATION TO TENDER

Open procedure

For the supply of silver and silver-gilt medals with cases

EP/DGPRES/PRO/FOUR/2020/006

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 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: 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 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 with a view to purchasing silver and silver-gilt medals with cases.

In connection with this invitation to tender, Contract Notice OJ 2020/S119-288063 has been published in the Official Journal of the European Union 2020/S119 on 22 June 2020.

3. DESCRIPTION, PURPOSE AND ESTIMATED VALUE OF THE CONTRACT

The subject of this contract is the purchase of silver and silver-gilt (gold-plated sterling silver) honorary medals with cases. A list of the items to be supplied is contained in Annex I to these specifications.

An estimate of the quantities is contained in Annex I (Technical specifications). The total duration of the contract shall be 48 months. Performance of the contract shall begin only once the framework contract has been signed for a 12-month period. Any renewal of the contract shall take place in accordance with the terms laid down in the contract.

The indicative timetable is as follows:

- Publication in the OJ and on the European Parliament's website: 22/06/2020
- Publication of modification on the OJ/European Parliament's website: xx/xx/2020
- Deadline for receiving questions: **16/10/2020**
- Deadline for sending replies: **23/10/2020**
- Deadline for submission of tenders: **30/10/2020**
- Date of opening of tenders: **13/11/2020**
- Date of assessment of tenders: **27/11/2020**
- Probable date of award of the contract: **20/01/2021**

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.

The contract is also open to nationals of the states which have ratified the Plurilateral Agreement on Government Procurement within the World Trade Organisation, 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 they are 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 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.

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.

Price quotations must be submitted on the '**Price schedule**' form contained in **Annex I**.

A price quotation must contain the following elements:

- **the price for the manufacture of the mould for each type of medal** - entered in column 'e' of the Price schedule
- **the fixed part of the price of the medal** (labour, case, etc.) - entered in column 'f' of the Price schedule
- **the price per gram of the silver-gilt or silver** - entered in column 'g' of the Price schedule

All prices must be expressed in euros, including for countries which are not part of the euro area. 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. 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.

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

The full texts of Articles 136 to 141 FR on exclusion criteria and their application are available in the Official Journal of the European Union, N° L-193 published on 30 July 2018, pages 1-222.

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 eligibility or selection criteria or in the implementation of the legal commitment;

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

iii) violating intellectual property rights;

iv) attempting to influence the decision-making of the authorising officer responsible 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:

i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 of the European Parliament and of the Council and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;

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 judgement or final administrative decision that the person or entity has created an entity in 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 a 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;

(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.

Evaluation of the exclusion criteria

1. Tenderers shall furnish the following documentary evidence:

- (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).
- o Where applicable and in accordance with national law, the authorising officer responsible may accept as appropriate evidence that a participant or an entity referred to in paragraph 2 is not in one of the exclusion situations referred to in:
 - o points (a), (c), (d), (f), (g) and (h) of Article 136(1), a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in its country of establishment showing that those requirements are satisfied.
 - o The authorising officer responsible may accept as appropriate evidence that a participant or an entity referred to in paragraph 2 is not in one of the exclusion situations referred to in points (a) and (b) of Article 136(1), a recent certificate issued by the competent authority of the country of establishment. Where such types of certificates are not issued in the country of establishment, the participant may provide a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.
2. Tenderers shall be exempt from the requirement to submit the documentary evidence referred to in paragraph 1 in case of international organisations, if the contracting authority can access it on a national database free of charge or if such evidence has already been submitted to it for the purposes of another European Parliament procurement procedure and provided that the issuing date of the documents in question were not issued does not exceed more than one year previously 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.

13. SELECTION CRITERIA

13.1. 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.

13.2. 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 turnover of EUR 200.000, in the area covered by the contract;
- information on the annual accounts showing ratios between assets and liability;

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.

13.3. 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 five years of experience in services similar to those required by the contract concerned;
- the relevant technical equipment for the type of contract concerned,
- contact person(s) with a good knowledge of one of the three working languages (French or English) to liaise with the European Parliament.

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;
 - ii) of the works carried out in the last five years, accompanied by certificates of satisfactory execution for the most important works;
- b) a description of the technical facilities and means available to the economic operator for ensuring quality and a description of available study and research facilities;
- c) in respect of supplies: samples, descriptions or authentic photographs or certificates drawn up by official quality control institutes or agencies of recognised competence attesting the conformity of the products clearly identified by references to technical specifications or standards;
- d) statement from the tenderer certifying that the contact person(s) who will be liaising with the European Parliament have a good knowledge of French or English.

