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## **OPEN CALL FOR TENDERS**

*Concluding with:*  
**Multiple Framework contracts with ‘re-opening of competition’**

**“Supporting activities in the area of electronic  
identification and trust services”**

**ENISA F-COD-16-T01**

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# **PART 1 INTRODUCTION TO ENISA**

## **1. BACKGROUND ON ENISA**

### **1.1 Introduction**

Electronic communications, infrastructure and services are essential factors, both directly and indirectly, in economic and societal development. They play a vital role for society and have in themselves become ubiquitous utilities in the same way as electricity or water supplies, and also constitute vital factors in the delivery of electricity, water and other critical services. Communications networks function as social and innovation catalysts, multiplying the impact of technology and shaping consumer behaviours, business models, industries, as well as citizenship and political participation. Their disruption has the potential to cause considerable physical, social and economic damage, underlining the importance of measures to increase protection and resilience aimed at ensuring continuity of critical services. The security of electronic communications, infrastructure and services, in particular their integrity, availability and confidentiality, faces continuously expanding challenges which relate, inter alia, to the individual components of the communications infrastructure and the software controlling those components, the infrastructure overall and the services provided through that infrastructure. This is of increasing concern to society not least because of the possibility of problems due to system complexity, malfunctions, systemic failures, accidents, mistakes and attacks that may have consequences for the electronic and physical infrastructure which delivers services critical to the well-being of European citizens.

### **1.2 Scope**

The European Union Agency for Network and Information Security (ENISA, hereinafter ‘the Agency’) was established in order to undertake the tasks assigned to it for the purpose of contributing to a high level of network and information security within the Union and in order to raise awareness of network and information security and to develop and promote a culture, of network and information security in society for the benefit of citizens, consumers, enterprises and public sector organisations in the Union, thus contributing to the establishment and proper functioning of the internal market.<sup>1</sup>

### **1.3 Objectives**

The Agency’s objectives are as follows:

- The Agency shall develop and maintain a high level of expertise.
- The Agency shall assist the Union institutions, bodies, offices and agencies in developing policies in network and information security.
- The Agency shall assist the Union institutions, bodies, offices and agencies and the Member States in implementing the policies necessary to meet the legal and regulatory requirements of network and information security under existing and future legal acts of the Union, thus contributing to the proper functioning of the internal market.
- The Agency shall assist the Union and the Member States in enhancing and strengthening their capability and preparedness to prevent, detect and respond to network and information security problems and incidents.
- The Agency shall use its expertise to stimulate broad cooperation between actors from the public and private sectors.

## **2. ADDITIONAL INFORMATION**

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

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<sup>1</sup> Regulation (EU) No 526/2013 of the European Parliament and of the Council of 21 May 2013 concerning the European Union Agency for Network and Information Security (ENISA) and repealing Regulation (EC) No 460/2004.

## PART 2 TERMS OF REFERENCE

### 1. SCOPE OF THIS TENDER

The purpose of this Call for Tenders is to provide support for the ENISA work in the area of electronic identification and trust services, throughout the years 2016-2018. ENISA envisages around 2 projects per year in this area, on specific topics.

By means of this Call for Tenders ENISA seeks to contract the services of a minimum of two (2) and maximum of four (4) service providers which can provide support in the field of electronic identification and trust services. The successful bidders should be able to demonstrate significant experience and skills in this field, with emphasis on the aspects dealt with in the annual ENISA Work Programme (which is described below).

Subject of the tender	Maximum budget
Supporting activities in the area of electronic identification and trust services	An estimated budget of <b>€240,000.00</b> over the maximum possible period of 3 years
<b>PLEASE NOTE:</b> This tender procedure is limited to tenderers which are legally incorporated in a member state of the European Union/EEA, or which have an incorporated subsidiary in one of the EU/EEA member states. (The Agreement on Government Procurement (GPA) does not apply to EU Regulatory Agencies.)	

<b>Time limit for dispatch of tenders</b>  Please note that this deadline is for the <b>dispatch</b> of offers (proven by courier receipt or postal stamp) and <b>NOT</b> for the <b>reception</b> of offers at ENISA.	<b>Thursday 14<sup>th</sup> January 2016</b> (close of business)
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## 2. EXPLANATION OF 'REOPENING OF COMPETITION' PROCEDURE

Framework contracts (FWC) will be concluded with minimum 2 and maximum 4 successful tenderers as a result of the present Open tender procedure.

