



## **OPEN CALL FOR TENDERS**

### ***Tender Specifications***

# **“Certification in Industrial Environments and Smart Grids”**

**ENISA D-COD-13-T32**

**LOT 1 – Certification of Cyber Security skills of ICS/SCADA Experts**

**LOT 2 – Smart Grid (Cyber) Security Certification**

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# PART 1 INTRODUCTION TO ENISA

## 1. CONTEXT

### 1.1 Introduction

The European Union Agency for Network and Information Security was established by the European Parliament and the Council Regulation (EU) No 526/2013 of 21 May 2013 (OJ L 165/41, 18.06.2013) in order to assist the Union in ensuring a high and effective level of network and information security. The Agency shall contribute to the development of a culture of network and information security for the benefit of the citizens, consumers, enterprises and public sector organisations of the European Union.

### 1.2 Scope

The Agency shall assist the European Commission and EU Member States, and in consequence cooperate with the business community, in order to help them to meet the requirements of network and information security, thereby ensuring the smooth functioning of the Internal Market. As described in ENISA regulation, one of the objectives of the agency is to assist the Union institutions, bodies, offices and agencies in developing policies in network and information security, so, including building expertise related to availability, authenticity, integrity and confidentiality of stored or transmitted data and the related services offered by or accessible via those networks and systems. For instance, ENISA is expected to support the EC by providing a list of protective (cryptographic) measures in the context of the recently published Commission Regulation No 611/2013 on the measures applicable to the notification of personal data breaches under Directive 2002/58/EC on privacy and electronic communications.

### 1.3 Objectives

The Agency's objectives are as follows:

- The Agency shall enhance the capability of the Community, EU Member States and, as a consequence, the business community to prevent, to address, and to respond to network and information security problems.
- The Agency shall provide assistance and deliver advice to the Commission and EU Member States on issues related to network and information security falling within its competencies as set out in the Regulation.
- Building on national and Community efforts, the Agency shall develop a high level of expertise.
- The Agency shall use this expertise to stimulate broad cooperation between actors from the public and private sectors.
- The Agency shall assist the Commission, where called upon, in the technical preparatory work for updating and developing Community legislation in the field of network and information security.

## 2. ADDITIONAL INFORMATION

Further information about ENISA can be obtained on its website: [www.enisa.europa.eu](http://www.enisa.europa.eu)

## PART 2 TECHNICAL SPECIFICATIONS

### A. SCOPE OF THIS TENDER

Within the framework of this Open tender procedure, ENISA would like to find suitably qualified contractors to provide the services as stipulated in the technical specifications outlined below. The tender has been split into 2 standalone projects defined as LOTS.

A tenderer may bid for **one or both LOTS**. The two projects are outlined below:

LOT No	Subject of the tender	Maximum budget
LOT 1	Certification of Cyber Security skills of ICS/SCADA Experts	€ 40,000.00
LOT 2	Smart Grid (Cyber) Security Certification	€ 40,000.00

#### **Please Note:**

If bidding for more than one LOT, the tenderer is required to provide completely separate technical bids for each LOT.

If a tenderer decides to bid for more than one LOT, then the *administrative documentation* required to be provided (as outlined in PART 3 - Section 3: SELECTION CRITERIA and Annexes) only needs to be provided once.

## **1. LOT 1: CERTIFICATION OF CYBER SECURITY SKILLS OF ICS/SCADA EXPERTS.**

### **1.1 GENERAL DESCRIPTION OF THE REQUIRED SERVICES**

Industrial Control Systems (ICS) are command and control systems designed to support industrial processes. These systems are responsible for monitoring and controlling a variety of processes and operations such as gas and electricity distribution, water treatment, oil refining or railway transportation. The largest subgroup of ICS is SCADA (Supervisory Control and Data Acquisition) systems.

In the last few years, ICS have passed through a significant transformation from proprietary, isolated systems to open architectures and standard technologies highly interconnected with other corporate networks and the Internet. Today, ICS products are mostly based on standard embedded systems platforms, applied in various devices, such as routers or cable modems, and they often use commercial off-the-shelf software. All this has led to cost reductions, ease of use and enabled the remote control and monitoring from various locations. However, an important drawback derived from the connection to intranets and open communication networks, is the increased vulnerability to computer network-based attacks. Combined with the fact that too often IT “fixes” bring a SCADA system down, the need of having well trained industrial security experts with a standardized foundational set of skills, knowledge and abilities, becomes a real need.

In its 2014 Work Programme (WP2014), ENISA included the activity related to Certification of Cyber Security Skills of ICS/SCADA experts. Details about this action are laid out in Work Package (WPK) 2.2.

The work of the prospective contractor should result in one final deliverable: a good practice on developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts.

### **1.2 OBJECTIVES AND TASKS**

The intended target audience is primarily ENISA, European Commission and the MSs that are interested in developing Certification of Cyber Security Skills schemes. Moreover, it concerns end users and utilities that are interesting in certifying their experts' skills.

The objectives of the work of the prospective contractor are to:

- Assess the need among Member States and the relevant private sector for a voluntary or mandatory scheme for the Certification of Cyber Security Skills of ICS/SCADA experts.
- Identify the gaps between different certification schemes (if any) among MSs and the private sector and the challenges involved in developing Certification of Cyber Security Skills of ICS/SCADA expert's schemes.
- Produce guidance for both the development of new and the harmonization of current Certification of Cyber Security Skills of ICS/SCADA experts schemes (if any) among MSs.
- Research and develop good practice on developing harmonized certification schemes at European level for Cyber Security Skills of ICS/SCADA experts.

The work is organised in three tasks namely:

1. Stock taking of existing certifications of skills schemes and frameworks.
2. Analysis of the findings and a good practice guide on developing harmonized certification schemes at European level for Cyber Security Skills of ICS/SCADA experts.
3. Project management.

### **1.2.1 TASK 1: STOCK TAKING of existing certification of cyber security skills for ICS-SCADA experts schemes and frameworks**

It is crucial for ENISA that opinions, positions and ideas of external stakeholders (i.e. experts from well-known working groups like EuroSCSIE and ERNCIP, experts with experience in Certification of Cyber Security Skills ICS-SCADA systems) are included in the analysis. It is expected from the tenderer to include in the offer fitted expert groups of stakeholders, and a tailored methodology how they should be involved (e.g., participation in an online workshop, video-conferences, interviews, etc.) (See also article 1.8 “Content and presentation of the technical offer”)

This task is organised in two parts, namely:

1. Identifying, analysing and comparing, through global desktop research, security standards (if any), good practises and frameworks that could be used to test ICS-SCADA experts skills. (taking also on-going initiatives related to ICS-SCADA security skills certification at EU level into account)<sup>1</sup>
2. Consulting public and private stakeholders on their practices and experiences in testing the skills of ICS-SCADA security experts and the relevant frameworks, good practices and standards they have used today.

Concerning **the first part**, the contractor is expected to identify and analyse the following categories of studies, reports, standards, good practices and frameworks:

1. Good practices and existing schemes, frameworks in use in EU Member States, EFTA and OECD countries.
2. International standards (if any) and good practices with emphasis on certification of cyber security skills of ICS-SCADA experts.
3. Good practices implemented by the ICS-SCADA value chain (e.g. operators, manufacturers, providers, etc.).
4. Analyse outcomes from European initiatives (e.g. ECDL, NIS driving License, ERNCIP).
5. The tenderer should take into account the findings and recommendations from the previous ENISA report on “Protecting Industrial Control Systems: Recommendations for Europe and Member States”.

This could be achieved through desktop research, web searching, informal discussions with experts, internal knowledge/expertise, and/or other possible means.

The contractor should demonstrate knowledge of current initiatives in the area of ICS-SCADA certification of skills.

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<sup>1</sup> NIS Driving License mentioned in : JOIN(2013) 1 final - Cybersecurity Strategy of the European Union - [http://ec.europa.eu/information\\_society/newsroom/cf/dae/document.cfm?doc\\_id=1667](http://ec.europa.eu/information_society/newsroom/cf/dae/document.cfm?doc_id=1667)  
D-COD-13-T32 Certification in Industrial Environments and Smart Grids

Concerning **the second part**, the contractor should identify relevant experts from public and private stakeholders with significant experience and expertise in the above stated fields and engage them in refining the findings of part 1 of this task.

Typical categories of stakeholders that should be part of the thematic group of experts include:

1. ICS-SCADA security experts involved in developing certification schemes/programmes.
2. ICS-SCADA manufacturers and vendors.
3. Academia, R&D.
4. Regulators and policy makers.
5. Public bodies in the Member States involved in certification of skills of experts and evaluation.

ENISA will also mobilise its network of contacts and institutional bodies (i.e. PSG, MB and NLOs) to identify relevant experts that could possibly help the contractor to enrich his/her list of identified experts/stakeholders.

The contractor is requested to propose the strategy on receiving the knowledge and expertise from these experts, necessary for achieving the objectives of the project. It can be a combination of virtual thematic working groups and a small survey or either of these.

