



CALL FOR EXPRESSIONS OF INTEREST

(PRE-SELECTION)

ENISA D-ASD-13-T21

OFFICE REFURBISHMENT AND INFRASTRUCTURE WORKS

ENISA PREMISES MAROUSI

ANNEXES:

Annex I	Legal Entity Form
Annex II	Financial Identification Form
Annex III (a)	Declaration of Honour for exclusion criteria & absence of conflict of interest
Annex III (b)	Υπεύθυνη δήλωση για τα κριτήρια αποκλεισμού και την απουσία σύγκρουσης συμφερόντων
Annex IV	Declaration by Authorised Representative
Annex V	Consortium / Grouping Form
Annex VI	Sub-Contractors Form
Annex VII	Document Checklist

CONTENTS

OFFICE REFURBISHMENT AND INFRASTRUCTURE WORKS.....	1
INFORMATION FOR APPLICANTS	3
1. Contracting authority.....	3
2. Type of procedure.....	3
3. Scope of the Works.....	3
4. Time frame for completion of works.....	6
5. Estimated contract value.....	6
6. Time schedule and procedure.....	6
7. Presentation of the Submission.....	8
8. Identification of the Applicant.....	8
9. Participation of consortia or group of service providers	9
10. Subcontracting.....	10
11. Language.....	10
12. Opening of Submissions	10
13. Grounds for exclusion of tenderers.....	11
13.1 Reasons for Exclusion	11
13.2 Other reasons for not awarding the Contract	12
13.3 Confidentiality and Public Access to Documents	12
14. Selection Criteria.....	12
14.1 Professional Information	13
14.2 Financial and Economic Capacity	13
14.3 Technical and professional capacity	13
15. Dispatch of invitations to tender.....	14
16. Award criteria for 2 nd stage	14
17. Specific information.....	15
17.1 Timetable.....	15
ANNEX I	16
ANNEX II	17
ANNEX III (a)	18
ANNEX III (b).....	20
ANNEX IV	22
ANNEX V	23
ANNEX VI.....	24
ANNEX VII Document CHECKLIST.....	25

INFORMATION FOR APPLICANTS

1. Contracting authority

ENISA, the European Union Agency for Network and Information Security, with its head office in Heraklion Crete and an operational office in Marousi Attiki, 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.

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.

Further information about ENISA can be obtained on its website: www.enisa.europa.eu

2. Type of procedure

The awarding of this contract will be concluded by using a two stage 'Restricted' tender procedure. Only the companies pre-selected from those having answered this Call for Expressions of Interest in the first stage, will be invited to submit an offer in the second stage of this procedure.

3. Scope of the Works

The overall objective of this tender procedure is to conclude a works contract for 'Office refurbishment and Infrastructure Works' for the Agency's premises situated at:

- **Vasilissis Sofias 1, Marousi, Attiki, Greece.**

Construction and electromechanical works are envisaged to be carried out on the ground, first and second floors of the abovementioned office building.

An abbreviated list of works to be performed is provided (see sub-articles 3.1 and 3.2 below) in order to give the potential applicant the information necessary to establish whether they are able to provide services in all areas mentioned. A detailed list of works will only be provided to the approved applicants at the second stage of this tender procedure.

The services of an architect have been employed in order to produce the 'study' which includes plans and designs, the suggested type and quality of the fixtures and fittings to be provided, as well as the Bill of Quantities for the works project. This information will be provided to the candidates which are selected for the 2nd stage of this tender procedure.

It is clearly stated at this point that you may provide a submission on your own if your company can cover all of the list of works mentioned, otherwise you are encouraged to apply together with partners in the form of an ad-hoc grouping, or consortium; whether legally constituted or an informal consortium with one company as the lead partner.

Alternatively you may nominate one or more subcontractors to carry out some of the works listed below. Please note that you will have to provide this information using the template forms in Annex to this document (Annex V – Consortium form and/or Annex VI - Subcontractors form). Further details can be found in Articles 9 and 10 later in this document.

