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## **OPEN CALL FOR TENDERS**

### ***Tender Specifications***

for the provision of

### **“Collaboration Facilities for Meeting Rooms”**

**ENISA F-ASD-14-T20**

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# PART 1 INTRODUCTION TO ENISA

## 1. CONTEXT

### 1.1 Introduction

ENISA, the European Union Agency for Network and Information Security, is an Agency of the European Union (EU). It was set up to strengthen the capacity of the European Union, its Member States and the business community to prevent, address and respond to network and information security threats.

Computers and other information technology devices, such as smart phones, are now central to how Europe's citizens live their lives. Therefore, protecting digital information and networks is crucial, for society and the European economy.

In order to achieve this goal, ENISA acts as a centre of expertise in network and information security and facilitates cooperation between the public and private sectors. The Agency's mission is to support a high and effective level of Network and Information Security within the EU. Together with the EU-institutions and the Member States, ENISA seeks to develop a culture of Network and Information Security for the benefit of citizens, consumers, business and public sector organizations in the European Union.

### 1.2 Scope

The Agency assists the Commission and the EU Member States, and cooperates with the business community in order to help them to meet the requirements of network and information security. This work supports the smooth functioning of the EU's internal market.

### 1.3 Objectives

The Agency's objectives are as follows:

- Advising and assisting the European Commission and the Member States on information security and in their dialogue with industry to address security in hardware and software products.
- Collecting and analysing data on security incidents in Europe and emerging risks.
- Promoting risk assessment and risk management methods to enhance the Agency's capability to deal with information security threats.
- Awareness-raising and co-operation between different actors in the information security field, notably developing public and private sector partnerships with industry.

## 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 DESCRIPTION

### 1. SCOPE OF THIS TENDER

Subject of the tender	Maximum budget
Collaboration Facilities for Meeting Rooms	<b>€250,000.00</b> over the maximum possible period of 3 years

The scope of this tender includes the supply, installation, configuration and support of high quality collaboration facilities over the term of the framework contract for the various conference / meeting rooms in ENISA's two offices located in Heraklion and Athens. Because of ENISA's operational requirements (to be able to host meetings and events with participants from multiple countries) and the fact that ENISA's offices are split across two geographical locations, the requirement to have secure and effective virtual face-to-face meetings and collaboration is very important.

ENISA is currently refurbishing its offices located at Vassilissis Sofias 1 & Megalou Alexandrou in Maroussi, Athens. By the completion of the project at the end of November 2014, ENISA will have several meeting rooms / spaces which will be used for meetings, conferences, trainings, and management board meetings.

A first specific contract will be awarded immediately upon signing the framework contract with the successful tenderer which will cover several conference / meeting rooms located in the renovated Athens office. Delivery of these collaboration facilities must be by the end of December 2014. In any case it is expected that all meeting rooms in Athens will be completed within the first 6 months of the signing of the framework contract and that up to €150 000,00 of the total available budget under the framework contract has been allocated to cover the meeting rooms in Athens office.

In 2015 it is planned that ENISA staff based in Heraklion, Crete will move to the new Head Office, also based in Heraklion. ENISA plans to use the remainder of the available budget to equip this office with collaboration facilities similar to those selected for the Athens office. For this reason itemised pricing is also required.

A Framework Supply Contract will be offered to the successful contractor for a period of up to 3 years. Specific contracts will be issued for the actual supply and installation of collaboration equipment

## 2. PRODUCTS AND SERVICES TO BE PROVIDED

### 2.1 Collaboration Facilities

By collaboration facilities we mean a seamless combination of the following components to ensure a rich meeting room experience, including remote audiences:

- Large displays / screens
- HD cameras
- Audio equipment
- Wireless media content presentation capabilities
- Wireless touch panel for full AV control
- Media / Codec appliance

For each of the meeting rooms, the proposed solutions must ensure high quality and integrated audio, video and collaboration tools for all the meeting participants while supporting the most common web conferencing platforms, e.g. Lync, Adobe MeetingOne, Chrome Meetings, Go-to-Meeting, Skype, Jabber, etc. The management of each room's collaboration equipment must be easy and intuitive. The same base manufacturers should be consistently used across all the rooms so as to simplify use and maintainability. Only quality equipment should be proposed, e.g. Arrive, Polycom, or other brands of a similar quality and reliability. To ensure the solutions are flexible, as much wireless technology should be proposed as possible.

Along with the hardware and software solutions proposed, you must provide details of basic guarantee/warranty, optional maintenance, technical support, as well as any associated costs.

As mentioned in the Scope, ENISA will award a first specific contract for several conference/ meeting rooms located in the Athens office. For the purpose of this tender and the initial specific contract, we describe the meeting rooms in the Athens office in the following sub-sections.

As part of your offer it is expected that you provide a detailed price listing of the various products and services, as well as for consultancy services (on an hourly basis). This price list will be used when selecting products and services for the Heraklion office. Apart from perhaps the auditorium, the meeting rooms in Heraklion will have similar requirements.

#### 2.1.1 Athens Office Auditorium (Ground Floor):

The Auditorium is located on the ground floor. It will be used for management board meetings, conferences and collaboration with remote sites. Tables and chairs will not be fixed in place, allowing for some flexibility in the layout of the room. 2 typical layouts for this room are described in the next section, viz. conference layout and management board layout (see full-page diagrams in Annexes A1 and A2).

