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## **OPEN CALL FOR TENDERS**

### ***Tender Specifications***

# **“Towards a Digital Single Market for NIS products and services”**

**ENISA D-COD-16-T02**

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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

### A. SCOPE OF THIS TENDER

Within the framework of this Open tender procedure, ENISA would like to find a suitably qualified contractor to provide the services as stipulated in the Terms of Reference outlined below.

Subject of the tender	Maximum budget
Towards a Digital Single Market for NIS products and services	€ 50,000.00
<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>Monday 20<sup>th</sup> January 2016</b> (close of business)
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## 1. GENERAL DESCRIPTION OF THE REQUIRED SERVICES

### 1.1 Digital Single Market (DSM)

The Digital Single Market<sup>2</sup> aims at harmonising the European Union (EU) markets regarding digital services. Adopted in May 2015, the DSM includes 16 initiatives to be delivered by the end of 2016.

The DSM strategy is built on three pillars:<sup>3</sup>

- 1) **Access:** better access for consumers and businesses to digital goods and services across Europe;
- 2) **Environment:** creating the right conditions and a level playing field for digital networks and innovative services to flourish;
- 3) **Economy & Society:** maximising the growth potential of the digital economy.

The DSM focuses on how digital services can benefit to the European Union's society and economy, by breaking barriers to better profit from the online world and by increasing the availability of cross-border services.

The European Commission has the objectives to generate "€415 billion in additional growth, hundreds of thousands of new jobs, and a vibrant knowledge-based society".

### 1.2 Network and Information Security (NIS) Products and Services

NIS Products and Services can take several forms (software, hardware, information exchange...). Some objectives of NIS Products and services can be to:

- Protect digital and physical assets from cyber threats;
- Enhance the awareness and preparedness level;
- Ensure availability, privacy and integrity...

In the EU, the market for NIS Products and Services is diverse. They cover specific areas (e.g. Cloud security) or more generic ones (e.g. firewall, antivirus). They can apply to individual, Small and Medium Enterprises (SMEs), as well as, to larger organisations, from both public and private sector.

Moreover, providers of NIS Products and Services in the EU are not all EU-based. Indeed there are several important market players from non-EU countries.

The Digital Single Market offers the opportunity for NIS Products and Services produced in Europe to grow in the EU market. This opportunity shall bring benefits to security providers as well as non-NIS areas, by promoting security as an added-value service.

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<sup>2</sup> <http://ec.europa.eu/digital-agenda/en/digital-single-market>

<sup>3</sup> [http://ec.europa.eu/priorities/digital-single-market/docs/dsm-communication\\_en.pdf](http://ec.europa.eu/priorities/digital-single-market/docs/dsm-communication_en.pdf)

## 2. OBJECTIVES AND TASKS

### Objectives

In this study ENISA will assess the current NIS market in the EU from an economic and technical point of view, identify 5 sectors where EU players have certain market advantage over non-EU players and analyse the reasons for this. Also the study will identify 5 sectors where EU players do not have a significant advantage and will assess the reasons for it.

For information, the European Commission (DG CNECT) is currently managing a project analysing the “Cybersecurity Industry Market Analysis” in order to assess the strength and weaknesses of EU cyber security industry with the non-EU one. This project shall be complementary with a focus on NIS products and services.

The objectives of this project are the following:

- Understand the current market of NIS Products and Services and selected areas of application in the EU MS and EFTA nations. The focus will emphasize the European Market, even in the case where NIS Products and Services are from non-EU providers.
- Identify 5 NIS sectors where EU players have certain market advantage over non-EU players and analyse the reasons for this. Also the study will identify 5 sectors where EU players do not have a significant advantage and will assess the reasons for it.
- Drawing from the lessons learnt from the previous tasks propose recommendations to EC and Member States in order to enable NIS Products and Services to benefit from the Digital Single Market.

### Target Audience and validation

The target audience of this project comprises the European Commission, Member States of the European Union and EFTA nations as well as the private sector.