3.1 Civil Works - Οικοδομικές Εργασίες

	IN ENGLISH	ΣΤΑ ΕΛΛΗΝΙΚΑ
	CIVIL WORKS	ΟΙΚΟΔΟΜΙΚΕΣ ΕΡΓΑΣΙΕΣ
1	DEMOLITIONS & DISMANTLINGS	ΑΠΟΞΗΛΩΣΕΙΣ- ΚΑΘΑΙΡΕΣΕΙΣ
2	WALLS AND PARTITIONS	ΔΙΑΧΩΡΙΣΤΙΚΑ - ΤΟΙΧΟΙ
3	SUSPENDED CEILING	ΨΕΥΔΟΡΟΦΕΣ
4	DOORS	ΚΟΥΦΩΜΑΤΑ
5	FLOORING-TILING	ΔΑΠΕΔΑ - ΕΠΙΚΑΛΥΨΕΙΣ
6	PAINTING	ΧΡΩΜΑΤΙΣΜΟΙ
7	VARIOUS WORKS	ΔΙΑΦΟΡΕΣ ΚΑΤΑΣΚΕΥΕΣ

General description:

Complete dismantling of internal partitions, internal walls, lighting fixtures, glass partitions and doors, sanitary ware and WC tiles, on the ground, 1st and 2nd floors, based on the study; Dismantling the suspended plasterboard ceiling and the floor tiles on the ground floor, as well as kitchen cabinets on 1st and 2nd floor for the proper implementation of the study. A new delimitation of internal partitions based on the study, will be constructed with plasterboard and permanent partitions, type ESTEL (with metal profile and glass) with glass or wooden doors; Construction of a new plasterboard ceiling on the ground floor and sections of the other floors; Floor covering on the ground floor with marble tiles with unequal lengths and widths, as well as floor and walls covering with ceramic tiles in the new toilet areas on all three levels; Painting refreshment to existing surfaces (walls-ceilings); Painting of all new plasterboard walls and ceilings; Installation of new sanitary ware - taps and kitchen furniture. 'Various works' referred to are specially constructed items such as custom made furniture and fittings, which are included in detail in the study.

Γενική περιγραφή:

Πλήρη αποξήλωση εσωτερικών διαχωριστικών, εσωτερικής τοιχοποιίας, φωτιστικών σωμάτων, υάλινων χωρισμάτων και θυρών, ειδών υγιεινής και πλακιδίων wc σε ισόγειο, 1ο και 2ο όροφο βάση μελέτης. Αποξήλωση ψευδοροφής και δαπέδου στο ισόγειο και των ερμαρίων κουζίνας σε 1ο και 2ο όροφο για την σωστή εφαρμογή της μελέτης. Νέα οριοθέτηση, βάση μελέτης με ξηρά δόμηση η μόνιμα διαχωριστικά τύπου ESTEL (με μεταλλικό προφίλ και κρύσταλλο) με γυάλινες ή ξύλινες πόρτες. Κατασκευή ψευδοροφής γυψοσανίδας στο χώρο ισογείου και σε τμήμα στους άλλους δύο ορόφους. Επίστρωση δαπέδου ισογείου με πλάκες μαρμάρου με άνισα μήκη και πλάτη και επιστρώσεις με κεραμικά πλακίδια στους νέους διαμορφωμένους χώρους τουαλετών και στα τρία επίπεδα. Χρωματισμοί σπατουλαριστών τοίχων και οροφών, χρωματισμοί με πλαστικό σε επιχρισμένες επιφάνειες. Τοποθέτηση νέων ειδών υγιεινής – μπαταριών και επίπλων κουζίνας. Ειδικές κατασκευές επίπλων – επενδύσεων που περιλαμβάνονται αναλυτικά στη μελέτη.