During the subsequent implementation period of the FWC, for each individual project, the successful framework contractors will be invited to submit an offer. When submitting an offer for a specific contract, the framework contractor will respect the maximum prices on which basis it won the framework contract. The framework contractor may however decide to offer reduced prices for any particular specific contract. The contracting authority will choose the offer with best value for money for the project on the basis of the technical quality of the offer and the price of the services, and will conclude a specific contract with that framework contractor.

This 'Reopening of Competition' procedure will be conducted separately and independently for each project leading to a specific contract, thus ensuring that each framework contractor has an equal opportunity on each occasion to be selected as the best offer based on their technical offer.

### **e-PRIOR Supplier Portal**

DG Informatics (DIGIT) is developing under the ISA (Interoperability Solutions for European Public Administrations) programme a number of e-Procurement solutions for the European Commission and its Agencies.

The e-PRIOR Supplier Portal is accessible from anywhere through the Web to authorised Suppliers and currently hosts the following applications:

- e-Request
- e-Invoicing

ENISA is currently implementing the electronic offer submission system called '*e-Request*' specifically for the 'reopening of competition' tender procedures. It is anticipated that the successful contractors for this procedure will be required to use this *e-Request* application.

For more information an FAQ page is available from DG Informatics:

[http://ec.europa.eu/dgs/informatics/supplier\\_portal/faqs/faqs\\_en.htm](http://ec.europa.eu/dgs/informatics/supplier_portal/faqs/faqs_en.htm)

### 3. BACKGROUND INFORMATION

#### 3.1 ENISA's work in the area of electronic identification and trust services

The eIDAS Regulation<sup>2</sup> enables the use of electronic identification and trust services by citizens, businesses and public administrations, to access online services or manage electronic transactions. It supersedes Directive 1999/93/EC<sup>3</sup>, which introduced in the legal framework the concept of electronic signatures, and determined that an electronic signature may not be refused as evidence in legal proceedings solely because it is in electronic form.

With the aim of extending the clarified regulatory context to other trust services, further to electronic signatures, used in electronic transactions, the eIDAS Regulation has defined five types of trust services within the legal scope:

- Electronic signatures
- Electronic seals
- Electronic time stamps
- Electronic registered delivery services
- Website authentication

Following the publication of the eIDAS Regulation, a set of secondary and co-regulatory acts need to be published in order to provide technical guidance on how to implement the specific provisions of the eIDAS Regulation. Furthermore, for an effective materialization of the objectives of the eIDAS Regulation, such as improving customer protection in internet transactions, work needs to be conducted to raise awareness on the risks and promote the acceptance and adoption of trust services in Europe.

ENISA works to support the implementation of the eIDAS Regulation by: providing security recommendations for a correct implementation of trust services, mapping technical and regulatory requirements, promoting the deployment of qualified trust services in Europe, raising awareness for relying parties and end users on how to secure their electronic transactions using trust services, etc. Specifically, the Agency has contributed to this area since 2013<sup>4</sup>, by providing recommendations in the areas of:

- Mechanisms for reporting security breaches by the trust service providers to the competent bodies.
- Minimum security measures and good security practices for trust services providers.
- Common audit schemes for trust services providers in MS.

In 2015 ENISA has continued to support activities in this field by the following actions:

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<sup>2</sup> [http://eur-lex.europa.eu/legal-content/ES/TXT/?uri=uriserv:OJ.L\\_.2014.257.01.0073.01.ENG](http://eur-lex.europa.eu/legal-content/ES/TXT/?uri=uriserv:OJ.L_.2014.257.01.0073.01.ENG)

<sup>3</sup> <http://eur-lex.europa.eu/legal-content/EN/TXT/?uri=celex:31999L0093>

<sup>4</sup> <https://www.enisa.europa.eu/activities/identity-and-trust/trust-services/guidelines-tsp>

- Studying technological measures used by trust services.
- Review and verification against the Regulation 910/2014 of definitions used in the context of TSPs in other sources. This action will include clarification and specification of definitions used in the Regulation.
- Review and evaluation of the technologies and standards related to TSPs and eIDs (also developed under mandate M-460 and in frame of the new Regulation).

Moreover, ENISA, in collaboration with the European Commission has also launched in 2015 the creation of a forum<sup>5</sup> that brings together three communities, namely: trust service providers from the EU Trusted List, conformity assessment bodies and supervisory authorities.

