

## REFERENCE TABLE

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

## Invitation to tender no. ACER/OP/MMD/09/2013

<b>Exclusion criteria - means of proof required</b> (see section 17 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</i> ..... <i>Page</i> ..... of the tender
<b>Selection criteria - means of proof required</b> (see section 18 of tender specifications)	<i>Document reference</i>
<b>A. Professional capacity</b>	
Form "Identification of the tenderer"	<i>Document No</i> ..... <i>Page</i> ..... of the tender
Financial identification form	<i>Document No</i> ..... <i>Page</i> ..... of the tender
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</i> ..... <i>Page</i> ..... of the tender
Legal entity form	<i>Document No</i> ..... <i>Page</i> ..... of the tender
<b><u>B. Financial and economic capacity by means of one or more of the following documents:</u></b>	
Statements from the bank indicating good financial viability or evidence of professional risk insurance covers.	<i>Document No</i> ..... <i>Page</i> ..... of the tender
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.	<i>Document No</i> ..... <i>Page</i> ..... of the tender
A statement of overall turnover concerning the services covered by the Framework Contract during the last two (2) financial years. In case of a consortium, audited accounts for each consortium partner shall be presented.	<i>Document No</i> ..... <i>Page</i> ..... 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 years.	<i>Document No ..... Page ..... of the tender</i>
Experience of the tenderer in the business domains, including the number of years of activity in the domain and the staff involved.	<i>Document No ..... Page ..... of the tender</i>
Provision of evidence that the tenderer has provided in the years 2011 and 2012 services of the type requested in this tender for a total invoiced amount of at least EUR 500,000.00 (this shall include the number of customers, a brief description of services rendered, total financial volume of the contracts upon initial signature, total financial volume of the contracts effectively delivered (i.e. total amount effectively invoiced to the customers) during the complete duration of the contracts).	<i>Document No ..... Page ..... of the tender</i>
A declaration of any contractual relations during the last three (3) years with any stakeholders and/or companies directly involved in the programmes, projects and legislative activities, conducted or subcontracted by the Agency, to be evaluated under this invitation to tender and a statement that the tenderer shall during the validity period of the Framework Contract(s), declare any changes in their situation regarding the contractual relations referred to in this paragraph.	<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 signed sworn statement specifying whether the tenderer or any of his/her staff worked on any project(s) commissioned by the Agency and directly related to this call for tender.	<i>Document No ..... Page ..... of the tender</i>
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. The Tenderer shall provide two CVs for each profile described in Annex I.A (see section 4). One CV can be presented for maximum two profiles requested. The proposed experts must have the minimum levels of qualification as indicated in Annex I.A.	<i>Document No ..... Page ..... of the tender</i>

<p><b>For those tenders including subcontracting, the tenderer must submit:</b></p>	<p><i>Document reference</i></p>
<ul style="list-style-type: none"> <li>– 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).</li> <li>– A letter of intent by (each of) the subcontractor(s) stating his/her 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.</li> <li>– <b><u>In the absence of this</u></b>, a document stating that the tenderer does not intend to subcontract and that he 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>	<p><i>Document No .....</i> <i>Page ..... of the tender</i></p>
<p><b>For those tenders submitted by a consortium or grouping of service providers, the tender must contain:</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 signed by each member stating his/her commitment to execute the services in the tender clearly indicating his/her role, qualifications and experience.</li> <li>– 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.</li> </ul>	<p><i>Document No .....</i> <i>Page ..... of the tender</i></p>