

TENDER SPECIFICATIONS

Open Invitation to Tender

No. CEPOL/PR/OP/2016/005

Support services to CEPOL communications activities

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TABLE OF CONTENT

SECTION A – INTRODUCTION	6
A.1. SUMMARY	6
A.2. WHAT IS CEPOL?	7
A.3. WHAT IS PROCUREMENT?	7
A.4. CONFIDENTIALITY & PUBLIC ACCESS TO DOCUMENTS.....	8
A.5 PARTICIPATION IN THE PROCUREMENT PROCEDURE	8
A.6. CAN A CONSORTIUM SUBMIT A TENDER? IS SUBCONTRACTING ALLOWED?.....	9
SECTION B – SPECIFIC INFORMATION ON THIS PROCUREMENT PROCEDURE	9
B.1. TECHNICAL SPECIFICATIONS.....	9
B.1.1. OBJECTIVE	9
B.1.2. THE CONTEXT OF THIS PROCUREMENT AND BACKGROUND INFORMATION	9
B.1.3. DESCRIPTION OF THE SERVICES REQUIRED	11
B.1.4. VARIANTS.....	12
B.1.5. DIVISION INTO LOTS	12
B.2. CONTRACT	17
B.2.1. TYPE OF CONTRACT	17
B.2.2. MODEL CONTRACT AND ACCEPTANCE OF THE TERMS AND CONDITIONS.....	18
B.2.3. CONTRACT PRICES AND PRICE REVISION	18
B.2.4. DURATION OF THE CONTRACT	18
B.2.5. VOLUME OF THE CONTRACT	19
B.2.6 PAYMENT	19
B.2.7. CONTRACT IMPLEMENTATION TIMETABLE	19
B.3. THE CONTENT OF THE TECHNICAL PROPOSAL	19
B.4. THE CONTENT OF THE FINANCIAL PROPOSAL	19
B.5. ASSESSMENT OF TENDERERS AND TENDERS.....	24
B.6. ASSESMENT OF TENDERERS: ELIGIBILITY AND CAPACITY.....	24
B.6.1. ELIGIBILITY OF THE TENDERER: EXCLUSION CRITERIA	24

B.6.2. CAPACITY OF THE TENDERER: SELECTION CRITERIA	26
B.7. ASSESMENT OF THE TENDERS: EVALUATION OF THE AWARD CRITERIA	30
B.7.1 TECHNICAL EVALUATION	31
B.7.2. FINANCIAL EVALUATION	38
B.7.3. AWARD OF THE CONTRACT	38
B.8. TIMETABLE	39
SECTION C – INSTRUCTIONS ON HOW TO TENDER.....	40
C.1. CONTENTS OF YOUR TENDER	40
C.1.1. IMPORTANT NOTE	41
C.2. LANGUAGE OF YOUR TENDER	41
C.3. HOW TO PACKAGE YOUR TENDER?	41
C.4. HOW TO DISPATCH YOUR TENDER?.....	42
C.4.1. IMPORTANT NOTE: PROOF OF DISPATCH.....	42
C.5. CONTACTS BETWEEN CEPOL AND TENDERERS.....	43
C.5.1. BEFORE THE DEADLINE FOR DISPATCHING TENDERS	43
C.5.2. AFTER THE DEADLINE FOR DISPATCHING TENDERS	44
SECTION D – HOW WILL TENDERS BE EVALUATED?.....	44
D.1. PUBLIC OPENING SESSION.....	45
D.1.1. FORMAL OPENING REQUIREMENTS	45
D.1.2. MODALITIES TO ATTEND THE PUBLIC OPENING SESSION	45
D.2. TENDER EVALUATION SESSION	45
SECTION E – JOINT OFFERS SUBMITTED BY CONSORTIA AND SUBCONTRACTING: TERMS AND CONDITIONS.....	47
E.1. JOINT OFFERS SUBMITTED BY CONSORTIA.....	47
E.1.1. INTRODUCTION	47
E.1.2. DOCUMENTATION / INFORMATION TO BE PROVIDED	48
E.1.3. EVALUATION	48
E.1.4. CONTRACT IMPLEMENTATION	49
E.2. SUBCONTRACTING	49
E.2.1. INTRODUCTION	49
E.2.2. DOCUMENTATION / INFORMATION TO BE PROVIDED	49
E.2.3. EVALUATION	50