#### **4. PROJECTS PLANNED FOR 2016**

It is envisaged that the following projects based on the 2016 Work Programme<sup>6</sup> in the area of eIDAS, will be tendered early in 2016 to the successful framework contractors:

- Standards related to eIDAS in the areas of electronic identification and trust services
- Security recommendations for relying parties and users of trust services

During the year, the need to carry out additional activities in the area might arise.

#### **5. AREAS OF EXPERTISE**

We expect tenderers to have expertise and knowledge on, at least, half of the following topics:

- Existing regulatory framework, at a European and national level, on electronic identification and trust services (i.e. electronic signatures, seals, time stamps, electronic delivery services and website authentication certificates).
- The eIDAS Regulation qualification model for trust services: specific requirements for qualified providers and services, conformity assessment frameworks, etc.
- International and European standards related to electronic signatures, seals and time stamps creation, validation and preservation.
- Security and interoperability (at cross border and national level) aspects of electronic identification and trust services.
- Cryptographic algorithms and protocols applied in electronic identification and trust services.
- Electronic signature creation devices: requirements, standards and certification frameworks.
- Concepts, standards and security best practices related to Public Key Infrastructures, Certificate Authorities, Certification Practices Statements, etc.
- Concepts, standards and security best practices related to the management and assurance of electronic certificates: issuance, validation, revocation, etc.
- Concepts, standards and security best practices related to website authentication certificates (i.e. TLS certificates), their integration in websites and their interaction with browsers.
- Existing attacks models, incidents and vulnerabilities related to trust services and related protocols (e.g. CA compromise, TLS attacks, etc.).

<sup>5</sup> <https://www.enisa.europa.eu/activities/identity-and-trust/trust-services/trust-services-forum-2015>

<sup>6</sup> ENISA 2016 Work Programme (Page 38-39) : <https://www.enisa.europa.eu/publications/programmes-reports/enisa-work-programme-2016>



## **6. DESCRIPTION OF TASKS & SERVICES TO BE PROVIDED**

The objectives of the consultancy services in the area of electronic identification and trust services may take but are not limited to, the following forms:

- Perform stocktaking on the topics mentioned above; relevant existing legislation, recommendations, standards and research projects.
- Analyse existing legislation in the area of electronic identification and trust services and map technical standards and recommendations to regulatory requirements.
- Analyse security aspects of trust services, from the perspective of trust service providers, relying parties and end users.
- Perform technical analysis, SWOT analysis, market analysis, etc. in the area of electronic identification and trust services.
- Draft reports and recommendations based on the findings of the aforementioned activities.
- Contribute to the identification and engagement of relevant stakeholders in the area of electronic identification and trust services (regulatory and supervisory authorities, trust service providers, conformity assessment bodies, smart card producers, browsers, etc.)
- Design and contribute to the implementation of interviews, surveys, questionnaires with relevant stakeholders on the topics mentioned above.
- Support in the validation of findings, results, good practices and recommendations with stakeholders;
- Contribute to the organisation of workshops and the drafting of minutes of the workshops;
- Update existing ENISA studies in the area of electronic identification and trust services.

The list of tasks connected to the provision of consultancy services is indicative. The successful tenderers may be required to carry out any additional service in support of the above-mentioned objectives in order to guarantee efficient and effective delivery of quality material and contribute to the achievement of ENISA Work Program objectives.

Some travelling within the EU may be deemed necessary for example to meet with stakeholders and/or attend relevant meetings. Any required travelling will be clearly specified in the individual tenders launched under this framework contract.

## **7. POOL OF EXPERTS AND EXPERT PROFILES**

The successful tenderers shall have a pool of experts available for individual assignments/tasks. The experts for individual assignments will be selected depending on their availability and experience with regard to the specific requirements related to each project. The pool shall comprise experts of both junior and senior category. You are encouraged to provide only the CVs of experts deemed relevant and experienced on the above-mentioned topics.

For this call in particular, we expect that you should include at least 4 experts; at least 2 'Senior Experts' and at least 2 'Junior Experts' (see below):

## 7.1 Junior Expert profile

The Junior Expert shall have:

- Sound knowledge of procedural and technical aspects related to electronic certificates and public key infrastructures.
- Knowledge of the European electronic identification and trust services regulatory framework (i.e. the eIDAS framework and its implementation measures).
- Minimum 2 years of professional experience in the field of trust services in at least one of the following domains:
  - Elaborating policies and/or procedures related to trust services (e.g. certificate practice statements).
  - Designing, deploying and/or operating a public key infrastructure or other relevant information systems related to trust services provision.
  - Auditing trust services providers.
  - Drafting standards or technical recommendations related to trust services.
- Very good drafting skills and ability to draft technical reports.
- Excellent communication and presentation skills.
- Advanced level in both written and spoken English (i.e. at least C1 level of the European Reference Framework).