Validation of the results of the project will be performed throughout 2 workshops organised by ENISA during the course of the project. These workshops will gather NIS providers, actors of key areas of the DSM and policy makers to debate about the results. **The costs of participation to these workshops is out of the scope of this tender.**

The objectives of this tender are organised into the following tasks:

#### **2.1 TASK 1: The status of the NIS sector in the European Union**

In this task the contractor shall collect information by performing a desk research of the available literature. In parallel the contractor together with ENISA shall identify key experts from public and private sector and engage them in the study (e.g. via participation to interviews/workshops, validating the results of the study). These key experts shall be diverse in nationality, size, maturity and sectors of activity.

Examples of stakeholders list should be included in the offer the contractor will submit.

The outcome of this task shall lead to a mapping of the current NIS market in the EU and its application to key areas of the DSM. The outcome shall take the perspective of a market analysis and integrate economic, technical, geographical and societal perspectives.

For this task the contractor shall:

1. Identify key areas of the DSM which would benefit from the use of NIS Products and Services.
2. Identify and classify NIS products and services.
3. Map the identified NIS product and Services with key areas from the DSM. This mapping shall present the current usages of the identified types of products per key area.

The outcome of the desk research will specify the key areas chosen.

## **2.2 TASK 2: Evaluation of stakeholders' needs**

In this task the contractor shall collect input from the identified stakeholders through interviews. For that purpose, the contractor shall develop a questionnaire to validate the findings of Task 1 (example: types of products, applications per key areas...).

The outcome of this task shall lead to the validation of Task 1 and the highlight of NIS products and services where EU is leading vs non-EU markets (top 5) and where EU is lagging behind non-EU markets (bottom 5) in the context of the DSM.

For this task the contractor shall:

1. Develop a questionnaire to validate task 1 and collect inputs on current challenges, successes and opportunity growth for the NIS market in the context of the DSM.
2. Identify the key parameters and characteristics that make EU NIS products and services successful or non-successful on the market (e.g. business model, ease of use...)
3. Interview relevant stakeholders from NIS Product and Services companies, policy makers and regulators in Member States and European Commission, and other actors from the private sector in key areas of the DSM.
4. Analyse and validate which (combination of) parameters and characteristics make EU NIS products and services successful or non-successful on the market.
5. Provide the minutes of all interviews.

For performing this task the contractor would need to identify through Task 1, relevant stakeholders to perform the interviews. ENISA will also mobilise its network of contacts and institutional bodies (i.e. PSG, MB and NLOs) to identify relevant experts that could possibly help the contractor to enrich his/her list of identified experts/stakeholders.

The survey and the analysis shall classify the top 5 and bottom 5 products as well as their associated parameters and characteristics.



### 2.3 TASK 3: Final Deliverable FD – Towards a Digital Single Market for NIS products and services

In this task the contractor shall, based on previous tasks, generate an overview of the current characteristics or parameters that make EU Products and Services successful or non-successful in the market, compared to their non-EU counterpart.

The contractor shall issue guidelines (lessons learned and good practices) and provide recommendations to foster economic growth of EU NIS products and services in the context of the DSM.

For that purpose, the contractor shall:

1. Consolidate previous findings
2. Integrate findings in a final deliverable
3. Propose recommendations to enable EU NIS Products and Services to be successful (*i.e.* maintain their position in the top 5 / improve their position from bottom 5).

ENISA will fully support the contractor in the different subtasks. The contractor shall collaborate closely with ENISA throughout the elaboration of the study and agree on the chosen solutions.

### 2.4 TASK (on-going) Project management

We expect the prospective contractor to carry out appropriate project management, and to adopt a sound planning of time and resources, according to proven expertise and prior knowledge of the subject.