3.2 Electro-mechanical works - Ηλεκτρο-Μηχανολογικές Εργασίες

	IN ENGLISH	ΣΤΑ ΕΛΛΗΝΙΚΑ
	ELECTRO-MECHANICAL WORKS	ΗΛΕΚΤΡΟ-ΜΗΧΑΝΟΛΟΓΙΚΕΣ ΕΡΓΑΣΙΕΣ
8	LIGHTING	ΦΩΤΙΣΜΟΣ
9	ELECTRICAL NETWORKS	ΗΛΕΚΤΡΟΛΟΓΙΚΑ
10	IT INFRASTRUCTURE	ΔΟΜΗΜΕΝΗ ΚΑΛΩΔΙΩΣΗ
11	ALARM SYSTEM	ΣΥΣΤΗΜΑ ΣΥΝΑΓΕΡΜΟΥ
12	CCTV SYSTEM	ΣΥΣΤΗΜΑ CCTV
13	FIRE DETECTION SYSTEM	ΠΥΡΑΝΙΧΝΕΥΣΗ
14	ACCESS CONTROL SYSTEM	ΣΥΣΤΗΜΑΤΑ ΕΛΕΓΚΟΥ ΠΡΟΣΒΑΣΗΣ
15	TV NETWORK	ΔΙΚΤΥΟ TV
16	FIRE FIGHTING SYSTEM	ΠΥΡΟΣΒΕΣΗ
17	HVAC	ΚΛΙΜΑΤΙΣΜΟΣ-ΕΞΑΕΡΙΣΜΟΣ
18	PLUMBING	ΥΔΡΑΥΛΙΚΑ
19	BMS	ΣΥΣΤΗΜΑ ΔΙΑΧΕΙΡΙΣΗΣ ΚΤΙΡΙΟΥ

General description:

Readjustment of electro-mechanical installations (lighting, electrical networks, IT infrastructure, alarm system, CCTV system, fire detection system, access control system, TV network) to cover the needs of the new layouts of the area as they are shaped by the needs of the new user. In addition, changes will be made to the existing plumbing system, arising from the relocation of WC, kitchen and fan-coils.

There are differing requirements for ventilation, cooling and heating due to closed offices-cubes as well as meeting rooms.

The existing 2 data centres located on the 1st floor will have to be relocated elsewhere in the building.

The new locations of the points mentioned above are shown in detail in the drawings and technical specifications of the study.

Γενική περιγραφή:

Αναπροσαρμογή της ηλεκτρολογικής εγκατάστασης (ισχυρά-ασθενή, δομημένη καλωδίωση, σύστημα συναγερμού, σύστημα πυρανίχνευσης, δίκτυο tv, σύστημα ελέγχου πρόσβασης) για να καλυφθούν οι ανάγκες του χώρου όπως αυτοί διαμορφώνονται με τις ανάγκες του νέου χρήστη. Επίσης αλλαγές θα γίνουν στη ήδη υπάρχουσα υδραυλική εγκατάσταση, οι οποίες προκύπτουν από μεταφορά wc , κουζίνας και fan-coil. Διαφορετικές είναι οι απαιτήσεις του χώρου λόγω των κλειστών γραφείων – cubes, και των χώρων συνεδριάσεων σε εξαερισμό ψύξη και θέρμανση. Η νέα χωροθέτηση και κατ' επέκταση τα σημεία επανατοποθέτησης των παραπάνω, φαίνονται αναλυτικά στα σχέδια και τις τεχνικές προδιαγραφές της μελέτης.

4. Time frame for completion of works

It is envisaged that all works to be awarded to the successful contractor at the end of the 2nd stage of this tender procedure, shall be concluded within a period of 18 weeks from signature of contract.

5. Estimated contract value

The contract value without this being binding for ENISA is estimated to be **up to four hundred and eighty thousand Euros (€480,000.00)** for the completion of all works as listed in Article 3 above.

Please note that, due to possible internal budgetary or planning reasons, ENISA may decide to only contract some of the works originally envisaged, which will result in a smaller overall budget being available for this contract.

6. Time schedule and procedure

Interested companies shall submit all documents requested in Article 14 of this document and in Annex VII – Document Checklist' to the address mentioned below no later than **9th December 2013** at 17:00 CET+1 (Greek time zone) either by:

a) **Registered post or Express courier**. In this case 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 **9th December 2013** at the latest to the address shown below (please, be informed that delivery is accepted only during working hours 09:00-17:00 hrs). In the case of hand-delivery, in order to establish proof of the date of submission, the submitter will receive a receipt which will be signed by both parties, dated and time stamped, from an official at the below-mentioned address.

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 submission must be sent to one of the following addresses:

Postal Address		<u>Express Courier or Hand Delivery</u>
European Network and Information Security Agency (ENISA) For the attention of The Procurement Officer PO Box 1309 71001 Heraklion Greece	or	European Network and Information Security Agency (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 pre-selection procedure for this Call for Expressions of Interest.