Advantageous:

- Knowledge of EU directives, EU national laws, and international laws concerning network and information security and personal data protection.
- Advanced studies in the area of network and information security.
- Professional certifications in the area of network and information security.
- Interdisciplinary knowledge of areas related to NIS (e.g. economic and societal issues, awareness raising, etc.).
- Participation to working groups, industry groups, or presentation in conferences, in the area of electronic identification and trust services.

## 7.2 Senior Expert profile

The Senior Expert shall have:

- Sound knowledge of procedural and technical aspects related to electronic certificates and public key infrastructures.
- Knowledge of the European electronic identification and trust services regulatory framework (i.e. the eIDAS framework and its implementation measures).
- Minimum 5 years of professional experience in the field of trust services, with at least 2 years' experience as a project manager, in at least two of the following domains:
  - Elaborating policies and/or procedures related to trust services (e.g. certificate practice statements).
  - Designing, deploying and/or operating a public key infrastructure or other relevant information systems related to trust services provision.
  - Auditing trust services providers.

- Drafting standards or technical recommendations related to trust services.
- Project management skills and experience as team leader;
- Excellent drafting skills and ability to draft technical reports.
- Excellent communication and presentation skills.
- Advanced level in both written and spoken English (i.e. at least C1 level of the European Reference Framework).

Advantageous:

- Knowledge of EU directives, EU national laws, and international laws concerning network and information security and personal data protection.
- Advanced studies in the area of network and information security.
- Professional certifications in the area of network and information security.
- Interdisciplinary knowledge of areas related to NIS (e.g. economic and societal issues, awareness raising, etc.).
- Participation to working groups, industry groups, or presentation in conferences, in the area of electronic identification and trust services.
- Management of working groups, industry groups, or participation to technical committees of conferences.

## 8. CONTENT AND PRESENTATION OF THE TECHNICAL OFFER

The Tenderer should submit a **Technical Offer** containing relevant documents and information which enables ENISA to assess its quality and compliance with the specifications above (the technical description).

The Technical Offer shall include the following:

- Presentation of tender proposal;
- Evidence demonstrating expertise in the fields covered by this call for tender;
- Management practices, planning and resource allocation to tasks and experts;
- Project management method that will be used for projects under this framework contract, explaining how possible projects would be carried out efficiently and effectively;
- The procedure for the provision of consultants (e.g., backup solutions etc.);
- In the case of a tender being submitted by a consortium, a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them;
- A description of sub-contracting arrangements foreseen, if any, with a clear indication of the tasks that will be entrusted to a sub-contractor and the quality assurance methods to be used in relation to these tasks. A statement by the tenderer guaranteeing the eligibility of any sub-contractor shall be included as well, in case the subcontractor/s are not known at the moment of the tender submission.

In addition to the above the tenderer must provide the information concerning subcontracting as requested in Part 3; article 1.5.

## 9. CONTENT AND PRESENTATION OF THE FINANCIAL OFFER

The Financial offer must be drawn up using the **Financial Offer form (see Annex IV)**.

Prices must be quoted in **EURO** and include all expenses necessary to perform the contract.

These prices must be a flat rate and include all administrative costs, with the exception of reimbursable costs in relation to travel and overnight stays away from your principal place of business if requested as part of the 'Request for offers'. These costs will be reimbursed as follows:

Travel by air will be reimbursed based on return economy tickets. Travel by train or coach will be reimbursed on the basis of a second class ticket. These approximate costs will be provided as part of the contractor's proposal following a 'Request for offers' by ENISA.

Any costs incurred during approved business trips such as travel costs and subsistence allowances for overnight stays will be reimbursed based on the *per diem* rates published by the European Commission for the actual dates of the trip. *Per diems* cover accommodation, meals, local travel at the place of the meeting and sundry expenses. Please, refer to the following link for actual rates of reimbursement:

[http://ec.europa.eu/europeaid/work/procedures/implementation/per\\_diems/index\\_en.htm](http://ec.europa.eu/europeaid/work/procedures/implementation/per_diems/index_en.htm)

Any other costs which may be necessarily incurred will be reimbursed as appropriate, following prior agreement between both ENISA and the contractor, in accordance with the special provisions which will be defined in each Specific Contract.