We expect the prospective contractor to interact with ENISA staff regularly and to provide progress reports on a regular basis. The prospective contractor will need to send to ENISA a brief **monthly progress report** explaining the status of tasks in the planning and issues if any. The prospective contractor is expected to discuss progress with ENISA in a virtual meeting (conference call) on a **bi-weekly** basis and provide the minutes of these calls.

The prospective contractor is expected to submit, prior to the kick-off meeting, a detailed Gantt chart, describing the project plan in more detail. These will be discussed with ENISA in the kick-off meeting before confirmed as final.

The Gantt charts and related documentation should include:

- Scheduling of all tasks and activities within objectives and their respective tasks
- Identification of milestones and critical activities
- Identification of possible risks and suggestions to mitigate them
- Quality assurance and peer review measures to ensure high quality results
- Detailed information on the expertise of the prospective contractors on the tasks and topics of this tender including references to previous relevant projects,
- Detailed justification for subcontracting tasks or parts of them. In that case, ENISA requires additional information on the:
  - Tasks undertaken by the sub-contractor

- Expertise of the prospective contractor and its experts
- Resources allocated to him/her
- Co-ordination mechanisms among the prime and the sub-contractors
- Risk management method in case of delayed and/or low quality delivery of sub-contractor's outcomes
- Official statement of overall responsibility for the whole project and its results by the prime contractor
- Proposal for a peer-review by a native English speaker

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

- Monthly progress report on current activities (as they defined in the Gantt chart) information on the progress achieved, next steps, possible risks affecting project, and risk mitigation measures
- Early warning reports, at any time, if emerging risks threaten key milestones of the project and when the Agency needs to either be informed or take a decision
- Minutes from the bi-weekly teleconferences with ENISA staff on the progress of the project and its tasks.

It is expected that the prospective contractor performs a first level of proof-reading before transmitting any document to ENISA.

At least the following communication with the Prospective contractor is expected:

- Regular video or teleconferences via Skype Business or Adobe Connect (bi-weekly or at more frequent intervals to be agreed upon) on the progress achieved.
- Monthly progress reports (template provided by ENISA).
- For all meetings, the contractor sends all relevant documents at least 24 hours before the time of the meeting.
- After interviews and meetings, the contractor sends the meeting minutes to the ENISA project manager within one week (7 days).

### **3. EXPECTED SKILLS**

The performance of the abovementioned activities requires professionals that have good academic and professional multi- disciplinary knowledge and experience of all or a subset of the following fields:

- Excellent knowledge and experience in the field of market analysis, economy, marketing strategy.
- Excellent knowledge and experience in the field of network information security, in particular regarding NIS products and services.
- Good knowledge and experience on NIS-related matters (usage, support, development, deployment, marketing...)
- Knowledge of data collection and validation methods, statistical analysis;

- Good professional experience to produce clear and understandable text equipped with graphical elements;
- Excellent project management skills including quality assurance;
- Excellent communication and presentation skills;
- Proficient in both written and spoken English.

Advantageous:

- Knowledge of EU directives, EU and national laws, and international laws concerning network and information security (NIS) and economy. More specifically laws and secondary laws relevant to the usage of NIS products and services in various sectors of the economy.

#### 4. DURATION AND DEADLINES

The Prospective contractor is required to make a proposal in their tender for the time schedule of the activities in order to carry out the project (e.g. including a Gantt chart). In its offer the Prospective contractor should indicate the estimated amount of person days required to accomplish all tasks associated with this Call for Tenders.

The duration of this work is foreseen between **start of March 2016 and the 31<sup>st</sup> October 2016**.

More specifically, assuming the objectives described in article 2 “Objectives and Tasks” will be part of the final project plan (X = contract signature date):

- Task 1 should be finished X + 3 months (start June 2016)
- Task 2 should be finalized no later than X + 4 months (start July 2016)
- Task 3 must be finalized no later than mid-August 2016 with the first draft of the final deliverable available for review no later than 22<sup>th</sup> August 2016 and final draft deliverable available **for review by ENISA by the 30<sup>th</sup> of September 2016**.