E.2.4. CONTRACT IMPLEMENTATION	51
SECTION F – SIGNATURE OF THE CONTRACT WITH THE SUCCESSFUL TENDERER: PROVISION OF DOCUMENTATION	52
LIST OF ANNEXES	54

SECTION A – INTRODUCTION

A.1. SUMMARY

Contracting authority	European Police College (hereafter referred to as CEPOL).
Purpose	The purpose of this invitation to tender is for CEPOL to conclude with the successful tenderer(s) a framework service contract for the provision of support services for CEPOL's communications activities over a maximum possible duration of 4 years.
Lots	This procurement procedure is divided into lots.
Volume (maximum)	<p>The maximum volume of the contracts shall not exceed €380,000 over its maximum possible duration of 4 years.</p> <p>CEPOL may at a later stage exercise the option to increase the maximum contract volume via negotiated procedure with the successful tenderer in accordance with Art. 134 (1) (e) of the Rules of Application (Commission Delegated Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union).</p>
Type of contract	CEPOL wishes to conclude a framework service contract(s) with the successful tenderer(s),
Duration of contract	The duration of each framework contract shall not exceed a fixed term of 12 months. The framework contract may be renewed up to three times, each time for a 12 months period, thus the maximum possible contract duration is 48 months.
Delivery address	CEPOL headquarters in Budapest and various addresses in all EU Member States.
Variants	Variants are not permitted.

Joint offers	Permitted.
Subcontracting	Permitted. However, any intention to sub-contract must be clearly announced in the offer.

A.2. WHAT IS CEPOL?

The European Police College (CEPOL) is the European agency tasked with organising training for senior police officers in Member States of the European Union. CEPOL brings together senior police officers across Europe to encourage cross-border cooperation in the fight against crime and maintenance of public security and law and order.

CEPOL began operating as an EU agency on 1 January 2006 (Council Decision 2005/681/JHA of 17 September 2005). CEPOL has an annual budget of approximately 8.4 million euro funded by the European Communities. CEPOL operates as a network where the activities — courses, seminars, conferences and meetings — are implemented in and by Member States, mainly by the national senior police training colleges.

The current seat of the Agency is Budapest, Hungary.

CEPOL organises between 70–100 courses, seminars and conferences per year on key topics relevant to police forces in Europe, as well as carrying out specialised projects such as the CEPOL exchange programme for senior officers.

CEPOL also focuses on developing common curricula to harmonise training programmes, combating cross-border crime through specialist training; disseminating good practice and research findings; providing training for trainers; providing training for police authorities in candidate countries; and providing a state-of-the-art electronic network for sharing knowledge and best practice.

A.3. WHAT IS PROCUREMENT?

Procurement covers public contracts as well as procurement procedures. Public contracts are defined as purchases by a public authority of services, goods or works. A procurement procedure is the structured way that leads to the award of a public contract.

The purpose is:

- (i) to guarantee the widest possible participation of economic operators,
- (ii) to ensure the transparency of operations, and

- (iii) to obtain the desired quality of services, supplies and works at the best possible price.

Offers submitted in the context of a procurement procedure are referred to as “tenders”.

An economic operator who has submitted a tender is referred to as “tenderer”.

An economic operator who has been awarded the contract is referred to as “contractor”.

CEPOL procurement is governed by the Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council of 25 October 2012 on the financial rules applicable to the general budget of the Union and Commission Delegated Regulation (EU) 2015/2462 of 30 October 2015 amending Delegated Regulation (EU) No 1268/2012 on the rules of application of Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union.