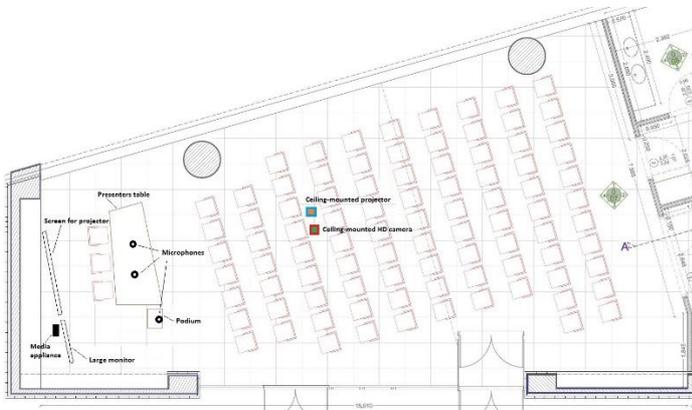
A media appliance must be installed in the room that integrates audio and video. This device must have a standalone touch-screen tablet for controlling AV.

It must be possible for 1 or more presenters to securely connect their wired and wireless BYOD to the collaboration equipment of the room.

The presentation will be projected onto a screen by a ceiling-mounted digital projector. The screen must be of an adequate size for the room (it is not required to be motorised). In addition, a large display on wheels will show the video content (e.g. remote participants).

To cater for flexibility in room layout a wireless microphone system and microphones must be provided. There must be adequate speakers in the room so that the presenter and the remote participant(s) can be clearly heard.

A touch-screen control tablet must be provided for self-management of the meetings.

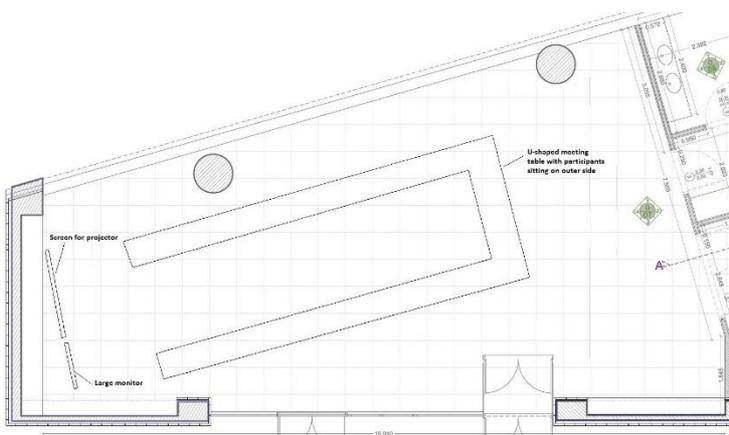


### **A1 - Auditorium 'Conference' Layout:**

In the configuration for 'conferences', the auditorium can seat up to 70 persons (see full-page diagram in Annex A1). A desk will be located at the front for up to 3 presenters. In addition, a podium will also be located at the front.

2 table-top wireless microphones are required for the presenters' table and another 1 on the podium. Additionally, 1 clip-on type wireless microphone (shirt) is required for a presenter and 1 handheld wireless microphone for questions from the audience.

1 HD video camera should focus on the current presenter (desk or podium), with additional HD camera(s) as required, for the audience, and the image made available together with the presentation content to remote participants.



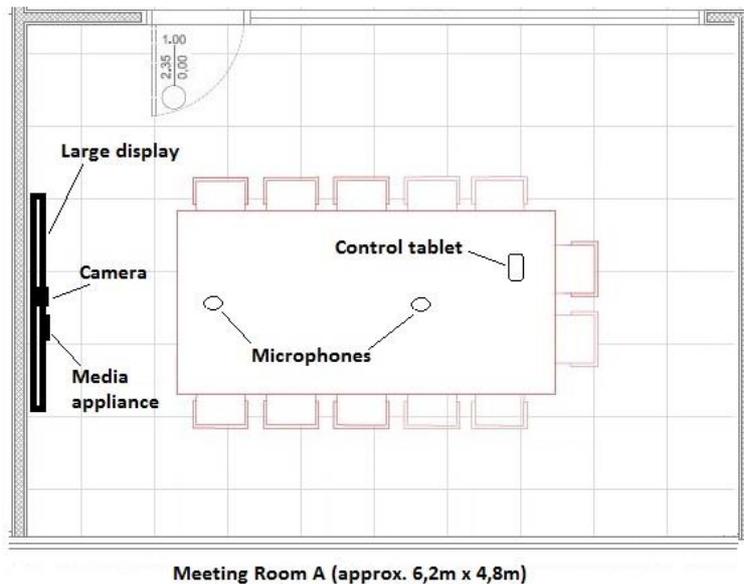
### **A2 - Auditorium 'Management Board' Layout:**

Management Board meetings typically involve about 40 participants around tables positioned in the room in a U-shape with participants sitting on the outside of the U (see full-page diagrams in Annex A2).

20 table-top wireless microphones for distribution around the tables must be provided for this layout.

The same cameras as described for the Conference Layout, above, should be used to display meeting participants (in case of remote participants).

### 2.1.2 Athens Office Meeting Room A (Ground Floor)



#### A3 - Meeting Room A Layout:

Meeting Room A is located on the ground floor. This room will be used for meetings requiring presentation facilities and collaboration with remote sites (inter-departmental / branch meetings, trainings, etc.). It can seat up to 12 persons around a rectangular table (see full-page diagrams in Annex A3).

A media appliance must be installed in the room that integrates both audio and video. This device must have a standalone touch-screen tablet for controlling AV.

It must be possible for 1 or more presenters to securely connect their wired and wireless BYOD to the collaboration equipment of the room.

1 large display on wheels, fixed to the wall, is required for showing the content (e.g. presentation) as well as the video (e.g. remote participants).

There must be adequate table-top “hands-free” microphones and speakers in the room so that the presenter and the remote participant(s) can be clearly heard.

1 HD camera system must be provided to offer a clear and vibrant view of the participants.

A touch-screen control tablet must be provided for self-management of the meetings.