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

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

CALL FOR EXPRESSIONS OF INTEREST N^o. **ENISA D-ASD-13-T21**

“ Office refurbishment and Infrastructure Works ”

NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 16th Dec 2013
 <NAME OF COMPANY>

The **inner envelope** should be marked:

CALL FOR EXPRESSIONS OF INTEREST N^o. ENISA D-ASD-13-T21

“ Office refurbishment and Infrastructure Works ”

NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE 16th Dec 2013

<NAME OF COMPANY>

PLEASE NOTE: Each applicant must also send an email to the Procurement Section, attention to the Senior Procurement Officer, to confirm the despatch of their submission.

Email address: procurement@enisa.europa.eu

7. Presentation of the Submission

Your application should contain all documentation referred to below and listed in the Document Checklist (see Annex VII)

8. Identification of the Applicant

Applicants are required to complete the **Legal Entity Form (Annex I)** which must be signed by a representative of the applicant 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 applicant 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 applicant 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 applicant 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 applicant requires such publication.
- If the instruments mentioned in the first paragraph have not been amended since incorporation and the applicant’s registered office has not been transferred since then, a written confirmation, signed by an authorised representative of the applicant, that there has been no such amendment or transfer.

- A legible copy of the notice of appointment of the persons authorised to represent the applicant 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 applicants must provide their Legal Entity Form (Annex I) as well as the evidence mentioned above.

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

The applicant must be clearly identified, and where the application 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 applicant and their bank (or by producing a recent bank statement which clearly shows the IBAN number).

9. Participation of consortia or group of service providers

Consortia or groupings, may submit an application and subsequent tender on condition that it complies with the rules of competition. The 'Consortium Form' (Annex V) must be completed and submitted with your offer.

If a grouping is awarded the contract, it does not need to take a particular legal form for contract performance. However, all grouping members (i.e. lead company and all other partners) must be

jointly and severally liable in relation to the contracting authority and undertake jointly to perform the contract.

Groupings must state the name of the lead company (joint representative) and the sole contact person, responsible for the follow-up of the procurement procedure. They must also submit a copy of the documents (proxy) authorising this company and its legal representative to submit a request to participate; to tender or to sign a contract on behalf of the grouping.

All members of the grouping must provide the documents indicated in articles 14.1 to 14.3 below.

10. Subcontracting

Any intention to subcontract part of the contract must be clearly stated by the applicant in their submission and by completing Annex VI 'Subcontractors form'. Applicants must indicate the maximum percentage of the contract they intend to subcontract and clearly state the nature of their links to those subcontractors.

Offers involving subcontracting will be assessed as follows:

- The exclusion criteria (see article 13.1 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 (a) in English or Annex III (b) in Greek, 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 14.1 to 14.3 below).

The sub-contractor must not sub-contract further. Where no subcontractor is declared, the work will be assumed to be carried out directly by the bidder.

11. Language

Offers shall be submitted in one of the official languages of the European Union (preferably in English). Official documents may be submitted in their original language without translation.

12. Opening of Submissions

The opening of received submissions (in closed session) will take place on 16th December 2013 at 10:00am at ENISA Building, Science and Technology Park of Crete, GR - 70013 Heraklion, Greece.

13. Grounds for exclusion of tenderers

13.1 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) 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;
- f) is subject to an administrative penalty for being guilty of misrepresenting the information required by the contracting authority as a condition of participation in a grant award procedure or another procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts or grants covered by the Union's budget.

Candidates must certify that they are not in one of the situations listed in article 13.1 (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.

(i) At the 'Call for Expressions of Interest' stage:

Applicants must certify that they are not in one of the situations listed above, by submitting a solemn declaration, duly signed and dated by a legal representative of the company, using the form in *Annex III (Declaration on Exclusion Criteria)*.

(ii) At the 'award' stage:

The tenderer to whom the contract will be awarded must provide the means of proof as listed below in support of his solemn declaration at the end of the award procedure (within 10 working days of notification of contract award and before contract signature).

The Agency will accept, as sufficient proof that the tenderer and the persons with powers of representation or decision-making are not in any of the situations specified in points (a), (b) or (e); an extract from the judicial record or, failing this, an equivalent document issued by a judicial or administrative body in the country of origin or provenance, showing that these requirements have been met. The Agency will accept, as sufficient proof that the tenderer is not in the situation specified in point (d), a certificate issued by the appropriate body in the country concerned.

13.2 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.

13.3 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.

