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**Annexes to Guide for Candidates**

***Annexes to Appendix II to the Invitation to submit a request to participate***

**Restricted call for tenders – Phase I**

**COMP/2016/007**

**for a direct framework contract for the acquisition of a Case Management Framework and related IT consultancy services for the European Commission**

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**ANNEX 1 - REQUEST TO PARTICIPATE**

**Call for tenders COMP/2016/007 "Case Management Framework"**

**Please give brief replies and/or references.**

**Single legal person or company**

**In case a single legal person or company submits a request to participate alone, all the questionnaires must be completed as required.**

□ The offer is submitted by a **sole tenderer**. If applicable, please specify below:

* Company: ……….……………….…

**Joint offers  
Check one of the boxes below as appropriate:**

□ The offer is a joint offer submitted by a **group of tenderers**. If applicable, please specify below:

* Company acting as **main point of contact** for the group of tenderers:

……….…………………

* **Other companies** taking part in the joint offer:

…….….…………………

…….……………….…

* Does a consortium or a similar entity already exist?

□ YES. Please make sure that the offer contains further information to this effect.

Reference: …………………………..

□ NO. Please note that, in case of award, the European Commission will require that a formal status be given to the grouping before signature of the contract.

**Subcontracting**

**Check one of the boxes below as appropriate:**

□ The offer foresees **no subcontracting** of activities.

□ The offer foresees **subcontracting** of activities. If applicable:

* List of subcontractors:

……….…………………

………………………….

………………………….

………………………….

* Please make sure that the request to participate contains a document clearly stating the identity, roles, activities and responsibilities of the subcontractor(s), the estimated value as well as the reasons why subcontracting is foreseen.

Reference: ………………………………….

Subcontractors must submit a letter of intent to collaborate as subcontractor(s) in the call for tenders COMP/2016/007 "Case Management Framework"

**ANNEX 2 - IDENTIFICATION FORM**

**Call for tenders COMP/2016/007"Case Management Framework"**

|  |  |
| --- | --- |
| **Identity** | |
| Name of the candidate |  |
| Legal status of the candidate |  |
| Date of registration |  |
| Country of registration |  |
| Registration number |  |
| VAT number |  |
| Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance)[[1]](#footnote-2) |  |
| **Address** | |
| Address of registered office of the candidate |  |
| Where appropriate, administrative address of the candidate for the purposes of this call for tenders |  |
| **Contact Person** | |
| Surname:  First name:  Title (e.g. Dr, Mr, Ms) :  Position (e.g. manager):  Telephone number:  E-mail address: |  |
| **Legal Representatives** | |
| **Names and function of legal representatives** and of other representatives of the tenderer who are authorised to represent the candidate and to sign contracts with third parties |  |
| **Declaration by an authorised representative of the candidate[[2]](#footnote-3)**  I, the undersigned, certify that the information given in this tender is correct and that the tender is valid. | |
| Surname:  First name: | Signature: |

* Tenderers must provide the following information:

- For legal persons, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced.

- For natural persons, where applicable, a proof of registration on a professional or trade register or any other official document showing the registration number.

**ANNEX 3 - LEGAL ENTITY FORM and FINANCIAL IDENTIFICATION FORM**

**Call for tenders COMP/2016/007 "Case Management Framework"**

In order to prove their legal capacity and their status, all candidates must provide a signed Legal Entity Form with its supporting evidence. The form is available on:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>

The candidate (or the single point of contact in case of joint tender) must provide a Financial Identification Form and supporting documents. Only one form per candidate should be submitted (no form is needed for subcontractors and other members of the group). The form is available on: <http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm>

Please note that we can only accept either original documents or certified copies, which must be less than 6 months old.

**ANNEX 4 - SUBCONTRACTING DETAILS**

**Call for tenders COMP/2016/007 "Case Management Framework"**

Fields 1 and 2 of this form must be filled in by each candidate

|  |  |
| --- | --- |
|  | *Response* |
| **1. Name of the Candidate** | (mandatory) |
| **2. Does your tender provide for sub-contracting?** | YES/NO (mandatory) |
| If the answer to question 2 is YES, please answer questions 3 to 7, using **one form per envisaged subcontractor.** | |
| **3. Reasons for sub-contracting** |  |
| **4. Proposed sub-contractor:**  Company name:  Registered address:  Contact Person:  Telephone number:  E-mail address: |  |
| **5. Envisaged role of the subcontractor**: |  |
| **6. Envisaged activities to be carried out by the subcontractor:** |  |
| **7. Expected overall volume to be sub-contracted**: | In EURO:  IN PERCENTAGE OF THE ESTIMATED VOLUME OF THE FRAMEWORK CONTRACT: |