A.4. CONFIDENTIALITY & PUBLIC ACCESS TO DOCUMENTS

In the general implementation of its activities and for the processing of tendering procedures in particular, CEPOL observes the following rules:

- Directive 95/46/EC of the European Parliament and of the Council of 24 October 1995 and Regulation (EC) No 45/2001 of the European Parliament and of the Council of 18 December 2000 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data, and;
- Council Regulation (EC) No 1049/2001 of 30 May 2001 regarding public access to European Parliament, Council and Commission documents.

A.5 PARTICIPATION IN THE PROCUREMENT PROCEDURE

This procurement procedure is open to any natural or legal person wishing to bid for the assignment and established in any of the European Union Member States, Norway, Iceland, or Liechtenstein.

This procurement procedure is also open to all natural and legal persons established in FYROM, Albania, Montenegro and Serbia, which have been granted access to tendering procedures of the Union institutions.

In addition, tenderers must not be in any situation of exclusion under the exclusion criteria (see section indicated in section B.6.1. of these tender specifications) and must be authorised to perform the contract under national law in the country of their establishment/incorporation (see section indicated in section B.6.2.3. of these tender specifications).

Please note that any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or CEPOL during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his tender and may result in administrative penalties.

A.6. CAN A CONSORTIUM SUBMIT A TENDER? IS SUBCONTRACTING ALLOWED?

Consortia of economic operators are authorised to submit tenders (joint offers) in compliance with the terms and conditions specified in Section E.1.

The tenderer may subcontract the tasks specified in Section B.1 (Technical specifications) to other economic operators in compliance with the terms and conditions for subcontracting specified in Section E.2.

SECTION B – SPECIFIC INFORMATION ON THIS PROCUREMENT PROCEDURE

B.1. TECHNICAL SPECIFICATIONS

B.1.1. OBJECTIVE

The purpose of this invitation to tender is for CEPOL to conclude with the successful tenderer(s) a framework service contract(s) for the provision of support services for CEPOL's communications activities over a maximum possible duration of 4 years on the basis of the draft contract included in the Annex I.

B.1.2. THE CONTEXT OF THIS PROCUREMENT AND BACKGROUND INFORMATION

CEPOL need to generate awareness on its work and products through the various channels available and drive traffic to its website and online products.

B.1.2.a. Ordering procedure

When and as needed CEPOL will order support services by sending order forms to the contractor.

The order forms will include the description of the item, the quantity, the unit price, the delivery date(s) and address(es) and other specific requirements. A model order form can be found on the last page of Annex I – Model framework contract.

CEPOL will send 2 original signed order forms by post or courier to the contractor and a scanned copy by email to the contractor's designated contact point's email address or functional email address. The contractor will have to return one signed and dated original order form to CEPOL together with the invoice at the latest.

Please note the delivery time shall start counting from the next working date following the date the scanned copy of the order form (signed by CEPOL) is sent to the contractor by email.

CEPOL will mainly order the support services in one the following ways:

a) Quarterly or annual ordering for the scheduled services

In this case CEPOL will send an order form covering the support services for CEPOL activities spread over a calendar quarter or over a year. For example, CEPOL will send an order form in September 2016 whereby support services will have to be delivered by the contractor to different destinations in the European Union member states during October – December 2016. Once all the deliveries corresponding to a calendar quarter are completed, the contractor shall send one invoice for the whole quarter for payment to CEPOL. The invoice cannot be paid by CEPOL before all the deliveries under corresponding to the quarter in question are completed.

As a minimum requirement, the tenderers must accept the quarterly ordering. Acceptance of the annual ordering will be considered advantageous in the evaluation of tenders (please see Section B.7.1 Technical evaluation below).

b) Ad-hoc ordering

In this case, whenever needed, CEPOL will send an order form to the contractor, normally for delivery to one address (usually CEPOL headquarters in Budapest, Hungary). Once the delivery is completed, the contractor can send the invoice corresponding to the order form for payment to CEPOL.