14. Selection Criteria

The following criteria will be used to select the candidates. If the submission is proposed by a consortium or ad hoc grouping these criteria must be fulfilled by each partner.

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

14.1 Professional Information

- a) Copy of the certificate of enrolment on the relevant professional or trade register or a statement under oath or a certificate in accordance with the conditions laid down in the Member State in which they reside.
- b) A recent document from a bank stating that the applicant is not bankrupt or being wound up, having their affairs administered by the courts, entered into an arrangement with creditors, suspended business activities, are not the subject of proceedings concerning those matters;
- c) Copy of the current insurance certificate covering the risks of its activities;
- d) A certificate issued by the competent authority or solemn declarations attesting that taxes, duties and social security contributions have been paid;
- e) Indication of the permanent number of employees of the company and of the average number of the employees over the past three years.

14.2 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 three (3) 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 applicant 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 three (3) 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 three (3) financial years for which accounts have been closed. The minimum annual average turnover of the applicant shall be of **300,000.00** EUR. In case of a consortium, the annual average turnover for each of the partners shall be presented. The total sum of the annual average turnovers of each partner will be taken into account to reach the annual average turnover of **300,000.00** EUR.

If for some exceptional reason which the Contracting Authority considers justified, the applicant 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 written request for clarification before the submission expiry date.

14.3 Technical and professional capacity

The proof provided of the relevant background and technical capacity of the candidate shall cover the following aspects:

- a) Report presenting the company and describing its activities, including a description of the organisational structure of the company. A statement on the candidate's average annual manpower and the number of managerial staff over the past 3 years;
- b) Information about tools, methodologies, quality assurance procedures and standards which prove their capacity and professionalism in the area covered by this contract;
- c) A list of at least 5 of the most important contracts, each with a minimum value of €80,000.00 performed in the past five years, with the values, recipients; whether public, private or governmental projects, especially those works and services provided to international or foreign companies, diplomatic missions or representations of international organisations;
- d) Management capability (including, but not limited to, project management in a European context and quality assurance).

Please note that applicants must include in their submission all of the information and documents listed above, or face the risk of being ruled ineligible to participate.

15. Dispatch of invitations to tender

Following the opening and evaluation of all submissions to this Call for Expressions of Interest, invitations to take part in the restricted tender together with the technical specifications will only be sent to the pre-selected companies.

16. Award criteria for 2nd stage

The technical specifications are expected to be sent to the pre-selected companies in late December 2013.

The contract will be awarded to the company offering the most economically advantageous tender in terms of the award criteria stated in the specifications, in the invitation to tender or in the descriptive document.

17. Specific information

17.1 Timetable

The timetable for the Restricted Tender, comprising this Call for Expressions of Interest and subsequent tender is as follows:

Title: **“Office refurbishment and Infrastructure Works”**

ENISA D-ASD-13-T21

Summary timetable comments

Launch of tender - Contract notice to the Official Journal of the European Union (OJEU)	30th October 2013	Date sent to the OJEU
Deadline for request of information from ENISA	5 th December 2013	
Last date on which clarifications are issued by ENISA	6 th December 2013	
Deadline for submission of applications	9th December 2013	By 17:00 Greek local time.
Opening of applications	16 th December 2013	At 10:00 Greek time
Date for evaluation of applications	16 th December 2013	At 11:00 Greek time
Notification to selected candidates eligible to receive tender documents	late December 2013	Estimated

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/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

Please download the appropriate form, complete the details requested and include in your submission documentation.

ANNEX II







FINANCIAL IDENTIFICATION FORM

- SAMPLE FOR THE APPLICANT -

(to be completed by the applicant and his financial institution if applicable)

The Candidate's attention is drawn to the fact that the document below is a sample only. A specific form in each of the 22 official languages is available for download at the following web address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

	
FINANCIAL IDENTIFICATION	
PRIVACY STATEMENT	http://ec.europa.eu/budget/contracts_grants/info_contracts/privacy_statement_en.pdf
ACCOUNT NAME	
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"/>
BANK	
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)

Please download the appropriate form, complete the details requested and include in your submission documentation

ANNEX III (a)

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;
- f) 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 control¹ 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]:

¹ 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 penalties² 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

² 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 III (b)

Υπεύθυνη δήλωση σχετικά με τα κριτήρια αποκλεισμού και την απουσία σύγκρουσης συμφερόντων