**ANNEX 5 - DECLARATION OF HONOUR**

**Call for tenders COMP/2016/007 "Case Management Framework"**

**Declaration of honour on  
exclusion criteria and selection criteria**

The undersigned [*insert name of the signatory of this form*], representing:

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal persons*) the following legal person: |
| ID or passport number: | Full official name:  Official legal form:  Statutory registration number**:**  Full official address:  VAT registration number: |

|  |  |  |
| --- | --- | --- |
| 1. declares whether the above-mentioned person is in one of the following situations or not: | | |
| **Situation of exclusion concerning the person** | YES | NO |
| 1. it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations; |  |  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract; |  |  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following: |  | |
| (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract; |  |  |
| (ii) entering into agreement with other persons with the aim of distorting competition; |  |  |
| (iii) violating intellectual property rights; |  |  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; |  |  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;*** |  |  |
| 1. it has been established by a final judgement that the person is guilty of any of the following: |  | |
| (i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; |  |  |
| (ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract; |  |  |
| (iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA; |  |  |
| iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council; |  |  |
| (v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision; |  |  |
| (vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; |  |  |
| 1. the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors; |  |  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95; |  |  |
| 1. for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: 2. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; 3. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; 4. decisions of the ECB, the EIB, the European Investment Fund or international organisations; 5. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or 6. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. |  |  |

|  |  |  |
| --- | --- | --- |
| ***[Only for legal persons other than Member States and local authorities, otherwise delete this table]***   1. declares whether a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who haspowers of representation, decision or control with regard to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations or not: | | |
| **Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person** | YES | NO |
| Situation (c) above (grave professional misconduct) |  |  |
| Situation (d) above (fraud, corruption or other criminal offence) |  |  |
| Situation (e) above (significant deficiencies in performance of a contract ) |  |  |
| Situation (f) above (irregularity) |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not: | | | |
| **Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person** | YES | NO | N/A |
| Situation (a) above (bankruptcy) |  |  |  |
| Situation (b) above (breach in payment of taxes or social security contributions) |  |  |  |

|  |  |  |
| --- | --- | --- |
| 1. declares whether the above-mentioned person is in one of the following situations or not: | | |
| Grounds for rejection from this procedure | YES | NO |
| 1. has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure; |  |  |
| 1. has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure; |  |  |
| 1. acknowledges that the above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false. |  | |

**Remedial measures**

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply for the situations referred in point (d) of this declaration.

**Evidence upon request**

Upon request and within the time limit set by the contracting authority the person shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the person or the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

|  |  |  |
| --- | --- | --- |
| 1. declares whether the above-mentioned person complies with the selection criteria as provided in the tender specifications: | | |
| **Selection criteria** | YES | NO |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section V.3 of the Guide for Candidates; |  |  |
| 1. It fulfills the applicable economic and financial criteria indicated in section V.3.1 of the Guide for Candidates; |  |  |
| 1. It fulfills the applicable technical and professional criteria indicated in section V.3.2 of the Guide for Candidates. |  |  |
| 1. declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the Guide for Candidates and which are not available electronically upon request and without delay. |  | |

Full name Date Signature

**ANNEX 6 - SIMPLIFIED BALANCE SHEET**

**Call for tenders COMP/2016/007 "Case Management Framework"**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | |
|  |  |  | **Currency** | | | ………. | |  |
|  |  |  | **Unit** | | | ………. | |  |
|  |  |  |  | | |  | |  |
|  |  | **Year** | | | | | |  |
|  |  | **N** | **N-1** | | | **N-2** | |  |
|  | **Assets** |  |  | | |  | |  |
|  | **Fixed assets (a)** |  |  | | |  | |  |
|  |  |  |  | | |  | |  |
|  | **Current assets (b = c+d+e)** | **0** | **0** | | | **0** | |  |
|  | **of which:** |  |  | | |  | |  |
|  | Stocks ( c) |  |  | | |  | |  |
|  | Cash (d) |  |  | | |  | |  |
|  | Other current assets( e) |  |  | | |  | |  |
|  |  |  |  | | |  | |  |
|  | **Total assets (A = a+b)** | **0** | **0** | | | **0** | |  |
|  |  |  |  | | |  | |  |
|  | **Liabilities (B=f+g)** | **0** | **0** | | | **0** | |  |
|  | **of which,** |  |  | | |  | |  |
|  | Short term liabilities (f) |  |  | | |  | |  |
|  | Long term liabilities (g) |  |  | | |  | |  |
|  |  |  |  | | |  | |  |
|  | **Net assets (Own Funds) (C= A-B)** | 0 | 0 | | | 0 | |  |
|  |  |  | |  |  | |
|  | **Name of the candidate/ member of the grouping/ sub-contractor** |  |  | | |  | |  |
|  | **Legal representative' s name** |  |  | | |  | |  |
|  | **Signature** |  |  | | |  | |  |
|  |  |  |  | | |  | |  |