For more details with regards to the payment arrangements please see Article I.6 of the model framework contract in Annex I.

B.1.2.b. Project management and meeting requirements

- All contractor shall designate one project manager to act as a single point of contact for all CEPOL needs in respect of this Framework Supply Contract.
- The designated project manager must be able to communicate fluently in English.
- As this is a minimum requirement, tenderer's inability to comply with it will lead to the rejection of their tenders. Tenderers must state in the technical proposals their ability to comply with the above requirement.

- After the signature of the framework contract, the contractor shall communicate to CEPOL the email address to which the order forms shall be sent.
- Quality of the products and reliability of service must remain consistent throughout the duration of contract.
- For the Lot II. the tenderers must take into account the fact that, as a general rule, the services requested are likely to take place in Budapest, Hungary.
- For both lots the day to day work (i.e. communication, coordination, technical analysis, e-mail support, etc.) can be done from the contractor's premises or any location suitable to the expert(s), provided that this does not negatively affect the performance or costs of the assignments. Coordination meetings at the CEPOL's headquarters in Budapest, Hungary are also anticipated.

B.1.2.c. Invoicing requirements

- The invoice shall include as a minimum the following additional information (in addition to the to the name of supplier, invoice number and date of issue):
 - - the reference number of the framework contract
 - - the reference number of the order form
 - - the CPL number (provided by CEPOL on the order form)
 - - list of the items
 - - the unit price per each item
 - - the total price net of VAT
 - - if any VAT is applicable, the amount must be shown separately.
- CEPOL strongly recommends to the Contractors to use e-PRIOR for invoices. You may find more information on e-PRIOR in the general conditions for the Framework Contract for Services, contained in the Model Framework Contract (see Annex I).
- The invoice must be accompanied by a copy of proof(s) of delivery.
- The invoice must be issued in the currency of contract, i.e. in Euros.
- The payments will be made in accordance with the Articles I.6 of the Model Framework Contract (see **Annex I**).

<h4>B.1.3. DESCRIPTION OF THE SERVICES REQUIRED</h4>

The objective of the contract is to provide CEPOL with support services for its communications activities, enabling CEPOL to provide participants to CEPOL events, training activities, visitors, target groups and the general public with information regarding CEPOL and to help raise awareness of CEPOL and reinforce its image.

The contractor(s) shall provide various services mentioned in the three different lots in section B.1.5. of the tender specifications.

The tenderer(s) shall be able to provide all the services mentioned in the different lots in Section B.1.5 of the tender specifications (please see more details below).

B.1.4. VARIANTS

Variants are alternatives to any technical or financial aspects, or to any contractual conditions described in invitation to tenders.

Variants are not permitted in this invitation to tender.

CEPOL will disregard any variants described in an offer, and reserves the right to reject such offers without further evaluation on the grounds that they do not comply with the tendering specifications.

B.1.5. DIVISION INTO LOTS

The Contracting Authority wishes to enter into framework service contract with a single economic operator corresponding to the following two (2) different lots:

- Lot 1: Website management, development and hosting
- Lot 2: Events management services

This procurement procedure is divided into lots. Tenderers may submit offers for one or all lots. Tenderers wishing to apply for more than one lot must submit a separate tender for each lot.

B.1.5.a. Lot I: Website management, development and hosting

Summary of services requested	
Title of the service	Website management, development and hosting
Expected start date (indicative)	09/2016
Expected end date (indicative)	09/2020
Maximum budget available over four years	EUR 100,000

Under this lot the contractor may be required to perform services falling under the following groups of tasks:

Production, development and maintenance of web/online platforms and other Internet-related activities

- **Advisory role:** the contractor is required to keep abreast of technological developments in the sector of the internet and online services in order to provide updated and sound advice on technological developments and trends.
- **Website project definition and planning:** provide support in the definition of the type of site, tasks, information architecture, needs and constraints (e.g. special standards).