(Συμπληρώστε ή διαγράψτε τα γκριζα σημεία με πλάγια στοιχεία σε παρένθεση)

[Επιλέξτε ένα από τα γκριζα σημεία μέσα σε αγκύλες]

[Ο υπογράφων] [Η υπογράφουσα] (να συμπληρωθεί το ονοματεπώνυμο του υπογράφοντος το παρόν έντυπο):

εξ ονόματός [του][της] (για φυσικό πρόσωπο)

ή

υπό την ιδιότητα του αντιπροσώπου του ακόλουθου νομικού προσώπου: (μόνο αν η οικεία οικονομική οντότητα είναι νομικό πρόσωπο)

πλήρης επίσημη ονομασία:

επίσημη νομική μορφή:

πλήρης επίσημη διεύθυνση:

αριθμός ΦΠΑ:

➤ δηλώνω ότι [το ως άνω νομικό πρόσωπο] [ο υπογράφων] [η υπογράφουσα] δεν εμπίπτει σε καμία από τις κατωτέρω περιπτώσεις:

α) βρίσκεται σε κατάσταση (ή αποτελεί αντικείμενο διαδικασίας για κήρυξη [του][της] σε κατάσταση) πτώχευσης, εκκαθάρισης, αναγκαστικής διαχείρισης, πτωχευτικού συμβιβασμού, παύσης δραστηριοτήτων ή σε κάποια άλλη ανάλογη κατάσταση ως αποτέλεσμα παρόμοιας διαδικασίας που προβλέπεται από τις εθνικές νομοθετικές και κανονιστικές διατάξεις·

β) έχει καταδικαστεί για αδίκημα σχετικό με την επαγγελματική διαγωγή βάσει δικαστικής αποφάσεως αρμόδιας αρχής κράτους η οποία έχει ισχύ δεδικασμένου·

γ) έχει διαπράξει σοβαρό επαγγελματικό παράπτωμα, το οποίο έχει διαπιστωθεί με οποιοδήποτε μέσο μπορούν να δικαιολογήσουν οι αναθέτουσες αρχές, μεταξύ άλλων με αποφάσεις της Ευρωπαϊκής Τράπεζας Επενδύσεων και διεθνών οργανισμών·

δ) δεν έχει εκπληρώσει όλες τις υποχρεώσεις [του][της] που σχετίζονται με την καταβολή εισφορών κοινωνικής ασφάλισης και με την πληρωμή φόρων σύμφωνα με τη νομοθεσία της χώρας στην οποία εδρεύει, τη νομοθεσία της χώρας της αναθέτουσας αρχής και τη νομοθεσία της χώρας στην οποία προβλέπεται να εκτελεστεί η σύμβαση·

ε) έχει καταδικασθεί με δικαστική απόφαση που έχει ισχύ δεδικασμένου για απάτη, διαφθορά ή δωροδοκία, συμμετοχή σε εγκληματική οργάνωση, νομιμοποίηση εσόδων από παράνομες δραστηριότητες ή οποιαδήποτε άλλη παράνομη δραστηριότητα, εάν η δραστηριότητα αυτή θίγει τα οικονομικά συμφέροντα της Ένωσης·

στ) [του][της] έχει επιβληθεί διοικητική κύρωση λόγω του ότι κρίθηκε [ένοχος][ένοχη] για την παραποίηση των πληροφοριών που ζητήθηκαν από την αναθέτουσα αρχή ως όρος για τη συμμετοχή [του][της] σε διαδικασία χορήγησης επιδότησης ή άλλη διαδικασία ανάθεσης σύμβασης ή επειδή δεν παρέσχε αυτές τις πληροφορίες, ή έχει κηρυχθεί [ένοχος][ένοχη] σοβαρής παράβασης των υποχρεώσεων [του][της] στο πλαίσιο συμβάσεων ή επιδοτήσεων που καλύπτονται από τον προϋπολογισμό της Ένωσης.

➤ (Μόνο αν πρόκειται για νομικά πρόσωπα εκτός των κρατών μελών και των τοπικών αρχών, διαφορετικά να διαγραφεί) δηλώνω ότι τα φυσικά πρόσωπα που έχουν εξουσία

εκπροσώπησης, λήψης αποφάσεων ή ελέγχου³ επί της νομικής οντότητας δεν εμπίπτουν στις περιπτώσεις που αναφέρονται ανωτέρω στα σημεία β) και ε).