#### 5. LIST OF DELIVERABLES

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

The following milestones and deliverable are expected:

- Exposé: an outline of the final deliverable
- Draft deliverable: A preliminary version of the final deliverable that will be used for reviews.
- FINAL DELIVERABLE (FD): The full report.

English is the language to be used for all the documents (interim and final reports, project management reports etc.) produced.

## 6. PLACE OF EXECUTION OF THE ACTIVITIES AND COMMUNICATIONS

The execution of the activities will take place at the Contractor's premises. Network based collaborative tools (i.e. videoconferencing) will be used as working methods. No physical meetings are envisaged for this project.

It should be mentioned that the costs of potential business trips –if any was needed - should be included in the total offer. ENISA will not additionally reimburse the contractor for travel and subsistence related expenses.

## 7. TENDER RESULT AND ESTIMATED CONTRACT VALUE

The result of the evaluation of tenders will be the awarding of a Service Contract. The total estimated budget cannot exceed **50,000.00 Euros (fifty thousand Euros)** covering all tasks executed and including all costs.

## 8. CONTENT AND PRESENTATION OF THE TECHNICAL OFFER

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

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

- The technical offer should explain the general approach to this tender and more specifically to the detailed tasks mentioned. The tenderer should provide some ideas about the content of the required deliverable.
- The technical offer should provide its project management methods and its project plan, including a Gantt chart which describes scheduling of all tasks and activities within objectives, milestones and critical activities.
- The technical offer should describe who will carry out which activities, and how many person days will be allocated.
- The technical offer should describe project risks and provide suggestions to mitigate these risks.
- Short CV's of the experts that will be allocated to the project focussing on their experience and expertise in the areas covered by the study.
- If applicable, the contractor should also provide justification for subcontracting,

### Important Note:

**Page limit technical offer:** The total number of pages of the technical offer should not exceed 15 pages including the Gantt chart. Detailed information on the skills and expertise of experts, their detailed CVs, et cetera, are excluded from this page limit.

- Description of the skills of the prospective contactor
  - The Tenderer will have to present its compliance with the expected skills as described in the relevant section.
- Description of the deliverables
  - The deliverables must be presented as requested in the article entitled “Deliverables”
  - The approach and method to perform the tasks and ensure the quality of the deliverables (stakeholders involved, reasoning behind, interesting use cases to study, reasoning why etc.).
  - Examples of previous related works, specifically on market analysis for NIS projects, economic impact of NIS projects.
  - A full list of all related projects and activities that the contractor has undertaken in the past.
- The prospective contractor is expected to provide insights in the methodology (approach) chosen in order to reach the objectives of the project described above in article “Objectives and tasks”. In particular:
  - Details on the methodologies to evaluate market shares, economic aspects...
  - Details on the methodologies to identify the key areas of the Digital Single Market.
- Management of provision of services
  - Project Management: a close description of the project management method used including quality assurance is required. Breakdown of tasks; milestones definition; assignment of experts to tasks and person days to tasks should be presented in a Gantt chart, included in the offer
  - At the kick off meeting, the project plans will be confirmed as final
  - The prospective contractor must also identify possible risks to the project and propose mitigation measures
  - Interaction with ENISA staff and external experts, and provide regular management reporting. This will ensure the punctual delivery of good quality results of this project and on budget
- In addition the tenderer is expected to highlight / explain
  - Availability and ability of the tenderer to respond: prompt availability of resources is required within the specified delivery timeframes. Additionally, any ancillary or support resources, such as a network of associates to support the scope of this Call for Tenders must be clearly stated
- Short CV's of the experts that will be allocated to the project focussing on their experience and expertise in the areas covered by the study.
- If applicable, the contractor should also provide justification for subcontracting,

## 9. CONTENT AND PRESENTATION OF THE PRICE OFFER

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

## 10. 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**.

## 11. PRICE REVISION

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

## 12. 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.

## 13. 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.

## 14. 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.

## 15. 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.

## 16. CONTRACTUAL DETAILS

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

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

## PART 3 TENDER 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 your tender no later than **20<sup>th</sup> January 2016** either by:

- a) **Express courier or Registered post**. 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 EET (Greek Time)** on **20<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.