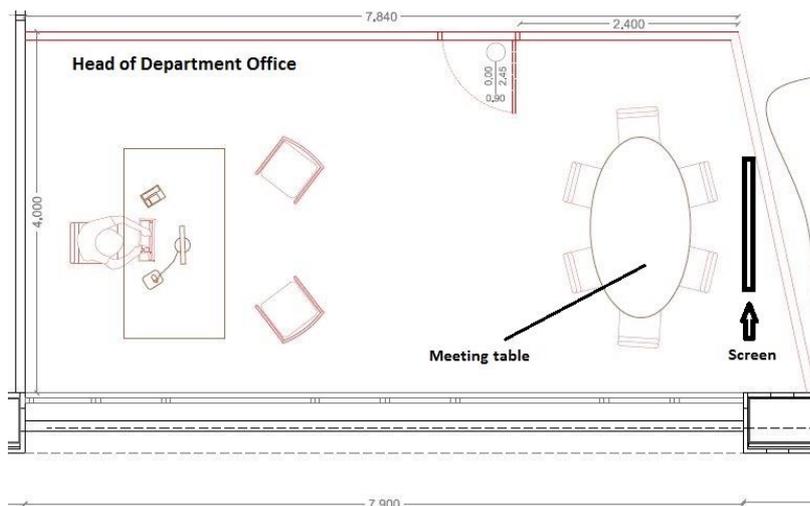
### 2.1.3 Athens Office Meeting Room B (Ground Floor)

This meeting room (A4) has identical requirements as Meeting Room A.

### 2.1.4 Athens Office - Department Meeting Room (1st floor)

This meeting room (A5) has identical requirements as Meeting Room A.

## 2.1.5 Athens Office Head of Department (1st floor)



### A6 - Head of Department Meeting Room Layout:

The Head of Department's office will be located on the first floor and will be large enough to also contain a meeting table for up to 8 persons (see full-page diagrams in Annex A6). This room will be used for meetings requiring presentation facilities and collaboration with remote sites.

A media appliance must be installed in the room that integrates both audio and video. This device must have a standalone touch-screen tablet for controlling AV.

It must be possible for 1 or more presenters to securely connect their wired and wireless BYOD to the collaboration equipment of the room.

1 large display on wheels, fixed to the wall, is required for showing the content (e.g. presentation) as well as the video (e.g. remote participants).

There must be adequate table-top "hands-free" microphones and speakers in the room so that the presenter and the remote participant(s) can be clearly heard.

1 HD camera system must be provided to offer a clear and vibrant view of the participants.

A touch-screen control tablet must be provided for self-management of the meetings.

## 2.2 Eligibility Requirements:

Please make sure that your offer fully complies with the following requirements:

### 2.2.1 Delivery Timeframe

All products and services that will be ordered under the initial Specific Contract must be installed and operational by 31 December 2014.

### 2.2.2 Reachability of the European Commission's Video Conferencing Service

ENISA wishes to be able to use the proposed system to join Video Conferences hosted by the European Commission's Video Conferencing service. This service supports H323 and H320 videoconferencing (not web based) over IP.

If the solution requires additional software (i.e. client) in order to join such a meeting, the software name and its cost must be noted in the offer.

### **2.2.3 Reachability of Lync and Adobe Connect and other web conferencing platforms**

ENISA uses Lync internally and between offices. Any platform proposed must therefore fully support Lync. However, multi-platform support will be considered advantageous to your offer, such as Adobe Connect, Go-to-Meeting, Skype, WebEx, Google Hangout, Chrome Meetings, Jabber, etc.

The offer must provide information on the web-conferencing platforms that the proposed system can reach and any limitations regarding this ability.

### **2.2.4 Description of the Web-Conferencing software**

The offer must describe the Web-Conferencing software approach of the solutions. It must be clear whether the solution includes a Web-Conferencing Server and can therefore work standalone or, as a client and requires an external Web-Conferencing service (e.g. Lync).

In any case the OS and its maintenance requirements (software updates, etc.) must be described. Additionally, the offer must make clear if a cloud service is required for the solution to work.

### **2.2.5 Connectivity provided to external devices for content and application sharing**

The offer must describe all the methods available for external devices (laptops, tablets, mobile phones, etc.) to share content or applications.

The offer must describe which devices and which OS are supported for sharing content with the solution.

### **2.2.6 Meeting Recording**

Although not currently required, the offer should indicate whether the proposed solution for the Auditorium caters for recording of meetings (audio, video, and content).

### **2.2.7 Per-Meeting Room Solution Description**

The offer must provide a general description of the proposed solution for each unique Athens office meeting room separately.

Besides a general description of the proposed solution for each meeting room, please make sure that the offer provides information regarding:

#### **1. Media Appliances**

- a. *Make and Model*
- b. *Specifications*

#### **2. Projectors and screens**

- a. *Make and Model*
- b. *Quantity*
- c. *Specifications*
- d. *Additional features*

#### **3. Video Displays**

- a. *Make and Model*

- b. *Quantity*
- c. *Specifications*
- d. *Additional features*

**4. Cameras**

- a. *Make and Model*
- b. *Quantity*
- c. *Specifications*
- d. *Specify whether wired and/or wireless*
- e. *Specify whether it has voice tracking mechanism and its characteristics*

**5. Microphone Systems**

- a. *Make and Model*
- b. *Overview of the solution*
- c. *Quantity*
- d. *Specifications*
- e. *Specify whether wired and/or wireless*

**6. Microphones**

- a. *Make and Model*
- b. *Types (e.g. table-top, hand-held, clip-on, etc.)*
- c. *Overview of the solution*
- d. *Quantity and location*
- e. *Specifications*
- f. *Specify whether wired and/or wireless*

**7. Amplifiers (if required)**

- a. *Make and Model*
- b. *Quantity*
- c. *Specifications*

**8. Audio mixers (if required)**

- a. *Make and Model*
- b. *Quantity*
- c. *Specifications*

**9. Speakers (if required)**

- a. *Make and Model*
- b. *Quantity and location*
- c. *Specifications*
- d. *Specify whether wired and/or wireless*
- e. *Additional equipment for audio optimisation (i.e. acoustic panels)*

**10. AV control tablets**

- a. *Make and model*
- b. *General description (type, OS, etc.)*
- c. *Specifications*
- d. *Specify whether wired and/or wireless*

- e. *Specify whether non-proprietary devices can be used as control tablet and give examples*

## **11. Licensing, after-sales support and optional maintenance**

- a. *Software licensing requirements*
- b. *Guarantee/warranty and possibility of extension thereof*
- c. *Maintenance and support options*

### **2.2.8 Security**

Please provide details of what security measures the solution uses (e.g. encrypted connection to web-conferencing server).

