

## ANNEX I.C

### REFERENCE TABLE

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

#### Invitation to tender no. ACER/OP/MMD/12/2013

|   |   |
|---|---|
| <b>Exclusion criteria - means of proof required</b><br>(see point 19 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><br><i>Page ..... of the tender</i> |
| <b>Selection criteria - means of proof required</b><br>(see point 20 of tender specifications)  | <i>Document reference</i>                                   |
| <b>A. Professional capacity</b>   |   |
| Identification of the tenderer form   | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| Financial identification form   | <i>Document No .....</i><br><i>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 .....</i><br><i>Page ..... of the tender</i> |
| Legal entity form   | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| <b>For legal persons only</b>   |   |
| Legal form  | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| Copy of the Company's Articles of Association   | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| Names and duties of managerial staff  | <i>Document No .....</i><br><i>Page ..... of the tender</i> |

| <b>B. Financial and economic capacity</b>  | <i>Document reference</i>                             |
|--|---|
| Statements from the bank indicating good financial viability or evidence of professional risk insurance covers.  | <i>Document No .....<br/>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 .....<br/>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 .....<br/>Page ..... of the tender</i> |
| <b>C. Technical capacity</b>   |   |
| A statement of the average annual manpower and the number of managerial staff over the last two years.   | <i>Document No .....<br/>Page ..... of the tender</i> |
| Evidence of the certifications held in the field of information security management, service management, quality management, environmental management and other relevant certifications for providing hosting services, i.e. ISO/IEC 27001 or equivalent certification in the field of datacentre operations.  | <i>Document No .....<br/>Page ..... of the tender</i> |
| Experience of the tenderer in the business domain (hosting), including the number of years of activity in the domain.  | <i>Document No .....<br/>Page ..... of the tender</i> |
| Details of at least two major contracts, relevant to the tender specifications and undertaken over the last three years, implemented by the tenderer during the last three years.  | <i>Document No .....<br/>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 400,000.00 in 2011 and 2012, including the number of customers, a brief description of services undertaken, 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 .....<br/>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 .....<br/>Page ..... of the tender</i> |
| A detailed description of the human resources available for the performance of the work required, incl. subcontractors, and the Curricula Vitae (CVs) showing clearly qualifications and professional experience within the relevant business area (at least two CVs for each profile described in Annex I.A; one CV can be presented for maximum two profiles requested).   | <i>Document No .....<br/>Page ..... of the tender</i> |

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|--|---|
| <b>For those tenders including subcontracting, the tenderer must submit:</b>   | <i>Document reference</i>                                   |
| <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 the tenderer 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 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 Framework 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/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> | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| <b>For those tenders submitted by a consortium or grouping of service providers, the tender must contain:</b>  | <i>Document reference</i>                                   |
| <u>Tenders submitted by a consortium or grouping of service providers</u> <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 its commitment to execute the services in the tender clearly indicating its 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>  | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| The technical tender, as described under point 16 of the tender specifications.  | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| The proposal for the case study as described in Annex I.B to the tender specifications, limited to maximum 50 pages A4.  | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| A signed and dated financial proposal for the case study as described in Annex I.B to the tender specifications.   | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| A duly filled in, signed and dated financial offer based on the model in Annex II to the invitation to tender.   | <i>Document No .....</i><br><i>Page ..... of the tender</i> |
| A signed and dated detailed official price list of all the services the tenderer offers as described under point 18 of the tender specifications.  | <i>Document No .....</i><br><i>Page ..... of the tender</i> |