

ANNEX I.B

REFERENCE TABLE

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

Invitation to tender no. ACER/OP/ADMIN/21/2012

<i>Exclusion criteria - means of proof required</i> (see point 16 of tender specifications)	<i>Document reference</i>
A signed and dated declaration of honour with respect to the exclusion criteria and absence of conflict of interest.	<i>Document No Page of the tender</i>
Document stating the tenderer or any of its staff (employees, trainees, etc.) or shareholders worked during the two years prior to this invitation to tender on any project(s) commissioned by the Agency and directly related to this call for tender.	<i>Document No Page of the tender</i>
<i>Selection criteria - means of proof required</i> (see point 17 of tender specifications)	<i>Document reference</i>
<i>A. Professional capacity</i>	<i>Document reference</i>
Identification form	<i>Document No Page of the tender</i>
Financial identification sheet	<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>
Legal entity form	<i>Document No Page of the tender</i>
<i>A. Professional capacity - for legal persons only</i>	<i>Document reference</i>
Legal form	<i>Document No Page of the tender</i>
Copy of the Company's Articles of Association	<i>Document No Page of the tender</i>
Names and duties of managerial staff	<i>Document No Page of the tender</i>

B. Financial and economic capacity	<i>Document reference</i>
Statements from the bank indicating good financial viability or evidence of professional risk insurance covers;	<i>Document No Page of the tender</i>
Balance sheets or extracts from balance sheets for at least the last two 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;	<i>Document No Page of the tender</i>
A statement of overall turnover concerning the services covered by the contract during the last three financial years.	<i>Document No Page of the tender</i>
C. Technical and professional capacity for LOT 1 ONLY	<i>Document reference</i>
A statement of the average annual manpower and the number of managerial staff over the last three years.	<i>Document No Page of the tender</i>
Details of staff turnover during the last financial year and the total staff turnover and percentage of staff that have worked within the relevant business area over the last three years.	<i>Document No Page of the tender</i>
A detailed description of the infrastructure and resources available for the performance of the work required (equipment, premises, computer hardware and software, etc.).	<i>Document No Page of the tender</i>
Experience of the tenderer in the business domain, including the number of years of activity in the domain and the staff involved.	<i>Document No Page of the tender</i>
An outline of the range of business activities and services provided by the tenderer during the last three years which are relevant to this tender.	<i>Document No Page of the tender</i>
Details of at least three major contracts implemented by the tenderer during the last three years. The tenderers references must have the following characteristics: relevant to these tender specifications; indication of the type of the contract (i.e. a fixed price project/contract, a time and materials project/contract, a person day quoted), which services were supplied under the contract; each contract must have been undertaken for a different client (departments, divisions, directorates etc. are regarded as the same client), contracts must have been undertaken over the last three years.	<i>Document No Page of the tender</i>
Provision of evidence that the tenderer has, in the recent past, provided resources of the type as requested in this tender and for a total invoiced amount of at least EUR 1,000,000.00 for the years 2010 and 2011 combined, including all information requested.	<i>Document No Page of the tender</i>
A statement of the tenderer's policy on the use of subcontractors and description of the means of ensuring quality when subcontractors are used.	<i>Document No Page of the tender</i>
A copy of quality assurance accreditation certificates that the tenderer holds.	<i>Document No Page of the tender</i>

<p>A detailed description of the human resources available for the performance of the work required, including subcontractors. The tenderer shall include Curricula Vitae (CVs) showing clearly their qualifications and professional experience within the relevant business area - at least two CVs for each profile described in Annex I.A.</p>	<p><i>Document No</i> <i>Page of the tender</i></p>
<p><u>Tenders including subcontracting:</u></p> <ul style="list-style-type: none"> – A document 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 intends to apply on the tasks to be carried out by (each of) the subcontractor(s); – A letter of intent by (each of) the subcontractor(s) stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract; – In the absence of this, a document 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. 	<p><i>Document No</i> <i>Page of the tender</i></p>
<p><u>Tenders submitted by a consortium or grouping of service providers:</u></p> <ul style="list-style-type: none"> – 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; – A letter signed by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience; – A document signed 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. 	<p><i>Document No</i> <i>Page of the tender</i></p>

Technical tender - means of proof required (see point 15 of tender specifications)	<i>Document reference</i>
A. Questionnaire	<i>Document reference</i>
Project management	<i>Document No Page of the tender</i>
Personnel management	<i>Document No Page of the tender</i>
Account management	<i>Document No Page of the tender</i>
B. Technical proposal for product B	<i>Document reference</i>
Data sourcing	<i>Document No Page of the tender</i>
Canonical data amalgamation	<i>Document No Page of the tender</i>
Market monitoring functionalities	<i>Document No Page of the tender</i>
Data sharing	<i>Document No Page of the tender</i>
Non-functional requirements	<i>Document No Page of the tender</i>
Technical characteristics	<i>Document No Page of the tender</i>
Governance and quality of work	<i>Document No Page of the tender</i>
Software maintenance and other related services	<i>Document No Page of the tender</i>
Authorised Party remote terminal operation	<i>Document No Page of the tender</i>
C. Delivery schedules for products A and B	<i>Document No Page of the tender</i>
D. Demo prototype	<i>Document No Page of the tender</i>