### **2.2.9 Delivery, Installation and Acceptance**

Costs for delivery and installation of the solution in ENISA's Athens office must be clearly indicated on the Financial Offer form, Annex IV.

If applicable, please indicate in the Financial Offer if any supplemental delivery and installation costs would apply to the solutions proposed for Athens if realised in ENISA's Heraklion office.

### **2.2.10 Options**

In order to keep the evaluation process as simple as possible, optional items should be avoided in your proposal for the Athens office meeting rooms unless specifically requested.

### **2.2.11 Pricing**

It is mandatory to fully complete the Financial Offer form, Annex IV, for your meeting room solutions.

To cater for future procurement under the framework contract, a detailed pricelist for the same hardware and software from the proposed manufacturer(s) must be submitted as part of your offer. Please note that the prices provided for optional items will not be included in the price evaluation.

## **3. ESTIMATED CONTRACT VALUE**

The contract value without this being binding for ENISA is estimated<sup>1</sup> to be two hundred and fifty thousand (€250,000) Euros over a maximum possible period of 3 years.

## **4. CONTENT AND PRESENTATION OF THE TECHNICAL OFFER**

The Tenderer shall enclose with the Technical Offer all documents and information that will enable its offer to be assessed in terms of quality and of compliance with the Technical specifications. (See Annex IX for the Documents Checklist)

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<sup>1</sup> *Please note that depending on budget availability and the needs of the contracting authority, the maximum amounts stated above can be increased by up to 50%*

## 5. CONTENT AND PRESENTATION OF THE PRICE OFFER

The Financial offer must be drawn up using the **Financial Offer form (see Annex IV)**. In order to be valid, it must be duly filled in, dated, stamped, and signed by the authorized person

Please take special care to enter data **in all boxes of PART A** as described. Failure to provide a fully completed Financial Offer form may result in your offer being declared invalid and not being further evaluated.

## 6. DATA PROTECTION

Personal contact information will normally be professional contact data only, so no special confidentiality requirements are envisaged.

Regarding personal data, the following EU data protection regulations have to be respected:

1. 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;
2. 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;
3. 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.

## 7. PRICE

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

## 8. PRICE REVISION

Prices submitted in response to this Tender shall be fixed and not subject to revision for the first year of performance of the Contract. Prices may be revised after one year.

From the beginning of the second year of performance of the Contract, prices may be revised upwards or downwards each year, where such revision is requested by one of the contracting parties by notice served no later than three months before the anniversary of the date on which the Contract became effective. Orders shall be concluded on the basis of the prices in force on the date on which the appointments are made. Such prices shall not be subject to revision.

This revision shall be determined by the trend in the Consumer Price Index (CPI) covering Greece, where the services are to be performed.

Revision shall be calculated in accordance with the following formula:

$$A_r = A_o \frac{I_r}{I_o}$$

where

Ar = revised total amount;  
Ao= total amount in the original tender;  
Io = index for the month in which the validity of the tender expires;  
Ir = index for the month corresponding to the date of receipt of the letter requesting a revision of prices.

## 9. 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.

## 10. 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.

## 11. 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.

## 12. PAYMENT ARRANGEMENTS

The contractor shall submit an invoice for payment of the balance of each specific contract. The contacting authority shall make the payment within 30 days from receipt of the invoice.

**Please note** that no pre-financing will be possible under this framework contract. An invoice for the total amount of the order shall be issued by the contractor following completion of all obligations as originally set out in the order.

## 13. CONTRACTUAL DETAILS

A Framework Supply Contract will be proposed to the successful candidate. Selection of a candidate and / or signature of the Framework Service Contract imposes no obligation on ENISA to order services.

The contract and its annexes draw up the legal, financial, technical and administrative provisions governing the relations between the Agency and the Contractor during its period of validity.

The tender will conclude, valid as of the date of the last signature, with a one-year Framework Service contract, tacitly renewable on a yearly basis for a maximum of three years. The services to be provided will be ordered via specific contracts or purchase orders.

The Agency reserves the right to end the contract at any time, without any obligation to invoke the reason for it, at one month's notice.

The Tenderer's offer must be drafted taking fully into account the provisions of the draft Framework Supply contract annexed to this call for tenders (See Annex V).

***Please note that the general conditions of our standard supply 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 ADMINISTRATIVE DETAILS

## 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 (despatch) your tender no later than **14<sup>th</sup> October 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 **14<sup>th</sup> October 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/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.      **ENISA F-ASD-14-T20**

**“Collaboration Facilities for Meeting Rooms”**

NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE **27<sup>th</sup> Oct 2014**  
TENDERED BY: < *YOUR COMPANY NAME* >

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

OPEN CALL FOR TENDER NO.      **ENISA F-ASD-14-T20**

**“Collaboration Facilities for Meeting Rooms”**

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE **27<sup>th</sup> Oct 2014**  
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 their bank (or by producing a recent bank statement which clearly shows the IBAN number).

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 or group of service providers**

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.