**ANNEX 7 - SIMPLIFIED PROFIT & LOST ACCOUNT**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Call for tenders COMP/2016/007 "Case Management Framework"** | | | | | |
|  |  |  | **Currency** | …….. |  |
|  |  |  | **Unit** | …….. |  |
|  |  | **Year** | | |  |
|  |  | **N** | **N-1** | **N-2** |  |
|  |  |  |  |  |  |
|  | **Operating income** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Operating expenses** |  |  |  |  |
|  |  |  |  |  |  |
|  | **Gross operating profit/loss** | 0 | **0** | **0** |  |
|  |  |  |  |  |  |
|  | Depreciation |  |  |  |  |
|  |  |  |  |  |  |
|  | **Net operating profit/loss** | 0 | **0** | **0** |  |
|  |  |  |  |  |  |
|  | Financial income |  |  |  |  |
|  | Financial expenses |  |  |  |  |
|  |  |  |  |  |  |
|  | **Profit/Loss on ordinary activity** | 0 | **0** | **0** |  |
|  |  |  |  |  |  |
|  | 19. Extraordinary income |  |  |  |  |
|  | Extraordinary expenses |  |  |  |  |
|  |  |  |  |  |  |
|  | 20. Profit tax |  |  |  |  |
|  |  |  |  |  |  |
|  | **21. Profit/Loss for the financial year** | 0 | **0** | **0** |  |
|  |  |  |  |  |  |
|  | **Name of the tenderer** |  |  |  |  |
|  | **Legal representative' s name** |  |  |  |  |
|  | **Signature** |  |  |  |  |
|  |  |  |  |  |  |

**ANNEX 8 - QUESTIONNAIRE ON ECONOMICAL AND FINANCIAL CAPACITY**

**Call for tenders COMP/2016/007 "Case Management Framework"**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection criterion number** | **Economic and financial capacity** | **Brief response / attached reference documents (please indicate which section of your request to participate contains the required information)** | **References** |
| 1.1 | Have you provided a brief description of the candidate's economic activity relating to the subject of this call for tenders; the candidate's business activity must be relevant, both in type and volume? | YES/NO (mandatory) |  |
| 1.2 | Have you provided the balance sheets and results for the past two financial years? | YES/NO (mandatory) |  |
| 1.3 | Have you provided the interim accounts or similar data for the quarter preceding that in which the call for tenders was published? | YES/NO (mandatory) |  |
| 1.4 | Has your annual overall turnover exceeded one million and five hundred thousand Euro  (€1 500 000), in activities related to rolling-out large-scale IT solutions for Case Management, in the past two years for which the accounts have been closed? | YES/NO (mandatory) |  |
| 1.5 | Has your annual overall turnover exceeded one million and five hundred thousand Euro  (€1 500 000), in activities related to providing IT consultancy services for the IT solution for Case Management that you propose, in the past two years for which the accounts have been closed? | YES/NO (mandatory) |  |
| 1.6 | Have you provided evidence of professional risk indemnity insurance? | YES/NO (mandatory) |  |
| 1.7 | Have you provided "Simplified balance sheet" and "Simplified Profit & Loss Account" (Annex 4), filled in for the last two financial years? | YES/NO (mandatory) |  |
| 1.8 | If you rely on the capacities of other entities (e.g. parent company), regardless of the legal nature of the links you has with them, have you provided proof that you will have at your disposal the resources necessary for to carry out the contract, for example by producing a written undertaking of those entities to place those resources at its disposal? | YES/NO (mandatory) |  |

Please fill in the three tables below, breaking down:

(1) the turnover related to activities related to rolling-out large-scale IT solutions for Case Management,

(2) the turnover related to activities related to providing IT consultancy services for the IT solution for Case Management proposed.

by individual and global turnover of all the consortium members and subcontractors.