Provide support in the preliminary definition of resources for the project execution (e.g. establishing a work plan and a calendar, etc.).

- **Website information architecture and content definition:** provide content definition (inventory of all existing and related content, definition of needs for new content and content adaptation, etc.), site structure, navigation, technical architecture, labelling of site elements, construction of prototypes (mock-ups), definition of metadata, database design, etc.
- **Interface and technical design:** establish precise page layouts, page designs, overall graphic design standards; create illustrations, photography, logos, icons, flash animations, Rich Media packages and other audiovisual content; programme and script with CGI, ColdFusion, Java, XSLT or any other format needed; customise search functionalities; design and validate accessibility (WAI etc.); design databases and applications, including back-office systems.
- **Site construction and testing:** programme, script, edit and build all site pages; perform content integration, creation of CSS, HTML, PDF, XSLT, XML, RSS or any other format needed using the latest SEO techniques when creating the site, adaptation of pages for different devices (PDA, mobiles, tablets, printers etc.).
- **Web user testing:** design and implement web user testing with the aim to ensure the product is effectively delivering the services required to its target audiences and make practical recommendations based on the analysis performed. This requires the contractor to keep abreast of the latest developments in order to propose the most relevant tools for the specific tasks requested.
- **Verification and checking:** this task includes site audit (quality control, data protection, copyrights, WAI etc.), link checking, standards verification, IPG conformity checking, usability testing; analysing and adapting websites to the needs of different target groups (graphics, ergonomics, navigability, etc.).
- **Website publication:** transfer to test environment, final check of the site on the production server, transfer site to production server, final check on production server.
- **Hosting:** internet connectivity, hosting environment, software base for services, communication and development, Search engine services, traffic analysis, continuous service management, risk management, migration, preparation and assistance for hand-over at the end of the contract period, backup and Disaster Recovery Management.
- **Maintenance:** capture and analyse information about online usage, coordination and review of new content, maintenance of graphic and editorial standards, regular back-ups, site/pages archiving, deletion of obsolete content, content relocation, periodic verification of links integrity, writing of technical documentation and user manuals.
- **Development:** Migration and redeployment of existing systems, maintenance services for existing and future systems, custom developments for web products and systems, Help Desk function, assistance with migration to next provider.
- **Regular updating:** perform regular (daily, weekly, monthly) information, content and directories updates. This includes removing, changing, amending and replacing specific pages, documents and hyperlinks, setting up of a systematic quality control system for updates and managing user support mailboxes.
- **Support for web publishing:** content upload and management, writing/editing/adapting/updating texts suited for the web, creation of promotional

buttons, drawings, photos, illustrations, logos, online adverts, animations or an entire visual identity for a dedicated website.

- **Archiving/relocation:** ensure pre-announcements before archiving/relocation, identify the sites/pages pointing (referrers) to the site, ensure post announcement, and co-ordinate end-of-site event, making backups and archiving content, remove site from online production environment and set up redirections.
- **Applications for mobile internet devices:** propose or develop, based on a brief, applications for smartphones, tablets and other mobile internet devices according to the most recent technologies; this includes design, technical development and dissemination for the most recent mobile operating systems.
- **Design:** provide graphic design and production of online advertising tools (for example wallpapers and greeting cards for the web, promotional buttons, drawings, flash animations, Rich Media packages, etc.); create illustrations, drawings, photographs or animated content for online purposes.
- **Digital marketing:** develop and implement digital marketing/promotion strategies plans, including online campaigns, advertising, SEO of websites, social networks/media (e.g. development of applications, purchase of applications and advertisements), the organisation of online contests, the production of mini-sites.
- **Interactive services:** provide support for operating online interactive services and events, such as blogs, discussion forums, internet chats, online surveys, e-votes, polls, virtual conferences, RSS/XML feeds, sms-messaging.
- **Online content monitoring and analysis:** monitor and analyse existing online content and design with the aim of enhancing editorial, technical and graphical coherence, increasing usability, accessibility and search engine optimisation. This includes the monitoring of social media conversations and suggesting an adapted strategy of response.
- **Regular evaluation:** design and implement ex-ante and ex-post surveys for existing and/or new website and online products, website usage. This includes setting up key performance indicators, analysis of user statistics, usability and accessibility tests, collecting users' feedback.