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#### **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 Prices**

All prices included in the Tender must be expressed in Euro and exclude VAT.

### **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 **27<sup>th</sup> Oct 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 to email address: [procurement@enisa.europa.eu](mailto:procurement@enisa.europa.eu). Please note that attendance is not compulsory.

## 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:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or
- Are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- 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;
- 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;
- 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. 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 must be furnished by providing the following references:

- a) Annual accounts, balance sheet or extracts from balance sheets for at least the last 2 years for which accounts have been closed, shall be presented where publication of the balance sheet is required under company law of the country in which the economic operator is established;

It is necessary that the extracts from balance sheets be dated, signed and stamped by the authorised representatives of the tenderer.

- b) A statement of the average turnover of the last two (2) financial years for which accounts have been closed. The **minimum annual average turnover of the tenderer shall be of €70,000.00**. In case of a consortium, the annual average turnover for each of the partners shall be presented. The sum of the annual average turnovers of each partner will be taken into account to reach the annual average turnover of €70,000.00.
- 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 any valid reason, the service provider is unable to provide the references requested by the contracting authority, he may prove his economic and financial standing by any other document

which the contracting authority considers appropriate, but only following a request for clarification before the tender expiry date.

### 3.3 Technical and professional capacity

- a) Report presenting the company and describing its activities
- b) Good working knowledge of English (knowledge of other EU languages would be an advantage)
- c) The tenderer must provide CVs of the personnel designated (including back-ups) to carry out these installation services;
- d) Tenderer should provide a list of references (minimum 4, public or private) and the main services/supplies provided over the last three years for similar contracts including their relevant contact details.

## 4. AWARD CRITERIA

### 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.

Qualitative award criteria		Weighting (max points)
Suitability	How well do the proposed solutions fit ENISA's requirements	40
Flexibility and Interoperability of the solution	Solution agility to room configuration changes, future hardware upgrades of its elements (i.e. audio controller, cameras, screens, etc.) avoidance of locking into specific hardware / software vendors, etc.	20
Supported web conferencing	Ability to support multiple platforms, e.g. Lync, Adobe Connect, Webex, etc.	15
End-user operation	Ease of operation by end user	10
Maintenance, After-sales service and support, Warranty	Ease of maintenance (e.g. firmware / OS / software updates)	10
Supported content sharing devices	Range of supported content sharing devices (e.g. Windows laptops, Android tablets, etc.)	5
<b>Total quality points</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 **60%** in relation to the price.

## 4.2 Price of the Offer

Tenderers must provide prices (in Euro and excluding VAT) in **each blank box** as shown in Annex IV – Financial Offer form – failure to provide a price in each box may lead to exclusion of your offer.

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.

The offer will be assessed on the basis of the following price award criteria:

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

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

Where:

**PP** = weighted price points

**P<sub>T</sub>** = *Bid Price* being evaluated = (**TP<sub>LS</sub>** + **TP<sub>AC</sub>**)

**P<sub>C</sub>** = cheapest *Bid Price* received

## 5. AWARD OF THE CONTRACT

The contract 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 (60%)** and the **price (40%)**. The following formula will be used:

$$T_{WP} = (QP \times 0.6) + (PP \times 0.4)$$

Where;

**QP** = Qualitative points  
**PP** = Weighted price points  
**T<sub>WP</sub>** = 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)

**Please note** that no pre-financing will be possible under this framework contract. An invoice for the total amount of the order shall be issued by the contractor following completion of all obligations as set out in the order.

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 7 months from the notification of the award.

## 8. LOTS

This Tender is not divided into Lots.

## 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

The Tenderer's offer must be drafted taking fully into account the provisions of the draft Framework Supply contract annexed to this call for tenders (See draft contract, in Annex V).

***Please note that the general conditions of our standard supply 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: **“Collaboration Facilities for Meeting Rooms”**

**ENISA F-ASD-14-T20**

#### Summary timetable comments

Launch of tender - Contract notice to the Official Journal of the European Union (OJEU)	<b>28<sup>th</sup> August 2014</b>	
Deadline for request of information from ENISA	<b>8<sup>th</sup> October 2014</b>	
Last date on which clarifications are issued by ENISA	<b>10<sup>th</sup> October 2014</b>	
Deadline for submission of offers	<b>14<sup>th</sup> October 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>27<sup>th</sup> October 2014</b>	At 10:00 Greek time
Date for evaluation of offers	<b>27<sup>th</sup> October 2014</b>	At 11:00 Greek time
Notification of award to the selected candidate + 10 day standstill period commences	Early November 2014	Estimated
Contract signature	Mid November 2014	Estimated
Commencement date of activities	As per tender	Estimated
Completion date of activities	As per tender	Estimated