---------------------------- PRE-FILLED WITH EXAMPLE FIGURES -----------------------------------

|  |  |  |  |
| --- | --- | --- | --- |
|  | **(1) Turnover related to activities related to rolling-out large-scale IT solutions for Case Management for the past two financial yeas where the accounts have been closed.** | | |
| Candidate's turnover (turnover per company and total including all consortium members)  (million Euros) | Subcontractors  (million Euros) | Overall turnover of all the participating companies (million Euros) |
| Example:  Company A's turnover in Europe: 50  Company A's turnover worldwide: 100  Company B's turnover in Europe: 50  Company B's turnover worldwide: 100  Total candidate's turnover:  200 | Example:  Subcontractor 1 (Europe/worldwide): 50/100  Subcontractor 2 (Europe/worldwide): 50/100  Total subcontractors:  200 | Example:  400 |

|  |  |  |  |
| --- | --- | --- | --- |
|  | **(2) Turnover related to activities related to providing IT consultancy services for the IT solution for Case Management proposed for the past two financial yeas where the accounts have been closed.** | | |
| Candidate's turnover (turnover per company and total including all consortium members)  (million Euros) | Subcontractors  (million Euros) | Overall turnover of all the participating companies (million Euros) |
| Example:  Company A's turnover in Europe: 50  Company A's turnover worldwide: 100  Company B's turnover in Europe: 50  Company B's turnover worldwide: 100  Total candidate's turnover:  200 | Example:  Subcontractor 1 (Europe/worldwide): 50/100  Subcontractor 2 (Europe/worldwide): 50/100  Total subcontractors:  200 | Example:  400 |

**ANNEX 9 - QUESTIONNAIRE ON TECHNICAL AND PROFESSIONAL CAPACITY**

**Call for tenders COMP/2016/007 "Case Management Framework"**

**Description of your organisation**

|  |  |  |  |
| --- | --- | --- | --- |
| **Selection criterion number** | **Technical and professional capacity** | **Brief response / attached reference documents (please indicate which section of your candidature contains the required information)** | **Reference** |
| 2.1 | Have you provided a description, supported by a structured chart, of your organisation in relation to the candidate or consortia/grouping as a whole? | YES/NO (mandatory) |  |
|  | Have you clearly identified in your organisation in relation to the tendering group as a whole the entity(ies) which is (are) responsible for provisioning the catalogue of services which cover the scope of the contract? | YES/NO (mandatory) |  |
|  | In case of consortium and/or subcontracting, have you clearly defined the respective responsibilities of each involved party, the relation between them, and the governance which will guarantee the integrity of the services provided? | YES/NO (mandatory) |  |
|  | Have you provided a description of your organisation, the number of staff, a description of the department(s) responsible for the delivery of the requested services with the number of the staff involved, the locations of these department(s) and their geographical coverage?  Please provide this information in relation to each consortium members. | YES/NO (mandatory) |  |

**References in relation to similar projects/contracts**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Have you filled in Annex 10 providing information about three (3) relevant projects proving your experience in the development, installation, maintenance and support of operational large-scale IT solution for case management (see description in section V.3.2.2)? | YES/NO (mandatory) |  |
|  | Have you provided reference letters from customers of the three reference projects specifying that the projects have been carried out? | YES/NO (mandatory) |  |

**Capacity of the team delivering the services**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Have you provided a description of the proposed team in relation to their suitability for the objective of the call for tenders as per the request in this criteria and relevant CV's (See Annex 11) for the profiles mentioned in section V.3.2.3? | YES/NO (mandatory) |  |
|  | Have you provided a correlation table for CV Forms (See Annex 11)? | YES/NO (mandatory) |  |

**Compliance with quality assurance standards**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Have you provided a quality-management certification which is compliant with European ISO EN 9000 or equivalent and relevant to the activities described? | YES/NO (mandatory) |  |

**Training capacity**

|  |  |  |  |
| --- | --- | --- | --- |
|  | Have you provided the service catalogue related to training courses that you offer currently to the market with regard to the deliveries and services to be covered by the contract? | YES/NO (mandatory) |  |

**ANNEX 10 - PROJECT REFERENCES**

**Call for tenders COMP/2016/007 "Case Management Framework"**

The Project Reference Form must be used to give details about at least three relevant projects the candidate wants to present as proof of experience.