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.

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.

14. 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:

- Criterion 1: the quality and aesthetic aspect of the medals and cases;
- Criterion 2: technical assistance or delivery conditions, such as delivery date, delivery method and delivery period or period of completion, quality of after-sales service;
- Criterion 3: price. The price criterion shall be evaluated solely on the basis of the all-inclusive price quoted by the tenderer, excluding the metal prices for the silver-gilt and silver.

The weighting given to the different criteria is as follows:

- Qualitative criterion 1: maximum 40 points;
- Qualitative criterion 2: maximum 20 points.

To be selected for the next price evaluation stage, tenders will be required to obtain:

- at least 24 points for criterion 1;
- at least 12 points for criterion 2.

Price criterion:

a) The assessors will award a maximum of 40 points for the price criterion. The lowest-priced tender (which has obtained the minimum score laid down for the qualitative evaluation) will be given the maximum points. The other tenders will be awarded points in proportion to their divergence from the lowest-priced tender. The formula to be used for awarding points under the price criterion will be as follows:

$$(P_m / P_o) * \text{maximum number of points to be awarded}$$

P_m : price of lowest-priced tender

P_o : price of tender being evaluated

Quality is then linked to price in the following manner:

The number of points obtained for the price criterion is added to the number of points obtained in the evaluation of the qualitative criteria. The tender ranked first will be the one obtaining the most points.

Annex I: Technical specifications

Article 1 – Subject of the contract

The purchase of silver and silver -gilt (gold-plated sterling silver) honorary medals.

Model creator: G. Monassi – stamped by the Zecca Mint, Rome

Description of the medal:

1 – Face (obverse)

Reproduction of a coin from Tyrus (today, Tyre, a city in South Lebanon), which was minted towards the middle of the third century A.D. under the reign of Emperor Valerian I, and which is preserved today by the British Museum in London.

The coin depicts the first ever image of Europa, slender and symbolic, draped in a cloak, with her name inscribed at the bottom of the coin in Greek letters. Europa is facing front, holding a vase of flowers in her left hand, with her right hand on her hip symbolising abundance and fertility.

To the left of the figure there are rocks flowing with ambrosia, in the middle of which are some olive branches.

Jupiter, who is smitten with Europa, lays at her feet, represented by a bull emerging from the flow.

Above the figure is a shortened Latin inscription: Colonia Tyri romana metropolis.

2 – Back (reverse)

The text 'Parlamentum Europæum' must be engraved around the bottom and the European Parliament logo at the top, underneath which will be the space for the name of the recipient, which we will engrave independently later.

The graphic elements shall be sent electronically on written request.

3 – Characteristics

This medal must comprise the reproduction of this ancient coin on the face, and a very fine, high-quality engraving of 'Parlamentum Europæum' on the back along with the European Parliament's logo. Packaging: cased.

a) Small silver-gilt medal:

Metal: - silver 925/1000,
- gold 750/1000, minimum thickness 10 microns
Diameter: 40 mm
Weight: +/- 60 gr
Finish: matt

b) Large silver-gilt medal:

Metal: - silver 925/1000,
- gold 750/1000, minimum thickness 10 microns
Diameter: 60 mm
Weight: +/- 90 gr
Finish: matt

c) Silver medal:

Metal: silver 925/1000,
Diameter: 40 mm
Weight: +/- 60 gr
Finish: matt

4. - Case

Pebbled leather in Pantone reflex blue C with a hot-stamped European Parliament logo.

Size: 40 mm silver-gilt medal: 9 x 9 cm
40 mm silver medal: 9 x 9 cm
60 mm silver medal: 12 x 12 cm

Article 2 – Volume of the contract

As a guide, the anticipated order quantities over four years are:

- 1205 silver-gilt (gold-plated sterling silver) medals;
- 1650 silver medals.

Article 3 – Presentation of models

For the purposes of evaluation, tenderers are asked to provide some medals that they have produced. These shall be an integral part of their tender. The models shall be as close as possible to each of the medals set out in the price schedule, i.e.:

Fixed part of the medal price

- one 40 mm silver-gilt medal;
- one 60 mm silver-gilt medal;
- one 40 mm silver medal:

A total of three (3) medals therefore need to be submitted with the tender.

Return of models

The models chosen by the European Parliament will be returned to the successful tenderers only when the contract expires.

Models submitted by unsuccessful tenderers shall be returned to them within two months of the date of notification that they have not been awarded the contract.