# ANNEX A

## Layouts of various meeting rooms:

A1 - Auditorium 'Conference' Layout

A2 - Auditorium 'Management Board' Layout

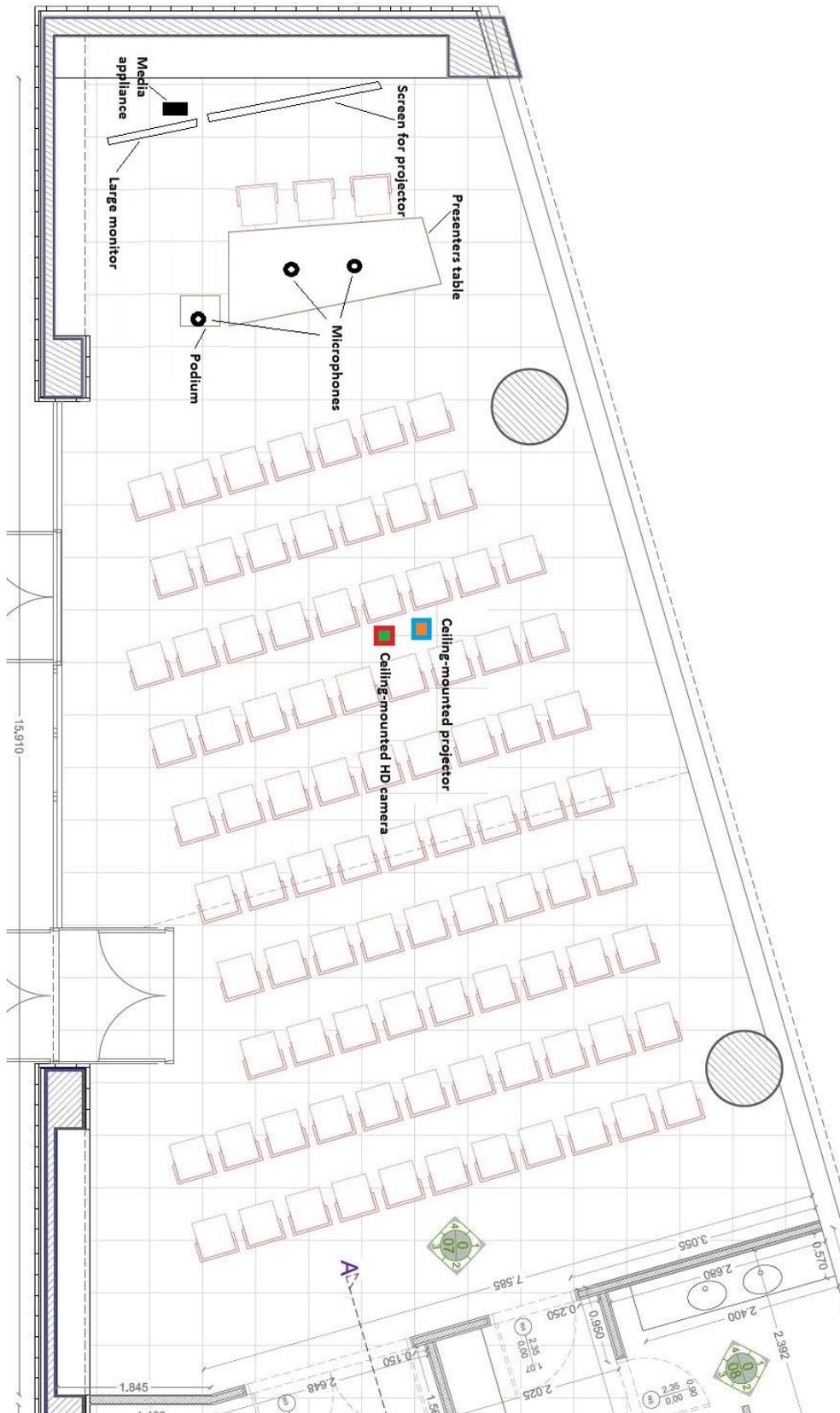
A3 - Meeting Room A Layout

A4 - Meeting Room B Layout (*same as Meeting Room A Layout*)

A5 - Department Meeting Room (*same as Meeting Room A Layout*)

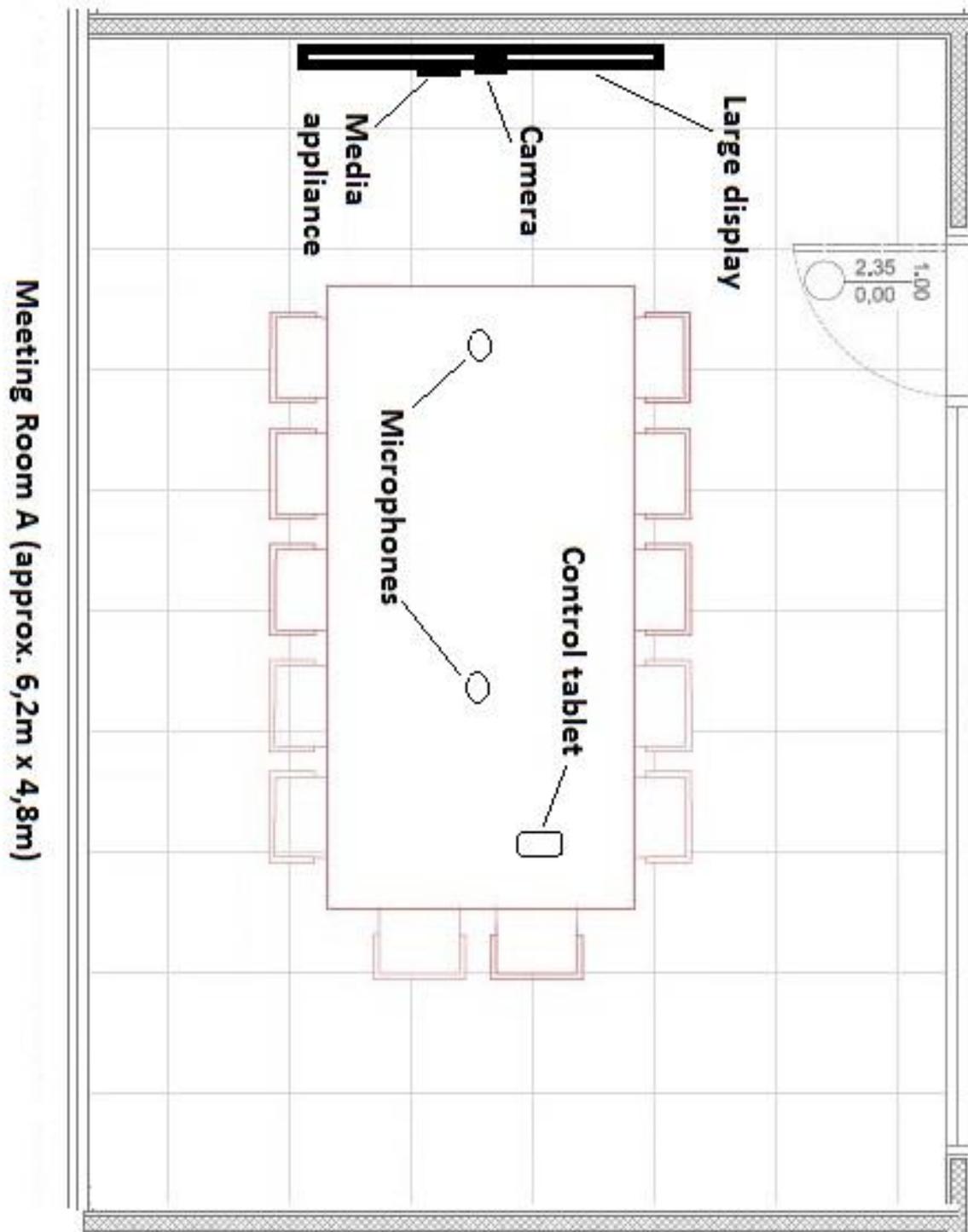
A6 - Head of Department Meeting Room Layout