B.1.5.b. Lot II: Events management services

Summary of services requested	
Title of the service	Events management services
Expected start date (indicative)	09/2016
Expected end date (indicative)	09/2020
Maximum budget available over four years	EUR 280,000

The purpose of this lot is to support the Contracting Authority with the conception, organisation and implementation of small and large scale events as well as working meetings and training sessions taking place at CEPOL headquarters in Budapest.

Under this lot the contractor may be required to perform services falling under the following groups of tasks:

- **Conception:** provide support with the development of the event's concept (including the script/ run-down of the event) according to the context and the objectives set for the specific targeted audience.
- **Planning:** draw up the detailed planning of operations in cooperation with the Contracting Authority, any joint organisers and the various providers by indicating for each phase a person responsible for implementation.
- **Coordination:** ensure general coordination with the Contracting Authority as well as with contractors or other bodies or contractors potentially involved in the project in English.
- **Provision of venues for training sessions, seminars and working meetings.**
- **Venues for large scale conferences and communication events** (e.g. award ceremonies): research, book and provide with communication events' venues, this includes the negotiation of preferential tariffs and booking options taking into account accessibility aspects.
- **Equipment and technical assistance:** provide equipment such as lecterns, adequate size screens, data projectors (beamers), computers/laptops; adequate lighting; all audio-visual and sound amplification systems, stationary equipment and flipcharts; free WI-FI access for participants; web-streaming services; fixed and mobile microphones; on-call technical assistance; guarantee that the PCs will be provided with broadband Internet access, English keyboard menus, USB ports and office document management products such as Microsoft Office or equivalent installed, venue decoration. Ensure the possibility for inspection of site(s) on the day of set-up and a slot with all technical support staff involved for a check-up of all the technical installations.
- **Event promotion:** provide and implement a media strategy that will ensure maximum visibility of the event vis-à-vis its key audiences including different means, such as internet, direct mailing, social media, placing banners, advertisement space in the media, through journalists, etc.
- **Event website:** provide support to the web team to create, host, manage and update a website dedicated to the event including on-line registration tools and provision of information on the event in one or several languages to be requested by the Contracting Authority.
- **Conference material:** provide support to the graphic design, production and delivery on-site of printed and promotional material (such as for example stands, roll ups, banners, invitations, posters, badges, name plates, programmes, conference kits and/or bags), provision of PowerPoint presentations in English, preparation of DVDs with a loop of existing videos; preparation of participants' packs as well as and their assembling and delivery on-site in advance to the event.
- **Engaging speakers, jury members, masters of ceremonies, moderators and rapporteurs:** support in finding and dealing with high-level speakers, jury members,

master of Ceremonies, moderators and rapporteurs to ensure the production of minutes, summaries and input/output papers of events and/or workshops.