## 10. TENDER RESULT AND ESTIMATED CONTRACT VALUE

The estimated overall maximum contract value without this being binding for ENISA cannot exceed **two hundred and forty thousand Euros (€ 240,000.00)** over a maximum possible period of 3 years.

It is important to note that the amounts stated above apply to **all** framework contracts signed under the 'multiple framework contracts' system in total and not for each framework contract. There will be a minimum of two and a maximum of four framework contracts signed, provided that there are a sufficient number of admissible tenderers that meet the award criteria following the evaluation of offers.

*(Please note that in the case where this contract is consumed faster than foreseen and depending on budget availability, the maximum amount stated above can be increased by up to 50%, being fully in accordance with the Rules of Application (RAP) implementing the EU Financial Regulation (FR).*

## 11. 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.

## **12. MARKING OF SUBMITTED DOCUMENTS**

The tenderer SHOULD NOT mark tender documents (for e.g. the header or footer) with any of the following words: RESTRICTED, CONFIDENTIAL, SECRET or TOP SECRET. If the tenderer considers that such markings are required, a prior approval from the ENISA Procurement office should be attained BEFORE sending the tender documents. The tenderer should be aware that the information sent to ENISA for procurement purposes is handled in accordance with the governing rules for EU Public Procurement and the EU Financial Regulation framework.

## **13. PRICE**

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

## **14. PRICE REVISION**

Price revision does not apply to this tender procedure.

## **15. 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.

## **16. 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.

## **17. PROTOCOL ON PRIVILEGES AND IMMUNITIES OF THE EUROPEAN COMMUNITIES**

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

## 18. PAYMENT ARRANGEMENTS

Payments under the Contract shall be carried out within 60 days of submission of an invoice accompanying the final report or deliverable based on the conditions set out in the draft contract. One single payment will be made after receipt and approval of the deliverables by ENISA. An invoice must specify the specific deliverables covered. A note that accompanies the final deliverables must present the resources used for each of the deliverables presented. Time sheets should be submitted as appropriate

## 19. CONTRACTUAL DETAILS

A Framework Service Contract will be proposed to the successful candidates. Selection of candidates and / or signature of the Framework Service Contracts 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 once for a maximum of two years.

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

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

Execution of the Framework Contracts will be performed via Specific Contracts following the 'Re-opening of Competition' procedure.

## 20. PROVISION OF SERVICES - Re-opening of Competition

At the conclusion of this tender procedure, at least 2 and up to 4 contractors will be awarded multiple framework contracts. These contractors will then be eligible to bid for specific future projects based on the 'Re-opening of Competition' procedure which is explained below:

- ENISA launches a 'Request for Offers' (tender procedure) on a specific subject matter to each of the contractors awarded a framework contract. The offer shall only consist of a technical offer and will not require any administrative paperwork or proof of economic stability to be re-submitted.
- The Framework Contractors respond typically within 10 - 14 working days with a detailed technical offer. This offer will contain all aspects regarding:
  - Technical content relevant to the specific subject matter
  - Experts offered (*they should be from the pool of experts already offered but an alternative can be offered in exceptional circumstances which are well documented*)

- A project plan
  - Proposed duration of consultancy in person-days
  - Cost
- ENISA will evaluate all offers received by the closing date for reception of offers. A Specific Contract will be awarded to the best offer in terms of the following award criteria:

Quality:

- Compliance with the technical description: 50%
- Quality of the proposal to provide the requested services: 50%

Price:

Number of person-days and price per person-day required to complete the project (*can be lower but NOT higher than prices given in original tender*)

$$PB = (\text{Person-days} \times \text{person-day price})$$

The Quality/Price ratio will be set at 70/30.

For each Specific Contract the contractor will designate a Project Manager. The Project Manager will be responsible for overall management of the assignment, the timely completion of the activities and the quality and timely delivery of technical reports.