Article 4 – Performance of the contract

Each time that the European Parliament wishes to use the services provided for under the contract, it shall send the contractor an order form. The order form shall specify a number of details including quantity, description, price and delivery location. Within five working days of the date on which the European Parliament dispatches the order form, the contractor shall return it, specifying the maximum number of calendar days required to supply the goods. The delivery period shall start on the date on which the Contractor signs the order form.

The medals shall be delivered to one of the three places of work of the European Parliament (Brussels, Luxembourg or Strasbourg) or to the engraver specified by the Protocol services. Deliveries shall be made to the address indicated on the order forms. The contractor must notify the European Parliament department issuing the order form, in writing, of the delivery date, at least eight working days before that date.

The European Parliament reserves the right to stagger deliveries according to its requirements, which shall be specified on the order form.

Tenderers shall specify on the price schedule the maximum number of weeks required for delivery of each model. This may be **no more than six (6) weeks** for any item ordered. Deliveries must be accompanied by a delivery note which shall be signed and dated by a duly authorised member of staff of the relevant European Parliament department and attached to the invoice.

The contractor shall take all the necessary measures to ensure that the items are delivered on time and at the right place. The Contractor shall bear the cost of any delivery which is lost as a result of being delivered to the wrong location, and the Contractor may not invoice for it. The Protocol Unit of the Directorate-General for the Presidency is authorised to carry out delivery acceptance checks and to make decisions based thereon. Incomplete deliveries, or deliveries of any item that does not meet the criteria on the order form, shall be rejected. The Contractor shall have 10 calendar days in which to provide the correct items, starting from the date on which the European Parliament emails the relevant letter. The contractor shall be under obligation to ensure the security and safety of deliveries at no cost to the European Parliament.

Article 5 – Other specifications

The European Parliament reserves the right to have metal composition tests carried out.

PHOTOS OF THE EXISTING MEDALS



PRICE SCHEDULE

Silver-gilt and silver honorary medals.

Please use this sheet to indicate your price quotation

a	b	c	d	e	f	g
Description	Metal	Quantity	Tenderer's references for each item	Price for the manufacture of the mould	Fixed part of the medal price (labour, cases, etc.)	Price per gram of silver-gilt or silver (in euros, excl. VAT)*
Silver-gilt medal 40 mm - 60 gr	Silver 925/1000 Gold 750/1000	1				
Silver-gilt medal 60 mm - 90 gr	Silver 925/1000 Gold 750/1000	1				
Silver medal 40 mm - 60 gr	Silver 925/1000	1				

Note: the price of the blue pebbled leather cases carrying the European Parliament's logo shall be included in the price of the medals.

* The price criterion shall be evaluated solely on the basis of the all-inclusive price quoted by the tenderer, excluding the metal prices for the silver-gilt and silver.

Annex II: The European Parliament's environmental policy

https://epintranet.in.ep.europa.eu/files/live/sites/epintranet/files/finance/public-procurement-grants/standard-letters-invitation-specifications-conditions/politique-environ_en.pdf

Annex III: Declaration on the tenderer's honour concerning the exclusion and selection criteria

The undersigned [*insert name of the signatory of this form*], representing:

<i>(only for natural persons)</i> himself or herself ID or passport number: ('the person')	<i>(only for legal persons)</i> the following legal person: Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')
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The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority¹, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) it 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;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law ;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person 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	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons or entities with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>

¹ The same EU institution, agency, body or office.

(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making of the authorising officer during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person or entity is guilty of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(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 ;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related 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;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a legal commitment financed by the budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an authorising officer, the European Anti-Fraud Office(OLAF) or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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.	<input type="checkbox"/>	<input type="checkbox"/>
(h) (only for legal persons) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g).	<input type="checkbox"/>	<input type="checkbox"/>
(i) for the situations referred to in points (c) to (h) above the person is subject to:	<input type="checkbox"/>	<input type="checkbox"/>
i. facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the	<input type="checkbox"/>	<input type="checkbox"/>

<p>Court of Auditors, the European Anti-Fraud Office (OLAF) or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</p> <p>ii. non-final judgements or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</p> <p>iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;</p> <p>iv. information transmitted by Member States implementing Union funds</p> <p>v. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or</p> <p>vi. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</p>		
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II – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON AND BENEFICIAL OWNERS

Not applicable to natural persons, Member States and local authorities

(2) The signatory declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares)) or a beneficial owner of the person (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (i) above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
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Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(4) declares that the above-mentioned person:	YES	NO
Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.	<input type="checkbox"/>	<input type="checkbox"/>

V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners.