# A1 - Auditorium 'Conference' Layout





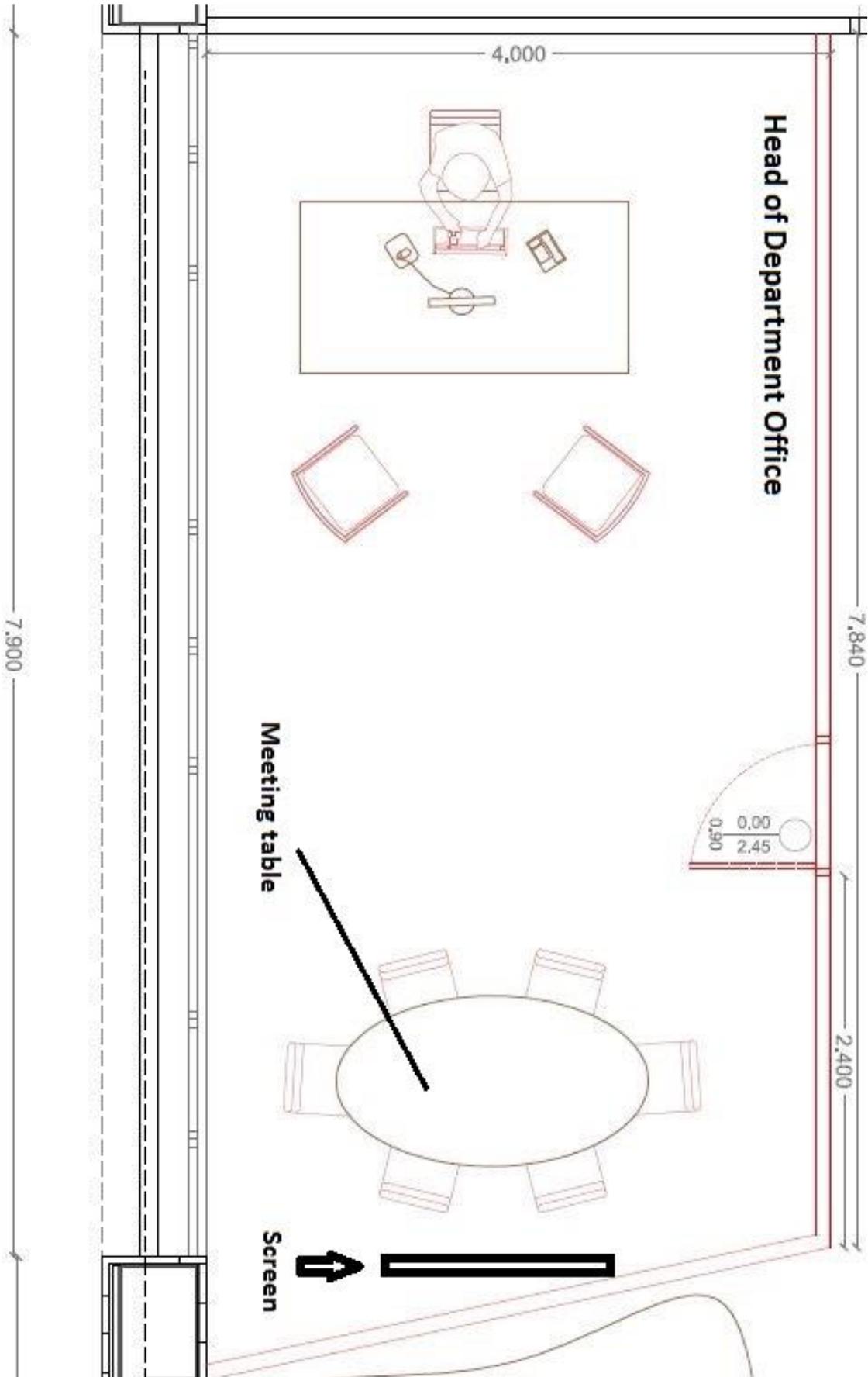
### A3 - Meeting Room A Layout



**Please Note:**

- A4 - Meeting Room B Layout (*same as above*)
- A5 - Department Meeting Room (*same as above*)

# A6 - Head of Department Meeting Room Layout



# ANNEX I

## Legal Entity Form

The specific form for;

- 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**

**- SPECIMEN FOR THE TENDERER -**

(to be completed by the Tenderer)

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)