\*All submissions shall be accompanied by an **electronic copy** of the Technical offer including CVs and supporting documents in .pdf format. This electronic copy shall be stored on a physical medium i.e.CD/DVD/USB stick etc.

**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, 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 D-COD-16-T02</b>
<b>“Towards a Digital Single Market for NIS products and services”</b>
NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE <b>2<sup>nd</sup> FEB 2016</b>
TENDERED BY: <YOUR COMPANY NAME>

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

OPEN CALL FOR TENDER NO. <b>ENISA D-COD-16-T02</b>
<b>“Towards a Digital Single Market for NIS products and services”</b>
NOT TO BE OPENED BY THE OPENING COMMITTEE BEFORE <b>2<sup>nd</sup> FEB 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 a **Declaration by Authorised Representative (Annex VI)** must also be completed for internal administrative purposes.

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

### a) For private entities:

- A legible copy of the instrument of incorporation or constitution, and a copy of the statutes, if they are contained in a separate instrument, or a copy of the notices of such constitution or incorporation published in the national or other official journal, if the legislation which applies to the Tenderer requires such publication.



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

**b) For Individuals:**

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

**c) For Public Entities:**

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

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

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

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

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

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

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

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

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 participation of an ineligible person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

#### **1.5 Subcontracting**

In well justified cases and subject to approval by ENISA, a contractor may subcontract parts of the services. The 'Sub-contractors Form' (Annex VIII) must be completed and submitted with your offer.

Contractors must state in their offers what parts of the work, if any, they intend to subcontract, and to what extent (% of the total contract value), specifying the names, addresses and legal status of the subcontractors.

The sub-contractor must not sub-contract further.

Sub-contractors must satisfy the eligibility criteria applicable to the award of the contract. If the identity of the intended sub-contractor(s) is already known at the time of submitting the tender, all sub-contractors must provide the required evidence for the exclusion and selection criteria.

If the identity of the sub-contractor 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 sub-contractor is given, the work will be assumed to be carried out directly by the bidder.

#### **1.6 Signatures of the Tender**

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

### **1.7 Total fixed price**

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

### **1.8 Language**

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

### **1.9 Opening of the Tenders**

The public opening of received tenders will take place on **2<sup>nd</sup> February 2016 at 10:30am** 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 country of establishment.

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

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

- a) Copy of the financial statements (balance sheets and profit and loss accounts) for the last two (2) financial years for which accounts have been closed, where publication of the accounts is required under the company law of the country in which the economic operator

is established. In case of a consortium, each consortium member shall present their financial statements.

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

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

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

### **3.3 Technical and professional capacity**

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 experience in the field of Network Information Security (NIS) related to economic and market analysis with at least 2 projects/deliverables delivered in this field in the last three years, to any relevant customer (including ENISA). Each contract/deliverable should be for a minimum of € 20,000.00.
- The tenderer must prove experience of working in the English language with at least 3 projects delivered in the last three years showing the necessary language coverage.
- The tenderer must prove capacity to draft reports in English
- The tenderer must prove experience of working in EU countries with at least 2 projects delivered in the last three years.
- 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, economic and market studies, and drafting reports and recommendations.

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

- A curriculum vita of the Tenderer, as well as of all members of the Tenderer's team, shall be included, in which the Tenderer shall refer to the skills and experience required (in line with Part 2 – Art 3 - Expected Skills):
- Their technical knowledge and experience in the relevant technical areas (including references to projects similar to the one proposed in this tender);
- Their management capability (including, but not limited to, project management in a European context and quality assurance).