It must also provide the following evidence concerning the person itself and concerning the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d), (f), (g) and (h) production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority². The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – SELECTION CRITERIA

(5) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 13.1. of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section 13.2. of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 13.3. of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

(6) if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority³. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

² The same institution or agency.

³ The same institution or agency.

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature

Annex IV: Financial identification form - Supplier

The form is available at:

<https://epintranet.in.ep.europa.eu/fr/home/browse-as/finance-budget/implementation-budget/legal-entities.html>

Annex V: Information sheet concerning groups of economic operators

Official name of the member authorised by the group⁴:

.....

Official address:

.....

.....

....

Legal form of the group⁵:

.....

.....

I, the undersigned, Mr/Ms, representing the authorised representative of the group of operators submitting this tender, hereby declare that I have noted the conditions laid down by the European Parliament for submission of a tender by a group and that the submission of a tender and the signing of this declaration imply acceptance of those conditions:

'The group of economic operators shall furnish proof of its legal form in the tender. 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 group or a temporary association);
- the signature by all the partners of a type of 'power of attorney' or equivalent document confirming a form of cooperation.

The document supplied must prove the group's actual status. In that document or in an annex thereto, the economic operators making up the group shall undertake, as tenderers, to bear joint and several liability during performance of the contract, should it be awarded to them.

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. However, 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.'

⁴ State the name and address of the member authorised by the other members of the group to represent it. If no authorisation has been given, all consortium members must sign this declaration.

⁵ To be indicated if a precise form has been chosen by the group members. If that is not the case, leave blank.

Information on members of group			
Name of member of group	Address of member of group	Name of member's representative	Description of technical, professional and economic capacities ⁶

Date:

Signature:

⁶ Should such a description already have been provided in the tender, reference may be made to precisely where that description appears.

Annex VI: Declaration concerning subcontractors

Name of the tenderer:

I, the undersigned, Mr/Ms, in my capacity as representative of the above-mentioned tenderer, hereby **declare** that, in the event that the contract, or one or more lots thereof, is awarded to the tenderer, the following economic operators will act as subcontractors:

Details of subcontracting		
Name & address of subcontractor	Description of the subcontracted part of the contract	Value of subcontracted part of contract (in EUR and as a percentage of estimated total amount of contract)

I acknowledge that the European Parliament reserves the right to request information on the financial, economic, technical and professional resources of the proposed subcontractor(s) and that the European Parliament may demand the requisite proof to establish whether the subcontractors comply with the exclusion criteria applying to tenderers.

In this context, the European Parliament reserves the right to reject any proposed subcontractor not complying with the exclusion and/or selection criteria.

Furthermore, the European Parliament must be informed by the Contractor of any subsequent use of subcontracting not provided for in the tender. The European Parliament therefore reserves the right to accept or reject any subcontractor proposed during the performance of the contract. Accordingly, it may demand the requisite proof to establish whether a subcontractor complies 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.

Date:

Signature:

Annex VII: Financial data sheet

To be completed by the tenderer or by each company in the case of a consortium with a joint representative, on the basis of the financial statements for the last three financial years, which must be attached.

Turnover

Total turnover for the last three financial years⁷

Year n-1	EUR
Year n-2	EUR
Year n-3	EUR

Profit

Total net profit after tax for the last three financial years

Year n-1	EUR
Year n-2	EUR
Year n-3	EUR

Assets available in the short term

Total assets available⁸ within one year

Year n-1	EUR
Year n-2	EUR
Year n-3	EUR

Short-term debt

Total debt due⁹ within one year

Year n-1	EUR
Year n-2	EUR
Year n-3	EUR

Certified true and accurate.

Done at on

Signatures(s):

⁷ Any minimum annual overall turnover figure requested should be maximum two times the estimated annual value of the contract, except in duly justified cases linked to the nature of the purchase, which the contracting authority shall explain in the procurement documents.

⁸ Debts receivable within not more than one year, orders in progress, cash investments, available securities and adjustment accounts.

⁹ All debt of any kind due within not more than one year, and adjustment accounts.

Annex VIII: Label to be affixed to the outer and inner envelopes when a tender is sent

To be used and completed to help ensure that the tender is sent to the relevant department at the European Parliament



<p>European Parliament Official Mail Unit Directorate-General for the Presidency Finance and Information Technology Unit Rue Wiertz 60 B-1047 Brussels</p> <p>INVITATION TO TENDER No EP/DGPRES/PRO/FOUR/2020/006</p> <p><u>NOT TO BE OPENED BY THE MAIL UNIT OR ANY UNAUTHORISED PERSON</u></p>
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In the case of several packages or envelopes: make copies of the label and repeat the operation