***In the case of virtual thematic working groups are formed*** the contractor, together with ENISA will engage the stakeholders in dialogue, sharing of information, identification of good practices and measures for different categories of stakeholders. The contractor is requested to provide an estimation of the number of conference calls it needs in order to obtain the knowledge. After each teleconference the contractor is expected to provide a summary of the teleconference and carry out qualitative analysis of the findings in the form of a chapter for the final report.

***In case a survey is conducted***, a short questionnaire should be used, which will be developed by the contractor with the help from ENISA. After the validation by ENISA, the contractor will disseminate the questionnaire to a small targeted group of stakeholders and follow up the process regularly so the return is maximised. After the collection of the replies, the contractor is expected to carry out one-to-one interviews with selected stakeholders to further elaborate on the input received. The interviews will be done remotely, i.e. via telephone conferences.

ENISA will participate in the interviews to ensure the openness, transparency and quality of the process. The contractor is expected to summarise each interview in a written statement and seek validation by each group.

If during the analysis phase, it becomes evident that additional information is needed from specific stakeholders, it is expected that the contractor will either perform additional desktop research or contact the relevant stakeholder(s) to seek the required input.

Taking into account that relevant experts and other stakeholders are contacted and their needs are taken into account it will be extremely beneficial to involve them into the review process of the deliverables. Therefore prospective contractor should:

- Involve relevant stakeholders into the review and commenting processes of the deliverable;
- Mention the prospective stakeholders, and contributors in the offer, and describe how will be the communication and the contribution scheme organized.



At the end of this task the contractor should have identified the lessons learned, key challenges and the gaps remaining to be filled in.

### **1.2.2 TASK 2: GOOD PRACTICES AND RECOMMENDATIONS for developing harmonised certification schemes at European level for cyber security skills of ICS/SCADA experts**

The contractor, after finalizing the stock taking, will analyse and produce a report on good practices and recommendations for developing harmonized certification schemes at European level for Cyber Security Skills of ICS/SCADA experts. The report should provide the reader with good practices and examples of at least the following issues:

- Profiling certain roles in ICS security and associated competiveness required
- Roles played by certifications of skills in the context of Critical infrastructures
- Requirements and profiles needed for hands-on evaluation
- Ways to ensure that individuals have requirements regarding hands-on skills to perform on the job
- How to find the right people for training followed by certification of their skills
- Determine the skills required to direct and manage the appropriate cyber security protection for SCADA systems
- Integration with the existing IT certification schemes, programmes, frameworks
- Evaluate the methods of differentiating skill levels of information assurance professionals
- Base-line skill level requirements for highly technical positions
- The need of a European recognized level of competence that defines the architecture, design, management, risk and controls that assure the security of critical infrastructures.
- Certification schemes that bring IT, engineering and cyber security professionals together so to achieve security for ICS from design through retirement.

The study should also provide the reader with examples for key technical aspects i.e different certification schemes and standards, relationships between them and gaps, tools than can be used to test the skills of the experts, key elements of Certification of Cyber Security skills of ICS/SCADA experts schemes, good practice on developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts, evaluation methods, and different funding models for ICS-SCADA certification of skills facilities.

The qualitative analysis should be carried out using a widely accepted methodology that should be adequately explained as part of the application to tender in terms of benefits for this specific project. It is expected that the contractor will suggest a concrete methodology and also provide sufficient evidence of expertise and knowledge of it.

The contractor is expected to specify the necessary quality assurance methods and measures taken to ensure that stakeholders' input and contribution is taken properly under consideration and that the good practices adhere to their recommendations.

The results will be presented for validation in **a thematic workshop** organised by ENISA. The validation of the results will be based on the feedback taken by the experts who participated in the workshop. During the workshop, the contractor is expected to present the results of the study in form of Power Point presentation.

After this, the contractor should update the report with the comments, suggestions and recommendations of experts before issuing a final version of the report and the accompanied recommendations.

The contractor is expected to participate in the workshop and draft the minutes of it. ENISA will organise the workshop and cover all the expenses of it. (Excluding the travel expenses) ENISA will invite experts from different stakeholder categories to assess the quality of the findings and debate the proposed good practices and recommendations. The contractor is expected to deliver a clear and comprehensible **semi-final report** on the findings and recommendations and distribute it to the participants of the workshop.

The report should clearly specify traceable sources for all information and well-reasoned argumentation for any judgements made. The report should clearly separate conclusions from any technical argumentation supporting them. This way the conclusions are understandable by non-technical readers.

The final report might be published at ENISA's web site for open consultation or disseminated to a selective group of experts. This way ENISA ensures that all possible stakeholders can suggest good practices and recommendations and make the report as inclusive and representative as possible. ENISA will finalise the report based on the additional comments received. ENISA retains the right to suspend the publication without justification.

### **1.2.3 TASK (on-going) Project management**

This task is relevant to both tasks described above (Task 1 and 2). The main objective of this task is to define and implement appropriate management mechanisms, sound planning and resource allocation according to proven expertise and prior knowledge of the subject.

As part of this task the contractor should also provide justification for subcontracting if required, interact with ENISA staff and external experts, and provide regular management reporting. This will ensure the punctual delivery of good quality results of this study within the budget allocated.

ENISA expects from the tenderer to include in its offer a project plan and a description with reasoning of methods proposed to achieve these expected results.

The Contractor is expected to submit to the Agency, prior to the kick off meeting, detailed Gantt Charts and accompanying documentation with sufficient details. These will be negotiated with ENISA and be confirmed as final.

The Gantt charts and related documentation should include:

- Scheduling of all tasks and activities within objectives and their respective tasks
- Identification of milestones and critical activities
- Assignment of experts and person days to tasks and activities
- Identification of possible risks and suggestions to mitigate them
- Quality assurance and peer review measures to ensure high quality results
- Detailed information on the expertise of the contractors on the tasks and topics of this tender including references to previous, relevant projects,
- Detailed CVs of experts proposed to be involved in all the tasks of the project

- Detailed justification for subcontracting tasks or parts of them. In that case, ENISA requires additional information on the
  - o Tasks undertaken by the sub-contractor
  - o Expertise of the contractor and its experts
  - o Resources allocated to him/her
  - o Co-ordination mechanisms among the prime and the sub-contractors
  - o Risk management method in case of delayed and/or low quality delivery of sub-contractor's outcomes
  - o Official statement of overall responsibility for the whole project and its results by the prime contractor
- Proposal for a peer-review

Based on the Gantt chart, the contractor is expected to deliver the following documents regularly:

- o Brief monthly progress report on current activities (as they defined in the Gantt chart) information on the progress achieved, next steps, possible risks affecting project, and risk mitigation measures
- o Early warning reports, at any time, if emerging risks threaten key milestones of the project and when the Agency needs to either be informed or take a decision
- o Participation in ENISA's thematic group of experts at regular or ad-hoc manner
- o Intermediates and final reports on peer-review progress and quality assurance

In addition and on demand, the Contractor should be able to provide ENISA with a draft or snapshot of the results produced so far for the deliverables.

At least the following communication with the Contractor is expected:

- Regular video or teleconferences via Skype, Lync (fortnightly or at more frequent intervals to be agreed upon) on the progress achieved

ENISA expects that the prospective contractor will perform, in the context of this study, the following business trip:

- A thematic workshop (see article 1.6)

The costs of such business trips should be included in the total offer. ENISA will not additionally reimburse the contractor for taking part in these meetings.

### **1.3 EXPECTED SKILLS**

The performance of the above mentioned activities requires professionals that have good professional multi-disciplinary knowledge on all or a sub set of the following fields:

- Expertise in the field of network and information security
- Knowledge and Experience in ICS-SCADA security and especially in Certification of Cyber Security skills of ICS/SCADA experts

- Good understanding of policy and regulatory issues related to the security of ICS-SCADA, especially on certification of skills, at national and/or pan European level including activities related to Critical Information Infrastructure Protection (CIIP)
- Knowledge of CIIP and cyber security strategy and policy at national and/or pan European level;
- Proven experience in organising stock taking exercises, analysis skills, and creating good practice guides and recommendations on relevant subjects
- Excellent knowledge of data collection and validation methods including the ability to produce clear and understandable text equipped with graphical elements
- Experience in performing specific research on a subject topic, leading thematic expert groups and writing reports
- Experience in dealing with closed technically oriented communities and individuals (incident response teams and experts)
- Excellent project management skills including quality assurance and risk management and experience in realising international projects
- Excellent oral and written language skills in English
- Very good communication skills

#### 1.4 DURATION AND DEADLINES

The duration of this work is foreseen **between March 2014 and end of September 2014.**

More specifically, the contractor is expected to comply with the following deadlines:

- 1) Kick of meeting - delivery date: no later than **mid-March 2014.**
- 2) List of experts contacted and their contact details – **end of March, 2014**
- 3) Result of the desktop research on existing initiatives - delivery day: **end of April 2014.**
- 4) Milestone: Meeting with ENISA for evaluation of the findings of task 1 (desktop research) - delivery day: no later than **mid-May 2014.**
- 5) Report on key lessons identified, good practices, challenges and gaps against developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts - delivery date: **end of June 2014.**
- 6) Milestone: Semi-final deliverable (for the workshop) – “Good Practices and Recommendations for developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts” – Draft – delivery date **end of July, 2014.**
- 7) Power Point presentation of the semi-final deliverable – delivery date **mid-August, 2014.**
- 8) Milestone: final Workshop – **beginning of September, 2014**
- 9) Final report: “Good Practices and Recommendations for developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts” - delivery date: **mid-September 2014.**
- 10) Professional Power Point presentation on the final deliverables - delivery date: **mid-September 2014.**

Integration of the comments from the internal ENISA Q&A process – delivery date: **end of September 2014.**

## 1.5 LIST OF DELIVERABLES

The final deliverables should use the standard ENISA document template, which will be provided to successful contractor.