The following 3 pages contain the Project References Form to be completed for each project reference (at least three references).

The contact persons indicated may be contacted by the contracting authority in the scope of the call for tenders.

Use of this form is mandatory - only projects submitted on this form will be considered.

The information has to be certified by a declaration of conformity and signature by the candidate.

**Project Reference Form (page 1 of 4)**

**Project reference front page**

**Project reference n° …….**

|  |
| --- |
| **Project title**:  **Start date** (mm/yy): **End date** (mm/yy):  **Client name**:  **Contact person**:  **Phone**:  **Overall volume of the project in man-days:**  **Overall volume of the project in Euros:** |

|  |
| --- |
| ***Project type*** *(development, maintenance, study, support, etc…):*  ***Principal contractor*** *for this project* :  *If it is not the candidate, explain its role*:  ***Principal location*** *for this project:*   1. *Candidate's premises* 2. *Client's premises* 3. *Other – Precise:*   ***Number of candidate's own technical staff involved******in man -days,*** *by profile:*  Project Manager: User Documentation and training provider :  System Architect: Security Manager:  System Administrator : Test Manager:  Helpdesk/Service desk staff: Senior Business Analyst:  Quality Manager: Senior System Developer:  Database Administrator: System Developer:  **Total**  **:** |
|  |

**Project Reference Form (page 2 of 4)**

|  |
| --- |
|  |

|  |  |
| --- | --- |
| **Questions related the request to refer to a Case Management system (defined in Appendix I Executive Summary)** | **Answer of the candidate** |
| The number of end users that directly or indirectly uses the data of the referred system ( > 500 is required) |  |
| Volume of electronic documents handled by the referred system ( > 1 million records/posts are requested) |  |
| Guaranteed availability, as per SLA or similar, of the system (An availability of 99% over a rolling period of 4-6 weeks, or better, is requested) |  |
| Language of deliverables |  |

|  |
| --- |
| ***Methodologies involved****:*  ***Technologies involved (hardware, software and tools)*** *:*  Hardware :  Software:  Interoperability & connectivity with other IT systems :  Tools : |

**Project Reference Form (page 3 of 4)**

***Project relevance:***

|  |  |
| --- | --- |
| *The project covers* Case Management  Tools to support case management tasks related to the:   * evolution of the case status; * time management; * resources allocation/management; * task allocation; * operational reporting; * case portfolio monitoring and follow-up. | ***(Yes/No)*** |
| *The project covers* Adaptive Case Management  The system provides the flexibility to introduce or change activities and tasks, planning and resources at case execution time. | ***(Yes/No)*** |
| *The project covers* Case Handling  Tools to support the day to day execution of case-related tasks assigned to the case handler:   * monitoring tasks and deadlines; * accessing appropriate templates according to case type and case stage; * drafting; * document search; * fact/evidence management; * analysing and preparing the legal case. | ***(Yes/No)*** |
| *The project covers* Document and Records Management:   * Capacities for managing and controlling all pieces of information relevant to a case throughout their lifecycle; * Functionalities for managing, capturing, processing, converting, distributing and accessing/using documents related to the case (the "dossier" or "case file"), inclusive handling of huge bulks of documents and large documents; * Capacities for preservation and archiving. | ***(Yes/No)*** |
| *The project covers* Case design/configuration:  Tools to create, edit, reuse and manage: rules, case structures, case calendars, document templates, workflows. | ***(Yes/No)*** |
| *The project covers* Administration:  Tools to support the administration of the Framework (e.g. users and access rights management). Functionalities for application administration and monitoring. | ***(Yes/No)*** |

**Project Reference Form (page 4 of 4)**

|  |
| --- |
| ***Project description:*** |

*Declaration of conformity and signature*

**ANNEX 11 - GUIDELINES FOR THE COMPLETION OF THE CVs**

**Call for tenders COMP/2016/007 "Case Management Framework"**

**The use of the European Curriculum Vitae format is mandatory. (**[**https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions/templates/doc.doc**](https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions/templates/doc.doc)**)**

Please note that the supply of false information in the selection phase will lead to the exclusion of the candidate at this stage of the procurement procedure.

**All the required information has to be provided**.

**How to fill out the standardized CV form:**

Please submit CVs in English.

