

## REFERENCE TABLE

(this reference table must be completed and attached to the offer)

## Invitation to tender no. ACER/OP/ADMIN/10/2014

<b>Exclusion criteria - means of proof required</b> (see section 15 of tender specifications)	<i>Document reference</i>
A signed and dated declaration of honour on exclusion criteria and absence of conflict of interest.	<i>Document No ..... Page ..... of the tender</i>

<b>Selection criteria - means of proof required</b> (see section 16 of tender specifications)	<i>Document reference</i>
<b>A. Professional capacity</b>	
Form "Identification of the tenderer"	<i>Document No ..... Page ..... of the tender</i>
Financial identification form	<i>Document No ..... Page ..... of the tender</i>
Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established.	<i>Document No ..... Page ..... of the tender</i>
Certificate for the performance of the temporary employment agency (according to Article 167 of the Labour Market Regulation Act) issued by the Slovenian Ministry of Labour, Family, Social Affairs and Equal Opportunities.	<i>Document No ..... Page ..... of the tender</i>
Legal entity form	<i>Document No ..... Page ..... of the tender</i>
<b>B. Financial and economic capacity</b>	
Balance sheets or extracts from balance sheets for at least the last two (2) years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.  In case of a consortium: audited accounts for each consortium partner.	<i>Document No ..... Page ..... of the tender</i>

<b>B. Financial and economic capacity</b>	<i>Document reference</i>
A statement of turnover that tenderer's total financial turnover for the services referred to this procedure (interim support services) during the last 3 (three) financial years are <b><u>not less than EUR 300.000,00</u></b> (three hundred thousand euro) per each year.	Document No ..... Page ..... of the tender

<b>C. Technical capacity</b>	<i>Document reference</i>
A statement of the average annual manpower and the number of managerial staff over the last two (2) years.	Document No ..... Page ..... of the tender
Evidence that the tenderer has provided the services as requested in this tender (i.e. interim support services) for the total amount of <b><u>at least EUR 500.000,00</u></b> (five hundred thousand euro) in 2012 and 2013 combined.	Document No ..... Page ..... of the tender
At least three (3) references of international institutions and/or companies with operations in Slovenia to which the tenderers are/have provided interim services during the last three (3) years.	Document No ..... Page ..... of the tender
The number of interim staff provided in 2011, 2012 and 2013.	Document No ..... Page ..... of the tender

<b>For those tenders including subcontracting, the tenderer must submit:</b>	<i>Document reference</i>
<ul style="list-style-type: none"> <li>– A <b><u>duly signed and dated declaration</u></b> stating clearly the identity, roles, activities and responsibilities of the subcontractor(s) and specifying the volume/proportion of the tasks of (each of) the subcontractor(s), as well as the description of the quality control measures he/she intends to apply on the tasks to be carried out by (each of) the subcontractor(s).</li> <li>– A <b><u>duly signed and dated</u></b> letter of intent by (each of) the subcontractor(s) stating its unambiguous undertaking to collaborate with the tenderer if he wins the FWC and the extent of the resources that it will put at the tenderer's disposal for the performance of the Contract.</li> <li>– <b><u>In the absence of this, a duly signed and dated</u></b> declaration stating that the tenderer does not intend to subcontract and that he/she will inform the Agency about any change in this situation. The Agency reserves the right to judge if such change would be acceptable.</li> </ul>	Document No ..... Page ..... of the tender

<p><b><i>For those tenders submitted by a consortium or grouping of service providers, the tender must contain:</i></b></p>	<p><i>Document reference</i></p>
<ul style="list-style-type: none"> <li>– A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), or the legal form their cooperation will take, should they be awarded the Contract;</li> <li>– A letter <b><u>dated and signed</u></b> by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience;</li> <li>– A document <b><u>dated and signed</u></b> by all members specifying the lead of the consortium or grouping of service providers and authorising the appointed lead of the consortium or grouping of service providers to submit the offer.</li> </ul>	<p><i>Document No .....</i></p> <p><i>Page ..... of the tender</i></p>