### Presentation of the results for TASK 1

- Prospective contractor should deliver the status report on key lessons identified, good practices, challenges and gaps against a European framework for the Certification of Cyber Security Skills of ICS/SCADA experts in the form of a report. Its structure needs to be outlined in the offer (see article “Content and presentation of the technical offer”).
- The report should contain the description of the work carried out in order to produce the report.
- Prospective contractor should prepare the PowerPoint presentation which could be used to present the results of the project for a targeted group of stakeholders (e.g. on a technical, management or policy level)
- Prospective contractor should prepare the dissemination plan, which would contain tailored proposals on how to disseminate the results of this project to the intended target audience.
- English proofreading is considered part of the material delivery process.

### Presentation of results for TASK 2

- Prospective contractor should deliver the good practice guide in the form of a report. Its structure needs to be outlined in the offer (see article “Content and presentation of the technical offer”).
- The document should contain the description of the work carried out in order to produce the report.
- Prospective contractor should prepare the PowerPoint presentation which could be used to present the results of the project for a targeted group of stakeholders (e.g. on the technical, management or policy level)
- Prospective contractor should prepare a dissemination plan, which would contain tailored proposals on how to disseminate the results of this project to the intended target audience.
- English proofreading is considered part of the material delivery process

The following deliverables are required (if part of the final approved project plan) from the prospective contractor:

- Monthly progress report on predefined milestones;
- **D1** Provide necessary resources (e.g., means of communication, meetings, surveying tools etc.) for successful identification of stakeholder needs, work of the expert group during the project according to the approach described in the offer (see article “Content and presentation of the technical offer”)
- **D2** 1<sup>st</sup> draft of Final Status Report on ‘Key lessons identified, good practices, challenges and gaps against developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts’ (see Task 1).

- **D3** Semi-final report on Good Practices and Recommendations for developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts (see Task 2).
- **D4** Final Status Report on 'Key lessons identified, good practices, challenges and gaps against developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts" (see Task 2).
- **D5** Final Good Practice report with recommendations for developing Harmonized Certification Schemes at European level for Cyber Security Skills of ICS/SCADA experts (see Task 2).
- **D6** Short Report presenting the communication with the stakeholders, who participated in the review, commenting and contribution processes of the deliverables.
- **D7** PowerPoint presentations with the project results
- The contractor will provide ENISA with raw data from the questionnaire/interviews during the project implementation upon request and at the end of the project.

The contractor will facilitate the provision of rapporteur services for the working group scenario..

## **1.6 PLACE OF EXECUTION OF THE ACTIVITIES AND COMMUNICATIONS**

The execution of the activities will take place at the Contractor's premises. The contractor is required to be present at ENISA premises for all necessary meetings and for collecting all relevant information to conduct the analysis. For this purpose network based collaborative tools (i.e. videoconferencing) could also be used.

At least the following communication with the contractor is expected.

- One kick off meeting (online)
- Teleconferences related to the project milestones in the agreed project plan
- Regular teleconferences on the progress achieved (intervals to be agreed upon)
- A virtual project sign off meeting will be organised by ENISA
- Participation in the Workshop, in a central location in Europe, e.g., Brussels, Paris, Rome, Athens, London (1-2 days, c.f. Task 2)

It should be mentioned that the costs of possible business trips, expert group meetings and communication should be included in the total offer. ENISA will not additionally reimburse the contractor the related costs.

Note: the logistical costs of these meetings and sessions will be covered by ENISA and should **not** be considered as part of this tender; the only costs to be included in your offer are the contractor's travelling and subsistence expenses.

## 1.7 TENDER RESULT AND ESTIMATED CONTRACT VALUE

The result of the evaluation of tenders will be the awarding of a Service Contract. The total estimated budget cannot exceed **40,000.00 Euros (forty thousand Euros)**<sup>2</sup> covering all tasks executed and including all costs (e.g. travelling expenses of the contractor).

## 1.8 CONTENT AND PRESENTATION OF THE TECHNICAL OFFER

The Tenderer shall enclose with the **Technical Offer** all documents and information that will enable its offers to be assessed in terms of quality and of compliance with the Specifications. An Offer shall include a description of the operational means and procedures to be implemented to perform the Contract, supported where appropriate by related documents.

An offer must address each of the following elements as A MINIMUM in order to be considered to be a valid and conforming offer:

- Description of the skills of the expected contractor
  - The Tenderer will have to present its compliance with the expected skills as described in the relevant section.
- Description of the deliverables
  - The deliverables must be presented as requested in section entitled “Deliverables”
  - The requested proposals and additional details (see section “Deliverables”) must be included in the offer
  - The prospective Contractor is expected to provide insights in the methodology chosen in order to produce the deliverables
- Management of provision of services
  - Project Management: a close description of the project management method used including quality assurance is required. Breakdown of tasks; milestones definition; assignment of experts to tasks and person days to tasks should be presented in a Gantt chart, included in the offer.
  - At the kick off meeting, the project plans will be confirmed as final.
  - The prospected contactor must also identify possible risks to the project and propose mitigation measures.

In addition the Contractor is expected to highlight / explain:

- Availability and ability of the Contractor to respond to ENISA request: prompt availability of resources is required within the specified delivery timeframes. Additionally, any ancillary or support resources, such as a network of associates to support the scope of this Call for Tenders must be clearly stated.
- If applicable, ability of the Contractor to manage services of a subcontractor or to work as a consortium in order to adequately cover all the specialised areas.
- Short CV's of the experts that will be allocated in the project focussing on their experience and expertise on the areas covered by the call.

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<sup>2</sup> Please note that following implementation of the contract with the successful contractor and depending on the further needs of the contracting authority specifically in the field of endeavour the subject of this contract, the maximum amount contracted may be increased by up to 50% - subject to budget availability.

## 2. LOT 2 - SMART GRID (CYBER) SECURITY CERTIFICATION

### 2.1 GENERAL DESCRIPTION OF THE REQUIRED SERVICES

The adoption of smart grids will dramatically change the grid as we know it today. Traditional energy services and markets will undergo a significant transformation. In addition to bulk generation facilities, the smart grid will intelligently integrate distributed or dispersed generation, where many energy sources of small size will be dispersed along the transmission, distribution and customer domains.

Thanks to ICT, the grid of the future will become smarter so as to improve the reliability, security, and efficiency of the electric system through information exchange, distributed generation, storage sources, and the active participation of the end consumer. However, vulnerabilities of communication networks and information systems may be exploited for financial or political motivation to shut off power to large areas or directing cyber-attacks against power generation plants.

For this reason, (cyber) security certification of the smart grid has gained a lot of popularity as a means to enhance the security that these complex systems offer to their users. The need to foster the development of security certification schemes for product and organisational security was one of the key findings of ENISA's 2012 report on 'Smart grid security: Recommendations for Europe and Member States'. In this document, ENISA recommends that

*'By raising the level of security and mitigating risk, accreditation and certification schemes would increase end consumers' confidence in smart grid services and systems and accelerate their acceptance. Moreover, certified service providers can be easily compared allowing for marketing strategies....'*

Last year, ENISA organised a workshop on the certification of smart grid components. During this event, the experts had the opportunity to discuss the challenges of the existing security certification approaches that apply to the smart grids. One of the key findings of this workshop was that there is a need for improvement as regards the existing certification schemes.

Furthermore, the recently published Cybersecurity Strategy of the European Union states clearly the shared responsibility of all stakeholders and the need for all actors to protect themselves in the context of growing dependency on information and communications technologies. The need to develop industrial and technical resources for cybersecurity is mentioned among the strategic priorities and actions, and in this context

*"A prime focus should be to create incentives to carry out appropriate risk management and adopt security standards and solutions, as well as possibly establish voluntary EU-wide certification schemes building on existing schemes in the EU and internationally. The Commission will promote the adoption of coherent approaches among the Member States to avoid disparities causing locational disadvantages for businesses."*

From this excerpt it is clear that the European market is fragmented (i.e. different policies/schemas in different Member States) and this means that the cost of the Smart Grid components may be



inherently increased as long as there is no generally accepted certification scheme at the level of European market. A harmonised pan European approach might be a solution to this issue.