The following information must be indicated in the CV:

* *Position:* must refer to one of the profiles defined in in section V.3.2.3 of the Guide for Candidates (Project Manager, Developer, …).
* *Work experience:* in descendent order (current first).

It must contain data about the projects the person has participated in, its role and responsibilities, and the products or tools be used in the context of these projects. In addition the start and end dates, and the effective number of months worked on the projects have to be indicated.

The work experience must cover at least the minimum duration of professional experience needed by the profile.

* in *Education and training,* the highest relevant education qualification(s) with the diploma(s) obtained, the institute(s), the start and end dates and the number of successful years of studies after secondary school. The date of the end of secondary school must be mentioned as well.
* in C*omputer skills*, the software expertise (including tools, methodologies and products) with the competence rate, the duration in months and description with reference to *work experience*.

Specific expertise(s) (with number of months of experience) should be clearly mentioned as such.

* In Mother tongue and other languages, it must contain the language skills.

More information can be found on <https://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions/instructions/pdf.pdf>

**General remark**: the number of years of higher studies and professional experience is counted from the start date of the higher studies or of the first professional experience after the secondary school.

**CORRELATION TABLE FOR CV FORMS**

| **Profile** | **CV number** | **Expert name** |
| --- | --- | --- |
| Project Manager 1 |  |  |
| Project Manager 2 |  |  |
| Developer 1 |  |  |
| Developer 2 |  |  |
| Trainer |  |  |
| Application Support Specialist 1 |  |  |
| Application Support Specialist 2 |  |  |
| Business Engineer 1 |  |  |
| Business Engineer 2 |  |  |
| Architect |  |  |
| System Administrator |  |  |
| Database Administrator |  |  |

***The CVs must be detailed enough to show the relevance of the experience for each profile.***

**ANNEX 12 - DECLARATION OF CONFIDENTIALITY**

**Call for tenders COMP/2016/007 "Case Management Framework"**

Compulsory form to be filled in and signed by each member of the candidate’s team / consortium

I, the undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, agree not to disclose any classified, sensitive or proprietary information that is presented, discussed or made accessible during my participation in the call for tenders **COMP/2016/007** to any person or legal entity who does not have satisfactory security clearance and/or has not signed a non-disclosure agreement that entitles it to access the information under the call for tenders **COMP/2016/007**.

I understand that information I may become aware of, or possess, as a result of this access is considered proprietary, sensitive or secret. I agree not to appropriate such information for my own use or to release or disclose it to third parties unless specifically authorised to do so. I also understand that I must protect proprietary information from unauthorised use or disclosure for as long as it remains proprietary and refrain from using it for any purpose other than that for which it was furnished.

I continue to be bound by this undertaking after completion of the call for tenders **COMP/2016/007**.

I understand that violation of this agreement is subject to applicable sanctions.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name (print) Institution or company

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address, e-mail address and phone number

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Place and date Signature

**ANNEX 13 - CONFLICT OF INTEREST DECLARATION**

**Call for tenders COMP/2016/007 "Case Management Framework"**

**Have you enclosed all the elements requested in the table below?**   
Complete accordingly the “Yes/No”.  
Provide the reference number to the enclosed documentation.

|  |  |  |
| --- | --- | --- |
| 1. An affidavit confirming that you are not in a situation of conflict of interest. There is a conflict of interest where the candidate or a person who is a player in the implementation of the Union budget or an internal auditor share interest (including for example, family, emotional life, political or national affinity and economic interest) which compromise the impartial and objective exercise of that person's functions | Yes/No | Reference: |
| 1. Are you or one or several members of your consortium or one or several of your subcontractors, already providing IT services to the Commission DG COMPETITION under ongoing contracts? | Yes/No |  |
| 1. If the answer to question 2) is YES, indicate the steps that you intend to take to guarantee the absence of conflict of interest with these other contracted activities in the case that you might be awarded this contract. | Yes/No | Reference: |

**ANNEX 14 – POWER OF ATTORNEY**

**Call for tenders COMP/2016/007 "Case Management Framework"**

Complete the Power of Attorney form available on the Website:

<http://ec.europa.eu/dgs/informatics/procurement/useful_documents/index_en.htm>

One of the two following templates must be used :

* Designating one of the company as "Group leader"
* Setting up some kind of legal entity and appointing a "Group Manager"

Please note that we can only accept either original documents or certified copies, which must be less than 6 months old.

1. For natural persons [↑](#footnote-ref-2)
2. This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalid. [↑](#footnote-ref-3)