➤ δηλώνω ότι [το ως άνω νομικό πρόσωπο] [ο υπογράφων] [η υπογράφουσα]:

- ζ) δεν βρίσκεται σε κατάσταση σύγκρουσης συμφερόντων όσον αφορά τη σύμβαση· σύγκρουση συμφερόντων ενδέχεται να προκύψει ιδίως από οικονομικά συμφέροντα, πολιτικούς ή εθνικούς δεσμούς, οικογενειακούς ή συναισθηματικούς λόγους, καθώς και από κάθε άλλη σύμπτωση συμφερόντων·
- η) θα ενημερώνει την αναθέτουσα αρχή, χωρίς καθυστέρηση, σχετικά με κάθε κατάσταση που συνιστά σύγκρουση συμφερόντων ή που θα μπορούσε να οδηγήσει σε σύγκρουση συμφερόντων·
- θ) δεν έχει χορηγήσει ούτε πρόκειται να χορηγήσει, δεν έχει επιδιώξει και ούτε πρόκειται να επιδιώξει, δεν έχει επιχειρήσει ούτε πρόκειται να επιχειρήσει να λάβει και δεν έχει αποδεχθεί ούτε πρόκειται να αποδεχθεί οποιοδήποτε όφελος, σε χρήμα ή σε είδος, προς ή από οιοδήποτε πρόσωπο, εάν το όφελος αυτό συνιστά παράνομη πρακτική ή πρακτική διαφθοράς ή δωροδοκίας, άμεσα ή έμμεσα, διότι αποτελεί κίνητρο ή ανταμοιβή σε σχέση με την εκτέλεση της σύμβασης.
- ι) παρέσχε ακριβείς, ειλικρινείς και πλήρεις πληροφορίες στην αναθέτουσα αρχή στο πλαίσιο της παρούσας διαδικασίας ανάθεσης της σύμβασης·

➤ αναγνωρίζω ότι [στο ως άνω νομικό πρόσωπο] [στον υπογράφοντα] [στην υπογράφουσα] ενδέχεται να επιβληθούν διοικητικές και οικονομικές κυρώσεις⁴ εάν οιαδήποτε από τις δηλώσεις ή πληροφορίες που παρέχονται αποδειχθεί ψευδής.

Σε περίπτωση ανάθεσης της σύμβασης, θα προσκομιστούν, εφόσον ζητηθούν, οι ακόλουθες αποδείξεις εντός των χρονικών ορίων που θα καθορίσει η αναθέτουσα αρχή:

Για τις καταστάσεις που περιγράφονται στα στοιχεία α), β) και ε) παραπάνω, απαιτείται πρόσφατο απόσπασμα ποινικού μητρώου ή, ελλείψει αυτού, πρόσφατο ισοδύναμο έγγραφο εκδοθέν από δικαστική ή διοικητική αρχή της χώρας καταγωγής ή προέλευσης, από το οποίο να προκύπτει ότι ικανοποιούνται οι ως άνω απαιτήσεις. Εάν ο υποβάλλων προσφορά είναι νομικό πρόσωπο και η εθνική νομοθεσία της χώρας στην οποία εδρεύει δεν επιτρέπει την παροχή τέτοιων εγγράφων για τα νομικά πρόσωπα, τα έγγραφα πρέπει να παρέχονται για φυσικά πρόσωπα όπως οι διευθυντές της εταιρείας ή οιοδήποτε πρόσωπο έχει εξουσία εκπροσώπησης, λήψης αποφάσεων ή ελέγχου του υποβάλλοντος προσφορά.

Για την κατάσταση που περιγράφεται στο στοιχείο δ) παραπάνω, απαιτούνται πρόσφατα πιστοποιητικά ή επιστολές εκδοθέντα από την αρμόδια αρχή του οικείου κράτους. Τα έγγραφα αυτά πρέπει να περιέχουν αποδεικτικά στοιχεία που να καλύπτουν όλους τους φόρους και τις εισφορές κοινωνικής ασφάλισης που υποχρεούται να καταβάλλει ο υποβάλλων προσφορά και περιλαμβάνουν π.χ. τον ΦΠΑ, τον φόρο εισοδήματος (μόνο για τα φυσικά πρόσωπα), τον φόρο εταιρειών (μόνο για τα νομικά πρόσωπα) και τις εισφορές κοινωνικής ασφάλισης.