Finally, in its Work Programme for 2014 (WP2014), ENISA included the activity related to smart grid certification which in detail is laid out in Work Package (WPK) 2.2 – Deliverable 2 (D2).

The work of the prospective contractor should result in one final deliverable; a good practice for a pan European harmonised framework on smart grid (cyber) security certification.

The intended target audience is primarily ENISA, European Commission, the MSs, end users, manufacturers, vendors and utilities that are interested in smart grid cyber security.

## **2.2 OBJECTIVES AND TASKS**

The objectives of the work of the prospective contractor are to:

- Perform a desktop research on the existing security certification approaches for smart grids; access to relevant existing statistical data is considered to be advantageous.
- Identify the gaps between different certification schemes (if any) among MSs and the challenges involved in further developing a harmonised certification approach.
- Produce guidance for both the development of new, or improvement of already existing, and harmonization of current smart grid certification (if any) both at national and at European level.
- Provide recommendations on how to develop new or improve existing approaches to a pan European harmonised smart grid security certification.

It has to be noted that only certification of components and systems should be taken into account for this report.

The work is organised in three tasks namely:

1. Global desktop research of existing smart grid certification approaches and practices. (Optional) Consultation with a selected number of experts.
2. Analysis of the findings, identification of the challenges and recommendations.
3. Project management.

### **2.2.1 TASK 1: STOCK TAKING of existing smart grid cyber security certification approaches and practices**

This task is organised in two parts, namely:

1. Identifying, analysing and comparing, through global desktop research, security standards (if any), good practises and frameworks that could be used for certifying the security offered by smart grid (taking also into account on-going relevant initiatives)<sup>3</sup>. The contractor should take into account existing ENISA reports on IT certification as well as the state of play in thematic areas which are related with smart grids such as the privacy seals for smart meters.

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<sup>3</sup> For example, the ESMIG study on certification approaches for Smart Metering and related statements made by ESMIG.  
D-COD-13-T32 Certification in Industrial Environments and Smart Grids

2. Consulting stakeholders on their practices and experiences in certifying smart grids and the relevant frameworks, good practices and standards. It has to be noted that consultations will take place using an expert group and should be very well focused. The size of this group should be kept to a minimum (not more than ten). These experts might be identified by ENISA with the collaboration of the contractor. The means for this consultation i.e. workshop, on-line conference call, interviews or a combination of the above as well as the number of meetings of the group will be agreed with the contractor in the course of the project.

Concerning **the first part**, the contractor is expected to identify and analyse the following categories of studies, reports, standards, good practices and frameworks:

1. Good practices and existing frameworks both at EU and international level.
2. International standards (if any) and good practices with emphasis on smart grid certification.
3. Good practices implemented by the smart grid value chain (e.g. operators, manufacturers, providers, etc.).
4. Outcomes from European initiatives and (if any) surveys on the subject matter at European level.
5. The tenderer should take into account the findings and recommendations from the previous ENISA reports on 'IT certification and the findings of the ENISA workshop on security certification of smart grid components (2012).
6. Contractor shall specify how roadmaps and scope of existing European industry initiatives on device level and system level certification scheme harmonization will become part of the work.

This could be achieved through desktop research, web searching, informal discussions with experts, internal knowledge/expertise, and/or other possible means.

The contractor should demonstrate knowledge of current initiatives in the area ICS-SCADA and smart grids' certification.

Concerning **the second part**, the contractor should identify relevant stakeholders and experts with significant experience and expertise in the above stated fields and engage them in refining the findings of part 1 of this task.

Typical categories of stakeholders that should be part of the thematic group of experts include

1. Certification and accreditation organizations.
2. Utilities.
3. Smart grid manufacturers and vendors.
4. Academia, R&D.
5. Regulators and policy makers.
6. Public bodies in the Member States involved in smart grids' certification.

ENISA will also mobilise its network of contacts and institutional bodies (i.e. PSG, MB and NLOs) to identify relevant experts that could possibly help the contractor to enrich his/her list of identified experts/stakeholders.

The contractor is requested to propose the strategy on receiving the knowledge and expertise from these experts, necessary for achieving the objectives of the project. It can be a combination of virtual thematic working groups and a small survey or either of these.

***In case virtual thematic working group(s) is (are) formed*** the contractor, together with ENISA will engage the stakeholders in dialogue, sharing of information, identification of good practices and measures for different categories of stakeholders. The contractor is requested to provide an estimation of the number of conference calls it needs in order to obtain the knowledge. Co-ordinated by ENISA conference calls which involve all the experts of the group is also an option. The contractor should act as rapporteur in this case and will deliver the minutes to ENISA.

***In case a survey is conducted***, a questionnaire should be used which will be developed by the contractor with the help from ENISA. After the validation by ENISA, the contractor will disseminate the questionnaire to the abovementioned stakeholders and follow up the process regularly so the return is maximised. After the collection of the replies, the contractor is expected to carry out one-to-one interviews with selected stakeholders to further elaborate on the input received. The interviews will be done remotely, i.e. via telephone conferences. It has to be noted that rather a small, targeted and focused on a small group of experts than an open and wide survey is expected.

ENISA might participate in the interviews to ensure the openness, transparency and quality of the process.

If during the analysis phase, it becomes evident that additional information is needed from specific stakeholders, it is expected that the contractor will either perform additional desktop research or contact the relevant stakeholder(s) to seek the required input.

Taking into account that relevant experts and other stakeholders are contacted and their needs are taken into account it will be extremely beneficial to involve them into the review process of the deliverables. Therefore prospective contractor should:

- Involve relevant stakeholders into the review and commenting processes of the deliverable;
- Mention the prospective stakeholders, and contributors in the offer, and describe how will be the communication and the contribution scheme organized. This list might be used in order to develop the expert group mentioned above.

It is crucial for ENISA that opinions, positions and ideas of external stakeholders (i.e experts from well-known working groups and initiatives) are included in the analysis. It is expected from the tenderer to include in the offer fitted expert groups of stakeholders, and a tailored methodology how they should be involved (e.g., participation in an online workshop, video-conferences, interviews, etc.) (See also article 1.8 “Content and presentation of the technical offer”)

At the end of this task the contractor should have identify the lessons learned, key challenges and the gaps remaining to be filled in. All this information should be documented in a short report under the title ‘Smart grid certification: state of play and key lessons learnt’

## 2.2.2 TASK 2: GOOD PRACTICES AND RECOMMENDATIONS for a harmonised smart grid security certification framework

The contractor, after finalizing the stock taking, will analyse and produce a report on good practices and recommendations for a harmonised smart grid security certification framework which faces the identified challenges and takes into account identified lesson learnt. The report should provide the reader with good practices and examples of at least the following issues:

- Different certification types
- The role of the existing international and European (special emphasis on CEN/CENELEC/ETSI) smart grid standards towards a harmonised smart grid certification approach.
- Organizations relevant to smart grid security certifications and their relationship.
- Challenges facing the existing smart grid standards, guidelines, regulations and security certifications.
- Key features of the smart grid certification scheme of the future.
- Recommendations for the development of a new or the improvement of existing approaches.
- Incentives and barriers for developing the market of the smart grid security certification in Europe.
- Suggest a roadmap for the development of a harmonised pan European certification framework.

The qualitative analysis should be carried out using a widely accepted methodology that should be adequately explained as part of the application to tender in terms of benefits for this specific project. It is expected that the contractor will suggest a concrete methodology and also provide sufficient evidence of expertise and knowledge of it.

The contractor is expected to specify the necessary quality assurance methods and measures taken to ensure that stakeholders' input and contribution is taken properly under consideration and that the good practices adhere to their recommendations.

The results will be presented for validation in **a thematic workshop** organised by ENISA. The validation of the results will be based on the feedback taken by the experts who participated in the workshop. During the workshop, the contractor is expected to present the results of the report in form of Power Point presentation.

After this, the contractor should update the report with the comments, suggestions and recommendations of experts before issuing a final version of the report and the accompanied recommendations.

The contractor is expected to participate in the workshop and draft the minutes of it. ENISA will organise the workshop and cover all the expenses of it. (Excluding the travel expenses) ENISA will invite experts from different stakeholder categories to assess the quality of the findings and debate the proposed good practices and recommendations. The contractor is expected to deliver a clear and comprehensible **draft-final report** on the findings and recommendations and distribute it to the participants of the workshop.

The report should clearly specify traceable sources for all information and well-reasoned argumentation for any judgements made. The report should clearly separate conclusions from any

technical argumentation supporting them. This way the conclusions are understandable by non-technical readers.

The final report might be disseminated to selected experts or published at ENISA's web site for consultation. This way ENISA ensures that all possible stakeholders can suggest good practices and recommendations and make the report as inclusive and representative as possible. ENISA will finalise the report based on the additional comments received. ENISA retains the right to suspend the publication without justification.

