

## ANNEX A

### REFERENCE TABLE

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

#### Invitation to tender no. ACER/OP/ADMIN/16/2012

<b>Exclusion criteria - means of proof required</b> (see point 15 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</i> ..... <i>Page</i> ..... of the tender
<b>Selection criteria - means of proof required</b> (see point 16 of tender specifications)	<i>Document reference</i>
<b>A. Professional capacity</b>	<i>Document reference</i>
Identification form	<i>Document No</i> ..... <i>Page</i> ..... of the tender
Financial identification sheet	<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>A. Professional capacity - for legal persons only</b>	<i>Document reference</i>
Legal form	<i>Document No</i> ..... <i>Page</i> ..... of the tender
Copy of the Company's Articles of Association	<i>Document No</i> ..... <i>Page</i> ..... of the tender
Names and duties of managerial staff	<i>Document No</i> ..... <i>Page</i> ..... of the tender
<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</i> ..... <i>Page</i> ..... of the tender

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 .....</i> <i>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 .....</i> <i>Page ..... of the tender</i>

<b>C. Technical capacity</b>	<i>Document reference</i>
<b>C.1 Technical capacity for LOT 1</b>	<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 .....</i> <i>Page ..... of the tender</i>
Organisational structure of the tenderer with defined roles and tasks of the units or departments including the organisational chart.	<i>Document No .....</i> <i>Page ..... of the tender</i>
A detailed description of the infrastructure and technical equipment available for the performance of services under the contract and the measures employed to ensure the quality of supplies and services.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Network map showing geographical coverage of the company's existing infrastructure for the provision of the services.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Recognized certifications ensuring reliability and security standards (i.e. ISO etc.).	<i>Document No .....</i> <i>Page ..... of the tender</i>
License for the provision and handling of the telecommunication services as described these tender specifications.	<i>Document No .....</i> <i>Page ..... of the tender</i>
List of projects/contracts performed during the last three years, similar to the services as described in these tender specifications for a total invoiced amount of at least EUR 260,000.00 in 2010 and in 2011.	<i>Document No .....</i> <i>Page ..... of the tender</i>
At least one (1) Curricula Vitae (CV) of the proposed account and service manager, including qualifications and relevant professional experience, excellent knowledge of English language and very good organizational and communication skills.	<i>Document No .....</i> <i>Page ..... of the tender</i>
<b>C.2 Technical capacity for LOT 2</b>	<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 .....</i> <i>Page ..... of the tender</i>
Organisational structure of the tenderer with defined roles and tasks of the units or departments including the organisational chart.	<i>Document No .....</i> <i>Page ..... of the tender</i>

A detailed description of the infrastructure and technical equipment available for the performance of services under the contract and the measures employed to ensure the quality of supplies and services.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Network map showing geographical coverage of the company's existing infrastructure for the provision of the services.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Recognized certifications ensuring reliability and security standards (i.e. ISO etc.).	<i>Document No .....</i> <i>Page ..... of the tender</i>
License for the provision and handling of the telecommunication services as described these tender specifications.	<i>Document No .....</i> <i>Page ..... of the tender</i>
List of projects/contracts performed during the last three years, similar to the services as described in these tender specifications for a total invoiced amount of at least EUR 260,000.00 in 2010 and in 2011.	<i>Document No .....</i> <i>Page ..... of the tender</i>
At least one (1) Curricula Vitae (CV) of the proposed account and service manager, including qualifications and relevant professional experience, excellent knowledge of English language and very good organizational and communication skills.	<i>Document No .....</i> <i>Page ..... of the tender</i>

<u>FOR BOTH LOTS - Tenders including subcontracting:</u>	<i>Document No .....</i> <i>Page ..... of the tender</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 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 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;</li> <li>- 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.</li> </ul>	
<u>FOR BOTH LOTS - Tenders submitted by a consortium or grouping of service providers:</u>	<i>Document No .....</i> <i>Page ..... of the tender</i>
<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>	

<b>Technical tender for LOT 1 - means of proof required</b> (see point 14 of tender specifications)	<i>Document reference</i>
Detailed description of the services provided to the Agency which shall include all the Agency's requirements (i.e. the functionalities of the VoIP phones, services/applications for service monitoring and reporting tools, details on the Internet connectivity, etc.	<i>Document No ..... Page ..... of the tender</i>
Detailed description of relocation plans for all existing fixed telephony and internet infrastructure for a potential relocation of the Agency's premises.	<i>Document No ..... Page ..... of the tender</i>
Detailed delivery plan.	<i>Document No ..... Page ..... of the tender</i>
Description of the capacity and redundancy of the network, network topology and latency of the Internet connection;	<i>Document No ..... Page ..... of the tender</i>
Description of the Internet connection speeds offered.	<i>Document No ..... Page ..... of the tender</i>
Detailed description of the of the business continuity solution in case of a fault in the primary Internet connection.	<i>Document No ..... Page ..... of the tender</i>
A proposal for the SLA.	<i>Document No ..... Page ..... of the tender</i>
Details description of tariffs plan and bills reporting.	<i>Document No ..... Page ..... of the tender</i>
Detailed description of additional services offered (i.e. possibility to distinguish between private and business calls, possibility for separate invoicing for private and business calls, etc.)	<i>Document No ..... Page ..... of the tender</i>

<b>Technical tender for LOT 2 - means of proof required</b> (see point 14 of tender specifications)	<i>Document reference</i>
Detailed description of the services provided to the Agency which shall include all the Agency's requirements (i.e. a list of countries including the service providers for each country with which roaming agreements for both voice and data services are in place, proposed architecture for push e-mail services, 3G PC-Data connection kit, allowed and not-allowed protocols for mobile data services, etc.)	<i>Document No ..... Page ..... of the tender</i>
Detailed description of different devices offered.	<i>Document No ..... Page ..... of the tender</i>
Description of the capacity and redundancy of the network including download/upload speeds for data services.	<i>Document No ..... Page ..... of the tender</i>

Detailed description of coverage in Slovenia and roaming coverage abroad.	<i>Document No .....</i> <i>Page ..... of the tender</i>
A proposal for the SLA.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Details description of tariffs plan and bills reporting including special tariff plans.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Detailed description of additional services offered (i.e. enhanced network functionalities when the user is on the home network in Slovenia, possibility to access additional services and functionalities on both the phone and via a web interface, answering machine that could play pre-recorded message in case of absence, record caller's message, possibility to distinguish private and business calls using a designated extension and having a separate invoice directly for the person, etc.).	<i>Document No .....</i> <i>Page ..... of the tender</i>