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

## PART 3 TENDER SPECIFICATIONS

### 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> January 2016** 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> January 2016** 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 70013 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. <b>ENISA F-COD-16-T01</b>
<b>“Supporting activities in the area of electronic identification and trust services”</b>
NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE <b>25<sup>th</sup> JAN 2016</b>
TENDERED BY: <YOUR COMPANY NAME>

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

OPEN CALL FOR TENDER NO. <b>ENISA F-COD-16-T01</b>
<b>“Supporting activities in the area of electronic identification and trust services”</b>
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE <b>25<sup>th</sup> JAN 2016</b>
TENDERED BY: <YOUR COMPANY NAME>

## 1.3 Identification of the Tenderer

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

#### **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 20% 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.

#### **1.4 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).

#### **1.5 Price**

Fixed prices expressed in Euro must be included in the Tender. The contract prices shall be firm and not subject to revision.

#### **1.6 Language**

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

#### **1.7 Opening of the Tenders**

The public opening of received tenders will take place on **25<sup>th</sup> January 2015 at 11:00am** at ENISA Building, Science and Technology Park of Crete, GR - 70013 Heraklion, Greece.

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

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

### **2.1 Reasons for Exclusion**

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

- a) They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or
- b) Are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- c) They have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;

- d) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- e) They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- f) They have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- g) Following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

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

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

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

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

See last paragraph point 2.1.

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

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

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

### 3. SELECTION CRITERIA

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

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

#### 3.1 Professional Information

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

#### 3.2 Financial and Economic Capacity

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

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

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

- (b) A statement of the average turnover of the last two (2) financial years for which accounts have been closed. The **minimum annual average turnover** of the tenderer shall be of **40,000.00 EUR**. 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 40,000.00 EUR.

If for some exceptional reason which the Contracting Authority considers justified, the tenderer is unable to provide the documentary evidence requested above, he may prove his economic and financial capacity by any other means which the Contracting Authority considers appropriate, but only following a request for clarification before the tender expiry date.

#### 3.3 Technical and professional capacity criteria and evidence

These criteria relate to the Tenderer's or subcontractor's skill, efficiency, experience, reliability and similar circumstances. Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract by providing the following documentation:

##### a) Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove its experience in the field of electronic identification and trust services with at least four projects delivered in this field in the last five years, each with a minimum value of € 20,000.00.

- The tenderer must prove experience of working and drafting reports in the English language with at least four projects delivered in this field in the last five years, showing the necessary language coverage.
- The tenderer must prove experience in one or more of the following as deemed relevant to the area of expertise the subject of this tender; survey techniques, data collection, statistical analyses and drafting reports and recommendations.

Please note that your list of previous projects in the fields of expertise mentioned above can be from a wide cross-section of organisations including private industry, commercial enterprises and academia as well as with public or governmental organisations.

**b) Criteria relating to the team delivering the service:**

The team delivering the service should include, as a minimum, the following profiles:

**Junior Expert profiles**

As per minimum requirements listed in Part 2 Article 7.1

**Senior Expert profiles**

As per minimum requirements listed in Part 2 Article 7.2

**c) Evidence:**

The following evidence should be provided to fulfil the above criteria:

- Details of the structure of the organisation
- List of services (relevant to the area of electronic identification and trust services) provided in the past five years, with sums, dates and recipients, public or private.
- The educational and professional qualifications of the experts who will provide the services for this tender (CVs), including the management staff. Each CV provided should indicate their intended function in the delivery of the service.

## 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.

No	Qualitative award criteria		Weighting (max. points)
1.	Organizational and methodological quality of the offer	Quality of the offer in terms of proposed methodology, completeness, conciseness and clarity.	25/100
2.	Technical quality of the offer	Quality of the offer in terms of technical understanding of the services required.	25/100
3.	Quality control measures	Quality control system applied to the deliverables, language quality check, and risk management measures.	25/100
4.	Quality of relevant experience of the company	Quality of experience of the company in the areas of electronic identification and trust services.	25/100
<b>Total Qualitative Points (QP)</b>			<b>100</b>

### Minimum attainment per criterion

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

### Minimum attainment overall

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

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



## 4.2 Price of the Offer

The Financial Offer form (Annex IV) contains four (4) price boxes which shall be completed with a monetary amount by the tenderer.

**PS = (P1 + P2)** will then be used in the price formula as shown below

**PJ = (P3 + P4)** will then be used in the price formula as shown below

**Please note:** If any price box is left blank by the tenderer then the Financial Offer will be considered to be invalid and will be eliminated from further evaluation.