### **2.2.3 TASK (on-going): Project management**

This task is relevant to both tasks described above (Tasks 1 and 2). The main objective of this task is to define and implement appropriate management mechanisms, sound planning and resource allocation according to proven expertise and prior knowledge of the subject.

As part of this task the contractor should also provide justification for subcontracting if required, interact with ENISA staff and external experts, and provide regular management reporting. This will ensure the punctual delivery of good quality results of this study within the budget allocated.

ENISA expects from the tenderer to include in its offer a project plan and a description with reasoning of methods proposed to achieve these expected results.

The Contractor is expected to submit to the Agency, prior to the kick off meeting, detailed Gantt Charts and accompanying documentation with sufficient details. These will be negotiated with ENISA and be confirmed as final.

The Gantt charts and related documentation should include:

- Scheduling of all tasks and activities within objectives and their respective tasks
- Identification of milestones and critical activities
- Assignment of experts and person days to tasks and activities
- Identification of possible risks and suggestions to mitigate them
- Quality assurance and peer review measures to ensure high quality results
- Detailed information on the expertise of the contractors on the tasks and topics of this tender including references to previous, relevant projects,
- Detailed CVs of experts proposed to be involved in all the tasks of the project
- Detailed justification for subcontracting tasks or parts of them. In that case, ENISA requires additional information on the
  - o Tasks undertaken by the sub-contractor
  - o Expertise of the contractor and its experts
  - o Resources allocated to him/her
  - o Co-ordination mechanisms among the prime and the sub-contractors
  - o Risk management method in case of delayed and/or low quality delivery of sub-contractor's outcomes

- Official statement of overall responsibility for the whole project and its results by the prime contractor
- Proposal for a peer-review

Based on the Gantt chart, the contractor is expected to deliver the following documents regularly:

- Brief monthly progress report on current activities (as they defined in the Gantt chart) information on the progress achieved, next steps, possible risks affecting project, and risk mitigation measures
- Early warning reports, at any time, if emerging risks threaten key milestones of the project and when the Agency needs to either be informed or take a decision
- Bi weekly teleconferences with ENISA staff on the progress of the project and its tasks
- Participation in ENISA's thematic group of experts at regular or ad-hoc manner
- Intermediates and final reports on peer-review progress and quality assurance

In addition and on demand, the Contractor should be able to provide ENISA with a draft or snapshot of the results produced so far for the deliverables.

At least the following communication with the Contractor is expected:

- Regular video or teleconferences via Skype, Lync (fortnightly or other frequent intervals to be agreed upon) on the progress achieved

ENISA expects that the prospective contractor will perform, in the context of this study, the following business trip:

- A 1-2 day conference (see article 2.6)

The costs of such business trips should be included in the total offer. ENISA will not additionally reimburse the contractor for taking part in these meetings

### **2.3 EXPECTED SKILLS**

The performance of the above mentioned activities requires professionals that have good professional multi-disciplinary knowledge on all or a sub set of the following fields:

- Expertise in the field of network and information security.
- Knowledge and Experience in ICS-SCADA and smart grid security and especially in the smart grid security certification thematic area.
- Good understanding of policy and regulatory issues related to the security of smart grids, especially on security certification, at national and/or pan European level including activities related to Critical Information Infrastructure Protection (CIIP).
- Knowledge of CIIP and cyber security strategy and policy at national and/or pan European level.
- Proven experience in organising consultations, analysis skills, and creating good practice guides and recommendations on relevant subjects.
- Excellent knowledge of data collection and validation methods including the ability to produce clear and understandable text equipped with graphical elements.

- Experience in performing specific research on a subject topic, leading thematic expert groups and writing reports.
- Experience in dealing with closed technically oriented communities and experts.
- Excellent project management skills including quality assurance and risk management and experience in realising international projects.
- Excellent oral and written language skills in English.
- Very good communication skills.

## 2.4 DURATION AND DEADLINES

The duration of this work is foreseen **between March 2014 and mid of October 2014**.

More specifically, the contractor is expected to comply with the following deadlines:

- 1) Milestone: Kick of meeting - delivery date: **no later than mid-March 2014**.
- 2) Enhanced table of contents of the final deliverable- delivery day: **beginning of April 2014**.
- 3) In the case of a consultation with the experts:
  - a) Consultation: - **mid-May 2014**.
- 4) Meeting with ENISA for evaluation of the findings of Task 1 (desktop research) - delivery day: no later than **mid-May 2014**.
- 5) Milestone: Deliverable (Task 1): Smart grid certification: state of play and key lessons learnt' - delivery date **end of May, 2014**.
- 6) Draft-final deliverable (for the workshop, Task 2) – “Good Practices and Recommendations for a Harmonised smart grid security certification European framework” – Draft – delivery date **mid-July, 2014**.
- 7) Power Point presentation of the semi-final deliverable – delivery date **beginning of September, 2014**.
- 8) Milestone: final Workshop – **early September, 2014**.
- 9) Milestone: Final report (Task 2): “Good Practices and Recommendations for a smart grid security certification European framework” - delivery date: **end of September 2014**.
- 10) Integration of the comments from the internal ENISA Q&A process – delivery date: **mid October 2014**.

## 2.5 DELIVERABLES

The final deliverables should use the standard ENISA document template, which will be provided to the successful contractor.

The following deliverables are required (if part of the final approved project plan) from the prospective contractor:

- Monthly progress report on predefined milestones;
- **D1** Provide necessary resources (e.g., means of communication, meetings, surveying tools etc.) for successful identification of stakeholder needs, work of the expert group during the project according to the approach described in the offer (see article “Content and presentation of the technical offer”)
- **D2** Smart grid certification: state of play and key lessons learnt'. (see Task 1).

- **D3** Semi-final report on Good Practices and Recommendations for a Harmonised smart grid security certification European framework (see Task 2).
- **D4** Final Good Practice report Good Practices and Recommendations for a Harmonised smart grid security certification European framework (see Task 2).
- **D5** Short Report presenting the communication with the stakeholders, who participated in the review, commenting and contribution processes of the deliverables.
- **D6** PowerPoint presentations with the project results
- The contractor will provide ENISA with the minutes from the expert group's meetings or raw data from the questionnaire/interviews during the project implementation upon request and at the end of the project.

### Presentation of results

- Prospective contractor should deliver the good practice guide in the form of a report. Its structure needs to be outlined in the offer (see article "Content and presentation of the technical offer").
- The document should contain the description of the work carried out in order to produce the report.
- Prospective contractor should prepare the PowerPoint presentation which could be used to present the results of the project for a targeted group of stakeholders (e.g. on the technical, management or policy level)
- English proofreading is considered part of the material delivery process.

The dissemination should focus on distribution and discussion of the results to and with the relevant stakeholders in combined sessions, through for example 1 or 2 workshops or tele-conferences.

## **2.6 PLACE OF EXECUTION OF THE ACTIVITIES AND COMMUNICATIONS**

The execution of the activities will take place at the Contractor's premises. The contractor is required to be present at ENISA premises for all necessary meetings and for collecting all relevant information to conduct the analysis. For this purpose network based collaborative tools (i.e. videoconferencing) could also be used.

At least the following communication with the contractor is expected.

- One kick off meeting (online)
- Teleconferences related to the project milestones in the agreed project plan
- Regular teleconferences on the progress achieved (intervals to be agreed upon)
- A virtual project sign off meeting will be organised by ENISA
- Participation in the Conference, in a central location in Europe, e.g., Brussels, Paris, Rome, Athens, London (1-2 days, c.f. Task 2)



It should be mentioned that the costs of possible business trips, expert group meetings and communication should be included in the total offer. ENISA will not additionally reimburse the contractor the related costs.

Note: the logistical costs of these meetings and sessions will be covered by ENISA and should **not** be considered as part of this tender; the only costs to be included in your offer are the contractor's travelling and subsistence expenses.

Quality assurance, review and final approval of deliverable, and project sign-off will take place at a location to be agreed on later. Informal and regular contacts should be maintained by telephone and e-mail.

## **2.7 TENDER RESULT AND ESTIMATED CONTRACT VALUE**

The result of the evaluation of tenders will be the awarding of a Service Contract. The total estimated budget cannot exceed **40,000.00 Euros (forty thousand Euros)**<sup>4</sup> covering all tasks executed and including all costs (e.g. travelling expenses of the contractor).

## **2.8 CONTENT AND PRESENTATION OF THE TECHNICAL OFFER**

The Tenderer shall enclose with the **Technical Offer** all documents and information that will enable its offers to be assessed in terms of quality and of compliance with the Specifications. An Offer shall include a description of the operational means and procedures to be implemented to perform the Contract, supported where appropriate by related documents.