	
<b>FINANCIAL IDENTIFICATION</b>	
PRIVACY STATEMENT <a href="http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf">http://ec.europa.eu/budget/library/contracts_grants/info_contracts/privacy_statement_en.pdf</a>	
<b>ACCOUNT NAME</b>	
ACCOUNT NAME 	<input type="text"/> <input type="text"/>
ADDRESS	<input type="text"/> <input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
 <i>The name or title under which the account has been opened and not the name of the account holder</i>	
CONTACT	<input type="text"/>
TELEPHONE	<input type="text"/>
FAX	<input type="text"/>
E-MAIL	<input type="text"/>
<b>BANK</b>	
BANK NAME	<input type="text"/> <input type="text"/>
BRANCH ADDRESS	<input type="text"/> <input type="text"/>
TOWN/CITY	<input type="text"/>
POSTCODE	<input type="text"/>
COUNTRY	<input type="text"/>
ACCOUNT NUMBER	<input type="text"/>
IBAN 	<input type="text"/>
 <i>If the IBAN Code (International Bank Account Number) is applied in the country where your bank is situated</i>	
REMARKS: <input type="text"/>	
BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (Both obligatory) 	DATE + SIGNATURE OF ACCOUNT HOLDER (Obligatory)

## ANNEX III

### 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>2</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

<sup>2</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

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

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>3</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

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<sup>3</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:

### “Collaboration Facilities for Meeting Rooms” ENISA F-ASD-14-T20

#### **PART A: Lump sum pricing per meeting room layout (required)**

Please note that only the prices given in ‘PART A’ will be fully taken into account in calculating the ‘price points’ (refer to page 23 for more details)

Meeting Room Type	Lump sum price* ATHENS (P <sub>LS</sub> )	Additional cost** HERAKLION (P <sub>AC</sub> )
<b>A1 - Auditorium ‘Conference’ Layout and A2 - Auditorium ‘Management Board’ Layout</b> (please provide combined price)	€	€
<b>A3 - Meeting Room A Layout</b>	€	€
<b>A4 - Meeting Room B Layout (same as Meeting Room A Layout)</b>	€	€
<b>A5 - Department Meeting Room (same as Meeting Room A Layout)</b>	€	€
<b>A6 - Head of Department Meeting Room Layout</b>	€	€
<b>TOTALS for P<sub>LS</sub> and P<sub>AC</sub></b>	€	€
	TP <sub>LS</sub>	TP <sub>AC</sub>

Please note that the pricing for A1 and A2 shall be given as **one overall price** as both configurations will be required for the same Auditorium

\* The '**Lump Sum price**' shall include the cost of all products and materials, delivery, installation and final handover to ENISA of a fully functional system at its Athens office.

\*\* The '**Additional Cost**' if applicable, relates to any extra costs which may be incurred if ENISA requests the 'meeting room type' to be installed in its Heraklion offices. You can indicate zero additional cost if applicable.

#### **PART B: Ongoing maintenance and support (optional)**

Type of service (optional)	UNIT	Cost
<b>Annual maintenance and/or support services</b> (Please provide details of what is included on a separate page - you may split the services per Meeting room or as a lump sum for all meeting rooms installed.)	per year	€
<b>Technical consultancy services</b>	hourly rate	€
<i>other (please specify)</i>		€
<i>other (please specify)</i>		€
<i>other (please specify)</i>		€

#### **PART C: Itemised product and services pricing**

Please provide your detailed itemised pricing for all products and services offered as part of your lump sums provided. This will assist ENISA when ordering extra quantities of items as the need arises in the future.

# **ANNEX V**

**Model Framework Supply Contract template**

**(See attached file)**

## ANNEX VI

### ADMINISTRATIVE IDENTIFICATION AND DECLARATION FORM:

IDENTIFICATION OF THE TENDERER	
Name of Tenderer <i>(in full)</i>	
Legal form of Tenderer <i>(e.g. SA)</i>	
Date and country of registration	
Registration number	
VAT number	
Registered office address	
Administrative address (if different to above)	
Name of contact person	
Position <i>(e.g. Manager)</i>	
Telephone number	
e-mail address	
Website	

DECLARATION BY AUTHORISED REPRESENTATIVE OF TENDERER <sup>4</sup>	
<i>I, the undersigned, certify that the information given in this tender is correct &amp; that the tender is valid.</i>	
First name	
Last name	
Title <i>(e.g. Mr, Mrs, Dr, Professor.)</i>	
Position <i>(e.g. Director)</i>	
Telephone number	
e-mail address	

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

<sup>4</sup> Must be a legally constituted representative of the tendering entity otherwise the tender signature is invalid

## ANNEX VII Consortium form

Name of tenderer:

Type of 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  | <b>Technical Offer</b>  | <input type="checkbox"/> |
| 2  | <b>Professional information</b> (see Part 3 – Article 3.1)                      | <input type="checkbox"/> |
| 3  | <b>Proof of financial and economic capacity</b> (see Part 3 – Article 3.2)      | <input type="checkbox"/> |
| 4  | <b>Proof of technical and professional capacity</b> (see Part 3 – Article 3.3)  | <input type="checkbox"/> |
| 5  | <b>Legal Entity Form</b> <sup>5</sup> (Annex I) signed and dated                | <input type="checkbox"/> |
| 6  | <b>Financial Identification Form</b> <sup>6</sup> (Annex II) signed and dated   | <input type="checkbox"/> |
| 7  | <b>Declaration on Honour on exclusion criteria</b> (Annex III) signed and dated | <input type="checkbox"/> |
| 8  | <b>Financial Offer</b> (Annex IV) signed and dated                              | <input type="checkbox"/> |
| 9  | <b>Administrative ID and Declaration form</b> (Annex VI) signed and dated       | <input type="checkbox"/> |
| 10 | <b>Consortium form</b> (Annex VII) signed and dated - if applicable             | <input type="checkbox"/> |
| 11 | <b>Sub-Contractors form</b> (Annex VIII) signed and dated - if applicable       | <input type="checkbox"/> |

***\*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>5</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>6</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.