Για οιαδήποτε από τις καταστάσεις που περιγράφονται στα στοιχεία α), β), δ) ή ε), σε περίπτωση που δεν εκδίδεται στην οικεία χώρα κάποιο από τα έγγραφα που περιγράφονται στις δύο προηγούμενες παραγράφους, επιτρέπεται υποκατάστασή του από ένορκη δήλωση ή, ελλείψει αυτής, υπεύθυνη δήλωση του ενδιαφερομένου ενώπιον δικαστικής ή διοικητικής αρχής, συμβολαιογράφου ή εντεταλμένου επαγγελματικού οργανισμού της χώρας καταγωγής ή προέλευσης.

Εάν ο υποβάλλων προσφορά είναι νομικό πρόσωπο, οι πληροφορίες σχετικά με τα φυσικά πρόσωπα που έχουν εξουσία εκπροσώπησης, λήψης αποφάσεων ή ελέγχου του νομικού προσώπου παρέχονται μόνο εφόσον ζητηθεί από την αναθέτουσα αρχή.

Όνοματεπώνυμο

Ημερομηνία

Υπογραφή

³ Πρόκειται για διευθυντές εταιρειών, μέλη του διοικητικού συμβουλίου ή εποπτικούς φορείς, καθώς και περιπτώσεις στις οποίες ένα φυσικό πρόσωπο κατέχει την πλειοψηφία των μετοχών.

⁴ Όπως προβλέπεται στο άρθρο 109 του δημοσιονομικού κανονισμού (ΕΕ, Ευρατόμ) αριθ. 966/2012 και στο άρθρο 145 των κανόνων εφαρμογής του δημοσιονομικού κανονισμού.

ANNEX IV

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 nd LEGAL REPRESENTATIVE <i>(if applicable)</i>	
<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 V Consortium/Grouping form

Name of applicant:

Type of Consortium or Grouping: (Please cross the relevant box) X

Permanent: Legally established: Specifically for this tender:

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

* 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.

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

ANNEX VI

Sub-contractors form

	Name(s)	Address
Applicant (person authorised to sign contract)		
Sub-contractor 1*		
Sub-contractor 2*		

* add additional lines for subcontractors if required.

As subcontractors for the tender, we confirm that we are willing to perform the tasks as specified in the Call for Expressions of Interest documentation and subsequent tender specification.

Signature: <i>Applicant</i>	
Date:	
Signature: <i>Subcontractor 1</i>	
Date:	
Signature: <i>Subcontractor 2</i>	
Date:	

ANNEX VII Document CHECKLIST

WHAT MUST BE INCLUDED IN YOUR SUBMISSION:

PLEASE TICK EACH BOX AND **RETURN THIS CHECKLIST**

TOGETHER WITH YOUR OFFER

- | | | |
|---|---|--------------------------|
| 1 | Professional information (<i>see Article 14.1</i>) | <input type="checkbox"/> |
| 2 | Proof of financial and economic capacity (<i>see Article 14.2</i>) | <input type="checkbox"/> |
| 3 | Proof of technical and professional capacity (<i>see Article 14.3</i>) | <input type="checkbox"/> |
| 4 | Legal Entity Form ⁵ (<i>Annex I</i>) <i>signed and dated</i> | <input type="checkbox"/> |
| 5 | Financial Identification Form ⁶ (<i>Annex II</i>) <i>signed and dated</i> | <input type="checkbox"/> |
| 6 | Declaration on Honour on exclusion criteria (<i>Annex III</i>) <i>signed and dated</i> | <input type="checkbox"/> |
| 7 | Declaration by Authorised Representative (<i>Annex IV</i>) <i>signed and dated</i> | <input type="checkbox"/> |
| 8 | Consortium/Grouping form (<i>Annex V</i>) <i>signed and dated - if applicable</i> | <input type="checkbox"/> |
| 9 | Sub-Contractors form (<i>Annex VI</i>) <i>signed and dated - if applicable</i> | <input type="checkbox"/> |

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

Print name:

Signature:

Date:

(of the applicant or authorised representative)

⁵ 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.

⁶ 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.