**c) Evidence:**

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

- Details of the structure of the organisation
- List of relevant services provided in the past three years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the consultants 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.	<b>Technical compliance</b>	Compliance with the technical descriptions (Part 2 of this document)	30
2.	<b>Quality and accuracy of content and structure</b>	Quality of the proposal and accuracy of the description to provide the requested services	25
3.	<b>Project Team</b>	Composition of project team (ratio senior/juniors), relevant experience of the team, work flows and review cycles of the output, direct involvement of senior staff, and distribution of tasks amongst experts; quality reviews of deliverables.	25
4.	<b>Methodology</b>	Selected methodology and project management	20
<b>Total Qualitative Points (QP)</b>			<b>100</b>

##### **Minimum attainment per criterion**

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

#### **Minimum attainment overall**

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

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

#### **4.2 Price of the Offer**

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

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

Offers exceeding the maximum price set in Part 2; Article 7 will be excluded. The cheapest offer will receive the maximum points and the rest of the candidate's offers will be awarded points in relation to the best offer as follows

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

Where;

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

#### **5. AWARD OF THE CONTRACT**

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

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

Where;

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

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

## **6. PAYMENT AND STANDARD CONTRACT**

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

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

## **7. VALIDITY**

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

## **8. LOTS**

This Tender is 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 Service Contract will be proposed to the selected candidate. 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.***



## 12.1 Timetable

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

Title: **“Towards a Digital Single Market for NIS products and services”**

**ENISA D-COD-16-T02**

### Summary timetable comments

Launch of tender - Contract notice to the Official Journal of the European Union (OJEU)	<b>23<sup>rd</sup> November 2015</b>	
Deadline for request of information from ENISA	13 <sup>th</sup> January 2016	
Last date on which clarifications are issued by ENISA	14 <sup>th</sup> January 2016	
Deadline for submission of offers	<b>20<sup>th</sup> January 2016</b>	In case of hand-delivery: 17:00 EET (Greek time). This deadline is fixed for the receipt of the tender in ENISA's premises.
Opening of offers	<b>2<sup>nd</sup> February 2016</b>	At 10:30 Greek time
Date for evaluation of offers	<b>TBA</b>	At 10:00 Greek time
Notification of award to the selected candidate and 10 day standstill period commences	Mid-February 2016	Estimated
Contract signature	Late February 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 either a;

- 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**

#### **- SPECIMEN FOR THE TENDERER -**

(to be completed by the Tenderer)

The Tenderer's attention is drawn to the fact that this document is a sample only, and a specific form in each of the 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)

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

## ANNEX III

# DECLARATION OF HONOUR

ON

## EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST

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

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

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

or

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

Full official name: .....

Official legal form: .....

Full official address: .....

VAT registration number: .....

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

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

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

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

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

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

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

➤ *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-making or control<sup>4</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]*:

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;

<sup>4</sup> This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares.

- 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>5</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>5</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:

### ***“Towards a Digital Single Market for NIS products and services”***

ENISA D-COD-16-T02

Please provide your financial lump sum offer.

Project Description:	Number of 'Person days' required for completion of project.	Your OFFER
<b>Towards a Digital Single Market for NIS products and services</b>  <i>Please provide your lump sum price for the total deliverables.</i>	P/Days	€

*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 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>6</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>6</sup> Must be a legally constituted representative of the tendering entity otherwise the tender signature is invalid  
D-COD-16-T02      Towards a Digital Single Market for NIS products and services



## ANNEX VII Consortium form

**Name of tenderer:**

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

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> <i>(including an <b>electronic copy</b> in .pdf format)</i>     | <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>7</sup> <i>(Annex I) signed and dated</i>                | <input type="checkbox"/> |
| 6  | <b>Financial Identification Form</b> <sup>8</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 and 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>7</sup> If you have provided a Legal Entity form to ENISA within the previous 12 months maximum and no details have changed in the meantime, then you may provide a photocopy of this previous form.

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