An offer must address each of the following elements as A MINIMUM in order to be considered to be a valid and conforming offer:

- Description of the skills of the expected contractor
  - The Tenderer will have to present its compliance with the expected skills as described in the relevant section.
- Description of the deliverables
  - The deliverables must be presented as requested in section entitled "Deliverables"
  - The requested proposals and additional details (see section "Deliverables") must be included in the offer
  - The prospective Contractor is expected to provide insights in the methodology chosen in order to produce the deliverables
- Management of provision of services
  - Project Management: a close description of the project management method used including quality assurance is required. Breakdown of tasks; milestones definition; assignment of experts to tasks and person days to tasks should be presented in a Gantt chart, included in the offer.
  - At the kick off meeting, the project plans will be confirmed as final.
  - The prospected contactor must also identify possible risks to the project and propose mitigation measures.

In addition the Contractor is expected to highlight / explain:

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<sup>4</sup> Please note that following implementation of the contract with the successful contractor and depending on the further needs of the contracting authority specifically in the field of endeavour the subject of this contract, the maximum amount contracted may be increased by up to 50% - subject to budget availability.

- Availability and ability of the Contractor to respond to ENISA request: prompt availability of resources is required within the specified delivery timeframes. Additionally, any ancillary or support resources, such as a network of associates to support the scope of this Call for Tenders must be clearly stated.
  - If applicable, ability of the Contractor to manage services of a subcontractor or to work as a consortium in order to adequately cover all the specialised areas.
- Short CV's of the experts that will be allocated in the project focussing on their experience and expertise on the areas covered by the call.

## The following specifications are common to BOTH LOTS:

### 3. CONTENT AND PRESENTATION OF THE PRICE OFFER

The Price offer(s) must be drawn up using the Financial Offer template provided (see Annex IV).

### 4. PRICE

Prices submitted in response to this Tender must be inclusive of all costs involved in the performance of the contract. Prices shall be submitted only in Euro and VAT excluded.

### 5. PRICE REVISION

Prices submitted in response to this Tender shall be fixed and not subject to revision.

### 6. COSTS INVOLVED IN PREPARING AND SUBMITTING A TENDER

ENISA will not reimburse any costs incurred in the preparation and submission of a Tender. Any such costs must be paid by the Tenderer.

### 7. PERIOD OF VALIDITY OF THE TENDER

Tenderers must enclose a confirmation that the prices given are valid for (90) ninety days from the date of submission of the tender.

### 8. PROTOCOL ON PRIVILEGES AND IMMUNITIES OF THE EUROPEAN COMMUNITIES

ENISA is exempt from all taxes and duties, including value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities. Tenderers must therefore give prices which are exclusive of any taxes and duties and must indicate the amount of VAT separately.

### 9. PAYMENT ARRANGEMENTS

Payments under the Contract shall be carried out subject to prior approval of the Services by ENISA within 30 days after an invoice is submitted to ENISA. One single payment will be made after receipt and approval of the deliverables by ENISA. An invoice must specify the specific deliverables covered. A note that accompanies the final deliverables must present the resources used for each of the deliverables presented. Time sheets should be submitted as appropriate.

### 10. CONTRACTUAL DETAILS

A model of the Service Contract is proposed to the successful candidate(s) - see Annex V.

***Please note that the general conditions of our standard service contract cannot be modified. Submission of a tender by a potential contractor implies acceptance of this contract and all of the terms and conditions contained therein. It is strongly recommended that you have this draft contract checked and passed by your legal section before committing to submitting an offer.***

# PART 3 TENDER SPECIFICATION

## 1. FORMAL REQUIREMENTS

### 1.1 Address and deadline for submission of the Tender:

You are invited to tender for this project and requested to submit your tender no later than **31<sup>st</sup> January 2014** either by:

- a) **Registered post or express courier.** The postal service's dated stamp or the courier company's printed delivery slip and stamp will constitute proof of compliance with the deadline given above:

or

- b) **Hand-delivery** (direct or through any authorised representative of the Tenderer) by 17.00 hours on **31<sup>st</sup> January 2014** at the latest to the address shown below (please, be informed that only delivery during working hours 09:00-17:00 hrs. is accepted). In the case of hand-delivery, in order to establish proof of the date of deposit, the depositor will receive from an official at the below-mentioned address, a receipt which will be signed by both parties, dated and time stamped.

Please note that in this case it is the date and time actually received at the ENISA premises that will count.

**Please Note:** Due to frequent delays encountered with the postal services in Europe, we would ***strongly suggest that you use a courier service***. It is important to avoid delays to the programmed Opening and Evaluation dates as this will in turn delay the contract award, thereby affecting project completion dates.

The offer must be sent to one of the following addresses:

Postal Address		Express Courier & Hand Delivery
European Union Agency for Network and Information Security (ENISA)  For the attention of: The Procurement Officer PO Box 1309 71001 Heraklion Greece	or	European Union Agency for Network and Information Security (ENISA)  For the attention of The Procurement Officer Science and Technology Park of Crete (ITE) Vassilika Vouton 700 13 Heraklion Greece

Please note that late despatch will lead to exclusion from the award procedure for this Contract.

## 1.2 Presentation of the Offer and Packaging

The offer (consisting of one original and two copies) should be enclosed in two envelopes (inner and outer), both of which should be sealed. If self-adhesive envelopes are used, they should be further sealed with adhesive tape, upon which the Tenderer's signature must appear.

The **outer envelope**, in addition to the above-mentioned ENISA address, should be addressed as follows:

OPEN CALL FOR TENDER NO. <b>ENISA F-COD-13-T32</b>
<b>“Certification in Industrial Environments and Smart Grids”</b> (LOT 1 and/or LOT 2)
NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE <b>12<sup>th</sup> FEB 2014</b> TENDERED BY: <YOUR COMPANY NAME>

The **inner envelope** should be addressed as follows:

OPEN CALL FOR TENDER NO. <b>ENISA F-COD-13-T32</b>
<b>“Certification in Industrial Environments and Smart Grids”</b> (LOT 1 and/or LOT 2)
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE <b>12<sup>th</sup> FEB 2014</b> TENDERED BY: <YOUR COMPANY NAME>

## 1.3 Identification of the Tenderer

Tenderers are required to complete the **Legal Entity Form (Annex I)** which must be signed by a representative of the Tenderer authorised to sign contracts with third parties. There is one form for 'individuals', one for 'private entities' and one for 'public entities'. A standard form is provided for each category - please choose whichever is applicable. In addition to the above, a **Financial Identification Form** must be filled in and signed by an authorised representative of the Tenderer and his/her bank (or a copy of the bank account statement instead of bank's signature). A specimen form is provided in **Annex II**. Finally a **Declaration by Authorised Representative (Annex VI)** must also be completed for internal administrative purposes.

The **Legal Entity Form** must be supported by the following documents relating to each Tenderer in order to show its name, address and official registration number:

**a) For private entities:**

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

**b) For Individuals:**

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

**c) For Public Entities:**

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

**All tenderers must provide their Legal Entity Form (Annex I) as well as the evidence mentioned above.**

**In case of a joint bid, only the co-ordinator must return the Financial Identification form (Annex II).**

The Tenderer must be clearly identified, and where the Tender is submitted by an organisation or a company, the following administrative information and documents must be provided:

Full name of organisation/company, copy of legal status, registration number, address, person to contact, person authorised to sign on behalf of the organisation (copy of the official mandate must be produced), telephone number, facsimile number, VAT number, banking details: bank name, account name and number, branch address, sort code, IBAN and SWIFT address of bank: a bank identification form must be filled in and signed by an authorised representative of each Tenderer and his banker.

Tenders must be submitted individually. If two or more applicants submit a joint bid, one must be designated as the lead Contractor and agent responsible.

#### **1.4 Participation of consortia**

Consortia, may submit a tender on condition that it complies with the rules of competition. The 'Consortium Form' (Annex VII) must be completed and submitted with your offer.

Tenderers submitting joint bids shall describe how their cooperation will be organised in order to perform the tasks specified in the Technical Specifications or Terms of Reference.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure. Such a grouping (or consortia) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria (*Articles 2 and 3 below*). Concerning the selection criteria "technical and professional capacity", the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

The selection criteria for economic and financial capacity will be assessed in relation to each economic operator individually. However, economic and financial criteria that shall be achieved above a certain minimum threshold (as specified in the selection criteria mentioned below) will be assessed in relation to the consortium or group of companies as a whole.

#### **1.5 Subcontracting**

Any intention to subcontract part of the contract must be clearly stated by the tenderer in their technical offer and by completing Annex VIII 'Subcontractors form'. Tenderers must indicate the maximum percentage of the contract they intend to subcontract and the identity of those subcontractors they intend to work with whose intended share of the contract is above 10% of the total contract amount, and clearly state the nature of their links to those subcontractors.

Offers involving subcontracting will be assessed as follows:

- The exclusion criteria (see article 2.1 below) of all identified subcontractors whose intended share of the contract is above 10% will be assessed. The 'Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest'

included as Annex III, duly signed and dated, stating that the subcontractor is not in one of the exclusion situations, must be provided by each identified subcontractor.