The following sub-weightings shall be applied to the above prices:

Senior Experts price	70 %
Junior Experts price	30 %

$$PP = (A / PS \times 0,70) + (C / PJ \times 0,30)$$

where

**A** - is the best price of all bidders for person/day rates for Senior Expert

**PS** - is the price for a single bidder for person/day rates for Senior Expert

**C** - is the best price of all bidders for person/day rates for Junior Expert

**PJ** - is the price for a single bidder for person/day rates for Junior Expert

## 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 (70%) and the price (30%)**. The following formula will be used:

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

Where;

**QP** = Qualitative points

**PP** = Price points

**TWP** = Total weighted points score

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

## 6. PAYMENT AND STANDARD CONTRACT

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

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

## 7. VALIDITY

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

## 8. LOTS

This Tender is 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

A Framework Service Contract will be proposed to the selected candidates. A draft copy of which is included as Annex V to this tender.

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

## 12. SPECIFIC INFORMATION

### 12.1 Timetable

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

Title: “**Supporting activities in the area of electronic identification and trust services**”

#### **ENISA F-COD-16-T01**

#### **Summary timetable comments**

Launch of tender - Contract notice to the Official Journal of the European Union (OJEU)	<b>17<sup>th</sup> November 2015</b>	
Deadline for request of information to ENISA	7 <sup>th</sup> January 2016	
Last date on which clarifications are issued by ENISA	8 <sup>th</sup> January 2016	
Deadline for submission of offers	<b>14<sup>th</sup> January 2016</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	25 <sup>th</sup> January 2016	At 11:00 Greek time
Date for evaluation of offers	TBA	At 10:00 Greek time
Notification of award to the selected candidate + 10 day standstill period commences	Early Feb 2016	Estimated
Contract signature	Mid - late Feb 2016	Estimated
Commencement date of activities	As per tender	Estimated
Completion date of activities	As per tender	Estimated

## ANNEX I

### **Legal Entity Form**

The specific form for;

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

is available for download in each of the 24 official languages at the following address:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](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 tender offer documentation.*

## ANNEX II

### **FINANCIAL IDENTIFICATION FORM**

(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 24 official languages is available for download at the following address:

[http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)



#### **FINANCIAL IDENTIFICATION**

PRIVACY STATEMENT

[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)

##### **ACCOUNT NAME**

ACCOUNT NAME

ADDRESS

TOWN/CITY

POSTCODE

COUNTRY

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

CONTACT

TELEPHONE

FAX

E-MAIL

##### **BANK**

BANK NAME

BRANCH ADDRESS

TOWN/CITY

POSTCODE

COUNTRY

ACCOUNT NUMBER

IBAN

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

REMARKS:

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE  
(Both obligatory)

DATE + SIGNATURE OF ACCOUNT HOLDER  
(Both 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>7</sup> over the above-mentioned legal entity are not in the situations referred to in b) and e) above;

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

<sup>7</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

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

➤ acknowledges that *[the above-mentioned legal person][he][she]* may be subject to administrative and financial penalties<sup>8</sup> if any of the declarations or information provided prove to be false.

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

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

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

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

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

.....  
Full name

.....  
Signature

.....  
Date

<sup>8</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:

### Supporting activities in the area of electronic identification and trust services

F-COD-16-T01

	Consultancy Service fees	
	HALF 'person-day' (4 hours)	FULL 'person-day' (8 hours)
Senior Expert	€  P1	€  P2
Junior Expert	€  P3	€  P4

Please provide your prices for each blank box as shown above. **You must fill in all four (4) price boxes.** Failure to complete all price boxes will result in your financial offer being declared invalid.

*I the tenderer declare that this Financial Offer form has been completed without leaving any box blank.*

**Print name:**  
*(of the Tenderer or authorised representative)*

**Signature:**

**Date:**



## **ANNEX V**

### **Model Framework Service 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>9</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>9</sup> Must be a legally constituted representative of the tendering entity otherwise the tender signature is invalid

## ANNEX VII Consortium form

Name of tenderer:

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

Permanent: ☐ Legally established: ☐ Ad-hoc: 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.

	Signature:	Date:
<b>Leader of consortium</b>		
<i>Partner 1</i>		
<i>Partner 2</i>		
<i>Partner 3...etc.</i>		

## 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.

	Signature:	Date:
<b><i>Tenderer</i></b>		
<i>Subcontractor 1</i>		
<i>Subcontractor 2</i>		
<i>Subcontractor 3</i> <i>...etc.</i>		

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