- Where the tenderer relies on the economic, financial, technical and professional capacity of the identified subcontractor(s) to meet the selection criteria, subcontractors shall be treated as if they were partners in a consortium or a group of companies for the purposes of the evaluation of the selection criteria, and therefore, they shall provide proof of economic, financial, technical and professional capacity as well (see articles 3.1 to 3.3 below).

The sub-contractor must not sub-contract further.

If the identity of the subcontractor is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek ENISA's prior written authorisation before entering into a sub-contract.

Where no subcontractor is given, the work will be assumed to be carried out directly by the bidder.

## **1.6 Signatures of the Tender**

Both the technical and the financial offer must be signed by the Tenderer's authorised representative or representatives (preferably in blue ink).

## **1.7 Total fixed price**

A total fixed price expressed in Euro must be included for each LOT in the Tender. The contract prices shall be firm and not subject to revision.

## **1.8 Language**

Offers shall be submitted in one of the official languages of the European Union (preferably in English).

## **1.9 Opening of the Tenders**

The public opening of received tenders will take place on **12<sup>th</sup> February 2014 at 10:00am** at ENISA Building, Science and Technology Park of Crete, GR - 70013 Heraklion, Greece.

A maximum of one legal representative per participating tenderer may attend the opening session. Tenderers shall inform the Agency in writing of their intention to attend, at least 48 hours prior to the opening session.

# **2. GROUNDS FOR EXCLUSION OF TENDERERS**

## **2.1 Reasons for Exclusion**

In line with Articles No.106, 107, 109(1) of the European Parliament and of the Council Regulation No 966/2012 of 25 October 2012 on the financial rules applicable to the general budget of the Union and repealing Council Regulation (EC, Euratom) No 1605/2002; candidates or tenderers shall be excluded from participation in a procurement procedure if:



- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or
- b) Are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) They have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- d) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- e) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- f) They have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- g) Following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Tenderers must certify that they are not in one of the situations listed in point 2.1 (see Annex III: Exclusion criteria and non-conflict of interest form). If the tender is proposed by a consortium this form must be submitted by each partner.

## **2.2 Other reasons for not awarding the Contract**

Contracts may not be awarded to Candidates or Tenderers who, during the procurement procedure:

- a. Are subject to a conflict of interest;
- b. Are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;
- c. Any attempt by a Tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or ENISA during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his offer and may result in administrative penalties.

See last paragraph point 2.1.

## **2.3 Confidentiality and Public Access to Documents**

In the general implementation of its activities and for the processing of tendering procedures in particular, ENISA observes the following EU regulations:

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 on the protection of individuals with regard to the processing of personal data and on the free movement of such data;
- Regulation (EC) No. 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data;
- Regulation (EC) No. 1049/2001 of the European Parliament and of the Council of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

### **3. SELECTION CRITERIA**

The following criteria will be used to select the Tenderers. If the Tender is proposed by a consortium these criteria must be fulfilled by each partner.

Documentary evidence of the Tenderers' claims in respect of the below-mentioned criteria is required.

#### **3.1 Professional Information**

The Tenderer must provide evidence of enrolment (declaration or certificates) in one of the professional or trade registers, in the country of establishment.

#### **3.2 Financial and Economic Capacity**

Proof of financial and economic standing shall be furnished by the following documents and minimum requirements:

- a) Copy of the financial statements (balance sheets and profit and loss accounts) for the last two (2) financial years for which accounts have been closed, where publication of the accounts is required under the company law of the country in which the economic operator is established. In case of a consortium, each consortium member shall present their financial statements.

If the tenderer is not obliged to publish its accounts under the law of the state in which it is established, a copy of audited accounts for the last two (2) financial years should be presented. In case of a consortium, audited accounts for each consortium partner shall be presented.

- b) A statement of the average turnover of the last two (2) financial years for which accounts have been closed.
- c) If tenderers will call on the competences of another entity (for example, a parent company), a written undertaking by the said entity certifying that it will make available to the tenderers the resources required to implement the contract.

If for some exceptional reason which the Contracting Authority considers justified, the tenderer is unable to provide the documentary evidence requested above, he may prove his economic

and financial capacity by any other means which the Contracting Authority considers appropriate, but only following a request for clarification before the tender expiry date.

### 3.3 Technical and professional capacity

#### The following applies to LOTS 1 and 2 identically:

Evidence of the technical and professional capacity of the tenderers shall be furnished on the basis of the following documents:

- A curriculum vita of the Tenderer, as well as of all members of the Tenderer’s team, has to be included, in which the Tenderer shall refer to the skills and experience required (in line with Part 2 – Art 1.3 for LOT 1, Art 2.3 for LOT 2 - Expected Skills):
- Their technical knowledge and experience in the relevant technical areas (including references to projects similar to the one proposed by this tender);
- Their management capability (including, but not limited to, project management in a European context and quality assurance).

### 4. AWARD CRITERIA

#### The following award criteria apply to LOTS 1 and 2 identically:

#### 4.1 Quality of the Offer

Once the Tenderer has demonstrated the appropriate capacity to perform the Contract on the grounds of the selection criteria, the offer will be assessed on the basis of the award criteria.

No	Qualitative award criteria		Weighting (max. points)
1.	<b>Technical compliance</b>	Compliance with the technical descriptions (part 2 of this document)	25/100
2.	<b>Quality and accuracy of content and structure</b>	Quality of the proposal and accuracy of the description to provide the requested services	30/100
3.	<b>Project Team</b>	Composition of project team (ratio senior/juniors), relevant experience of the team, work flows and review cycles of the output, direct involvement of senior staff, and distribution of tasks amongst experts; quality reviews of deliverables	25/100
4.	<b>Methodology</b>	Selected methodology and project management	20/100
<b>Total Qualitative Points (QP)</b>			<b>100</b>

#### Minimum attainment per criterion

Offers scoring less than 50% for any criterion will be deemed to be of insufficient quality and eliminated from further consideration.

### Minimum attainment overall

Offers scoring less than 60% after the evaluation process will be considered to be of insufficient quality and eliminated from the following phase.

The sum of all criteria gives a total of 100 points. The respective weighting between the different awards criteria depends on the nature of the services required and is consequently closely related to the terms of reference. The award criteria are thus quantified parameters that the offer should comply with. The **qualitative award criteria** points will be weighted at **70%** in relation to the price.

### 4.2 Price of the Offer

Tenders must state a total fixed price in Euro. Prices quoted should be exclusive of all charges, taxes, dues including value added tax in accordance with Article 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities. Such charges may not therefore be included in the calculation of the price quoted.

ENISA, in conformity with the Protocol on the Privileges and Immunities of the European Community annexed to the Treaty of April 8th, 1965, is exempt from all VAT.

Offers exceeding the maximum price set in Part 2; Article 1.7 for LOT 1; Article 2.7 for LOT 2 will be excluded. The cheapest offer will receive the maximum points and the rest of the candidate's offers will be awarded points in relation to the best offer as follows

$$PP = (PC / PB) \times 100$$

Where;

- PP** = Weighted price points
- PC** = Cheapest bid price received
- PB** = Bid price being evaluated

### 5. AWARD OF THE CONTRACT

The contract for each Lot will be awarded to the offer which is the most cost effective (offers the best value for money) which obtains the highest number of points after the final evaluation on the basis of the ratio between the **quality criteria (70%)** and the **price (30%)**. The following formula will be used:

$$TWP = (QP \times 0.7) + (PP \times 0.3)$$

Where;

- QP** = Qualitative points
- PP** = Weighted price points
- TWP** = Total weighted points score

In case the successful tenderer is unable to sign the contract for any reasons, the Contracting Authority reserves the right to award the contract to other tenderers as per the ranking order established following the evaluation procedure.

## 6. PAYMENT AND STANDARD CONTRACT

Payments under the Service Contract shall be made in accordance with article I.5 of the Special Conditions and article II.4.3 of the General Conditions (see Annex V)

In drawing up their bid, the Tenderer should take into account the provisions of the standard contract which include the “General terms and conditions applicable to contracts”

## 7. VALIDITY

Period of validity of the Tender: 90 days from the closing date given above. The successful Tenderer must maintain its Offer for a further 220 days from the notification of the award.

## 8. LOTS

This Tender is divided into two Lots.

- **LOT 1** - Certification of Cyber Security skills of ICS/SCADA Experts
- **LOT 2** - Smart Grid (Cyber) Security Certification

## 9. ADDITIONAL PROVISIONS

- Changes to tenders will be accepted only if they are received on or before the final date set for the receipt of tenders.
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders.
- All documents submitted by Tenderers will become property of ENISA and will be regarded as confidential.

## 10. NO OBLIGATION TO AWARD THE CONTRACT

Initiation of a tendering procedure imposes no obligation on ENISA to award the contract. Should the invitation to tender cover several items or lots, ENISA reserves the right to award a contract for only some of them. ENISA shall not be liable for any compensation with respect to Tenderers who's Tenders have not been accepted. Nor shall it be so liable if it decides not to award the contract.

## 11. DRAFT CONTRACT

A Service Contract will be proposed to the selected candidate for each LOT. A draft copy of which is included as Annex V to this tender.

***Please note that the general conditions of our standard service contract cannot be modified. Submission of a tender by a potential contractor implies acceptance of this contract and all of the terms and conditions contained therein. It is strongly recommended that you have this draft contract checked and passed by your legal section before committing to submitting an offer.***

## 12. SPECIFIC INFORMATION

### 12.1 Timetable

The timetable for this tender and the resulting contract(s) is as follows:

Title: **“Certification in Industrial Environments and Smart Grids”**

**ENISA D-COD-13-T32**

#### Summary timetable comments

Launch of tender - Contract notice to the Official Journal of the European Union (OJEU)	<b>11 December 2013</b>	
Deadline for request of information from ENISA	25 January 2014	
Last date on which clarifications are issued by ENISA	28 January 2014	
Deadline for submission of offers	<b>31 January 2014</b>	in case of hand-delivery (17:00 local time. This deadline is fixed for the receipt of the tender in ENISA's premises)
Opening of offers	<b>12 February 2014</b>	At 10:00 Greek time
Date for evaluation of offers	<b>12 February 2014</b>	At 11:00 Greek time
Notification of award to the selected candidate and 10 day standstill period commences	late February 2014	Estimated
Contract signature	Early March 2014	Estimated
Commencement date of activities	As per tender	Estimated
Completion date of activities	As per tender	Estimated

# ANNEX I

## Legal Entity Form

The specific form, for either a;

- c) public entity,
- d) private entity or
- e) individual entity,

is available for download in each of the 22 official languages at the following address: [http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

*Please download the appropriate form, complete the details requested and include in your tender offer documentation.*

# ANNEX II

## FINANCIAL IDENTIFICATION FORM

- SAMPLE FOR THE TENDERER -

(to be completed by the Tenderer and his financial institution)

The Tenderer's attention is drawn to the fact that this document is a sample only, and a specific form in each of the 22 official languages is available for download at the following address:

[http://ec.europa.eu/budget/execution/ftiers\\_en.htm](http://ec.europa.eu/budget/execution/ftiers_en.htm)



### FINANCIAL IDENTIFICATION

PRIVACY STATEMENT

[http://ec.europa.eu/budget/ftiers/contracts\\_grants/info\\_contracts/privacy\\_statement\\_en.pdf](http://ec.europa.eu/budget/ftiers/contracts_grants/info_contracts/privacy_statement_en.pdf)

#### ACCOUNT NAME


ACCOUNT NAME 

ADDRESS

TOWN/CITY

POSTCODE

COUNTRY

 *The name or title under which the account has been opened and not the name of the account holder*

CONTACT

TELEPHONE

FAX

E-MAIL

#### BANK

BANK NAME

BRA NCH ADDRESS


TOWN/CITY

POSTCODE

COUNTRY


ACCOUNT NUMBER

IBAN 

 *if the IBAN Code (International Bank Account Number) is applied in the country where your bank is situated*

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE

(Both obligatory) 

DATE + SIGNATURE OF ACCOUNT HOLDER

(Obligatory)



## DECLARATION OF HONOUR ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

*(Complete or delete the parts in grey italics in parentheses)* [Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

in [his][her] own name *(for a natural person)*

or

representing the following legal person: *(only if the economic operator is a legal person)*

Full official name: .....

Official legal form: .....

Full official address: .....

VAT registration number: .....

➤ declares that *[the above-mentioned legal person][he][she]* is not in one of the following situations:

a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

b) has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;

c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;

d) is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;

e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;

➤ is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

➤ *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-making or control<sup>5</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

➤ declares that *[the above-mentioned legal person][he][she]*:

<sup>5</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;
- h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;
- j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

➤ acknowledges that *[the above-mentioned legal person][he][she]* may be subject to administrative and financial penalties<sup>6</sup> if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters 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 tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

.....  
Full name

.....  
Signature

.....  
Date

<sup>6</sup> As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation

# ANNEX IV

## FINANCIAL OFFER:

### “Certification in Industrial Environments and Smart Grids”

#### ENISA D-COD-13-T32

Please provide your financial lump sum offer for **LOT 1 and/or LOT 2**

<b>LOT Description:</b>	Number of 'Person days' required for completion of project.	<b>Your OFFER</b>
<b>LOT 1 - Certification of Cyber Security skills of ICS/SCADA Experts.</b>  <i>Please provide your lump sum price for the total deliverables.</i>	P/Days	€
<b>LOT 2 - Smart Grid (Cyber) Security Certification</b>  <i>Please provide your lump sum price for the total deliverables.</i>	P/Days	€

<b>Print name:</b> <i>(of the Tenderer or authorised representative)</i>	<b>Signature:</b>	<b>Date:</b>
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# **ANNEX V**

**Model Service Contract template**

**(See attached file)**

## ANNEX VI

### DECLARATION BY THE AUTHORISED REPRESENTATIVE(S):

NAME OF LEGAL REPRESENTATIVE	
<i>I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.</i>	
First name	
Last name	
Title (e.g. Dr, Mr, Mrs)	
Position (e.g. Manager, Director)	
Telephone number	
Fax number	
e-mail address	
Website	
NAME OF 2 <sup>nd</sup> LEGAL REPRESENTATIVE (if applicable)	
<i>I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.</i>	
First name	
Last name	
Title (e.g. Dr, Mr, Mrs)	
Position (e.g. Manager, Director)	
Telephone number	
Fax number	
e-mail address	
Website	

**SIGNATURE:** ..... **DATE:** .....

# ANNEX VII Consortium form

Name of tenderer:

Form of the Consortium: (Please cross the relevant box)

Permanent:  Legally established:  Specifically for this tender:

	Name(s)	Address
<b>Leader of the Consortium</b> <i>(person authorised to conclude contract)</i>		
<b>Partner 1*</b>		
<b>Partner 2*</b>		

\* add additional lines for partners if required. **Note that a subcontractor is not considered to be a partner.**

We confirm, as a partner in the consortium, that all partners are jointly and severally liable by law for the performance of the contract, that the leader is authorised to bind, and receive instructions for and on behalf of, each partner, that the performance of the contract, including payments, is the responsibility of the leader, and that all partners in the consortium are bound to remain in the consortia for the entire period of the contract's performance.

<b>Signature:</b> <i>Leader of consortium</i>	
<b>Date:</b>	
<b>Signature:</b> <i>Partner 1</i>	
<b>Date:</b>	
<b>Signature:</b> <i>Partner 2...etc</i>	
<b>Date:</b>	

## ANNEX VIII Sub-contractors form

	Name(s)	Address
<b>Tenderer</b> (person authorised to sign contract)		
<b>Sub-contractor 1*</b>		
<b>Sub-contractor 2*</b>		

\* add additional lines for subcontractors if required.

As subcontractors for this tender, we confirm that we are willing to perform the tasks as specified in the tender documentation.

<b>Signature:</b> <i>Tenderer</i>	
<b>Date:</b>	
<b>Signature:</b> <i>Subcontractor 1</i>	
<b>Date:</b>	
<b>Signature:</b> <i>Subcontractor 2</i>	
<b>Date:</b>	

# ANNEX IX Document CHECKLIST

## WHAT MUST BE INCLUDED IN THE TENDER SUBMISSION:

PLEASE TICK EACH BOX  AND RETURN THIS CHECKLIST

TOGETHER WITH YOUR OFFER

- 1 **Technical Offer (for each LOT you bid for)**
- 2 **Professional information** (*see Part 3 – Article 3.1*)
- 3 **Proof of financial and economic capacity** (*see Part 3 – Article 3.2*)
- 4 **Proof of technical and professional capacity** (*see Part 3 – Article 3.3*)
- 5 **Legal Entity Form**<sup>7</sup> (*Annex I*) *signed and dated*
- 6 **Financial Identification Form**<sup>8</sup> (*Annex II*) *signed and dated*
- 7 **Declaration on Honour on exclusion criteria** (*Annex III*) *signed and dated*
- 8 **Financial Offer** (*Annex IV*) *signed and dated*
- 9 **Declaration by Authorised Representative** (*Annex VI*) *signed and dated*
- 10 **Consortium form** (*Annex VII*) *signed and dated - if applicable*
- 11 **Sub-Contractors form** (*Annex VIII*) *signed and dated - if applicable*

***\*The tenderers' attention is drawn to the fact that any total or partial omission of documentation requested may lead the Contracting Authority to exclude the tender from the rest of the procedure.***

**Print name:**

**Signature:**

**Date:**

*(of the Tenderer or authorised representative)*

<sup>7</sup> If you have provided a Legal Entity form to ENISA within the previous 12 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form.

<sup>8</sup> If you have provided a Financial Identification form to ENISA within the previous 12 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form.