- **Meeting facilitation:** provide expertise in the organisation of interactive meetings and participatory leadership formats.
- **Interactive tools:** provide support to interactive services/platforms such as for example blogs, discussion forums, internet chats, live surveys and polls, virtual conferences.
- **Networking among participants:** suggest and develop creative and innovative solutions to enhance the event participants' networking experience (e.g. mobile web app for the event, interactive badges, interactive voting systems, etc.).
- **Participants management:** ensure the management and follow-up of speakers and participants, covering all tasks related to the registration of participants (e.g. setting up on-line registration form or creating registration websites as well as dedicated and secured sections of the event website used as online forums for speakers, moderators, jury members etc. with possibility to upload documents for the relevant workshop and downloadable by all participants, event e-mail address, mailing or e-mailing personalised invitations, reminders and/or confirmations, relations with participants, practical information, phone calls, copies, answering questions from participants, establishment of list of invitees, final attendance list); production of participants badges and speakers name plates.
- **Welcome/registration desk:** provide on-site hostesses/stewards proficient in English.
- **Transport and storage:** ensure transport and storage of material, equipment and documentation to and from the event venue, including packing, unpacking, setting up of publications on shelves before the event and repacking after the event. Possibility to store material on-site in advance of the event.
- **Webinars:** provide support for the organisation of webinars, including expertise and technical solutions to reach the target audience.
- **Exhibition stands:** design, produce, deliver (including assembling and dismantling) and store fixed stands (new ones or adaptation of existing ones) or mobile pop-up stands, beach flags and banners; provision of technical equipment (e.g. lighting, computers, etc.) as well as additional equipment (reception desks, stools, tables, chairs, cupboards, etc.).
- **Signposting:** design and produce adequate indoor and outdoor signposting to be used on the site of the event.
- **On-site assistance:** provide on-site assistance and information to the participants by means of multilingual hostesses/stewards able to manage and welcome visitors as well as respond to visitors' questions on the basis of briefings provided by the Contracting Authority; provide technical assistance on-site by qualified technicians, including the installation and maintenance of all the technical equipment (e.g. Internet connection, IT, audio-visual, interpretation booths, etc.) necessary for the event.
- **Press relations support:** provide support to the organisation of invitations, press releases and other materials, follow-up of journalists, organise press conferences and trips for journalists/audio-visual producers and report of the press coverage, including clippings and audience figures.
- **Participation in third party events:** support the Contracting Authority with the participation in events such as fairs and exhibitions organised by third parties; this includes supporting the Contracting Authority to identify high visibility events and

providing support with the logistical and technical coordination, before, during and after the event.

- **Event proceedings:** draft and compile proceedings on digital support including all available information and documentation: presentations, visual, produced material, etc. in English.
- **Follow-up of the event:** disseminate proceedings, results, speeches and presentations, and ensure media monitoring (follow-up of the event in newspapers, magazines, online media, television etc.) in case of event associated to a media campaign.
- **Monitoring and evaluation:** prepare, collect and analyse participants' feedback and satisfaction using the appropriate tools (questionnaires, online tools, interviews, etc.).
- **Small-scale media events:** provide support to the organisation of small scale media events, such as press conferences and press breakfasts or other events at European or national level (through the contractors' network of correspondents).
- **Interpretation services:** provision of simultaneous and consecutive interpretation from/to various languages (including non-EU official languages).

The list of requested services under this lot is not exhaustive. In case of services not defined in the tender specifications and considered necessary to carry out a particular event, the Contracting Authority will make a written request to the contractor to provide a price for such services. An offer will be sent to the Contracting Authority who must give its written agreement to the contractor before the services are provided.

B.2. CONTRACT

B.2.1. TYPE OF CONTRACT

CEPOL wishes to conclude a framework service contract with a single economic operator for the supply of services specified in the Section B.1.5. of the Tender Specifications.

Each framework contract is a legal agreement between the parties - in this case, CEPOL and the Contractor(s). It acts as the basis for possible future purchase of services by CEPOL. The framework contract contains, inter alia, a description of the scope of services that can be purchased by CEPOL, methodology, timing and prices to be respected by the Contractor. It is a contract of a fixed duration but with no fixed value, only a maximum total value. The framework contract itself is not an order for services or supplies and does not constitute a financial commitment.

Signature of the framework service contract imposes no obligation on CEPOL to purchase any minimum quantity of supplies. Only implementation of the framework contract through order forms is binding on CEPOL. The procedure of issuing order forms is described in section B.1.2.a.

B.2.2. MODEL CONTRACT AND ACCEPTANCE OF THE TERMS AND CONDITIONS

The model framework contract and order form are attached to these Tender Specifications as **Annex I**.

In particular, the model contract indicates the method and the conditions for payments to the contractor.

The resulting contract with the successful tenderer will be based on this model contract.

Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender and in the model contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.

CEPOL reserves the right to decline without further comment any tender that does not accept its model contract.

B.2.3. CONTRACT PRICES AND PRICE REVISION

Prices for the supply of goods and provision of the services shall be as indicated in the tenderer's financial proposal.

Price revision

The prices indicated in the financial proposal shall be fixed and not subject to revision during the first year of duration of the framework contract.

Afterwards the prices may be revised, strictly in accordance with ARTICLE I.5.2 – PRICES of the Model Framework Contract (**Annex I.2**).

B.2.4. DURATION OF THE CONTRACT

The duration of each framework contract shall not exceed an initial fixed term of 12 months. The contract may be renewed up to three times, each time for a period of provision of services of 12 months. The maximum duration of contract shall not exceed 48 months.

Implementation of the framework contract may not start before the date on which the contract enters into force.

The specific contracts or order forms shall be signed before the framework contract expires.

The framework contract shall continue to apply to such specific contracts order forms after its expiry, but no later than 6 months.

B.2.5. VOLUME OF THE CONTRACT

The maximum contract value over the maximum possible duration of 48 months shall not exceed 380,000 EUR, broken down as follows:

- Lot 1: EUR 100,000
- Lot 2: EUR 280,000

For each lots CEPOL may at a later stage exercise the option to increase the maximum contract volume via negotiated procedure with the successful tenderer in accordance with Art. 134 (1) (e) of the Rules of Application (Commission Delegated Regulation (EU, EURATOM) 2015/1929 of the European Parliament and of the Council of 28 October 2015 amending Regulation (EU, EURATOM) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union).

B.2.6 PAYMENT

The payment arrangements are described in Article I.6 of the attached model contracts (see Annex I).

B.2.7. CONTRACT IMPLEMENTATION TIMETABLE

The estimated timeframe for signature of the contract is Mid-September 2016.

B.3. THE CONTENT OF THE TECHNICAL PROPOSAL

The technical proposal must be consistent with the Technical Specifications (see Section B.1). In preparing the technical proposal the tenderers should bear in mind the award criteria against which it will be evaluated (see Section B.7)

The tenderers must use the **Technical Proposal Form (see Annex II)** in preparing their technical proposals.

The technical proposal will become an integral part of the contract that will be concluded following the award.

Every page of the technical proposal must be signed by an authorised representative of the tenderer.

B.4. THE CONTENT OF THE FINANCIAL PROPOSAL

The tenderers must use the **Financial Proposal Form (see Annex III)** in preparing their financial proposals.

Each page of the financial proposal must be signed by an authorised representative of the tenderer.

NOTES FOR THE FINANCIAL PROPOSAL

- The tenderers must specify prices for all items listed in Part 1 and Part 2 of the Financial Proposal Form. A single price shall be indicated for each category and must not amount to zero. Failure to do so will lead to the rejection of the tender.
- All prices must be quoted in **Euro (EUR)**.
- All prices must be free of all duties, taxes and other charges (including VAT), as CEPOL is, as a rule, exempt from all taxes and duties, and in certain circumstances is entitled to a refund for indirect tax incurred such as value added tax (VAT), pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union. Tenderers must therefore give prices which are exclusive of any taxes and duties. Where applicable, any amount of VAT must be indicated separately.
- Costs incurred in preparing and submitting tenders are borne by the tenderer and shall not be reimbursed.

PRICE SIMULATION SCENARIO

To ensure comparability, the financial proposals will be assessed and compared on the basis of the following price simulation scenario:

Price simulation

Lot I.: Website management, development and hosting

#	Item	Unit	Quantity (estimated over one year) (A)	Unit price (B)	Total price (A) x (B)
1	Project manager	Person/hour	40		
2	Web developer	Person/hour	320		
3	Graphic web designer	Person/hour	50		
4	Content manager	Person/hour	600		

5	Hosting of a website with 20K visitors on average + 20 hours/month of technical support and maintenance for the first 3 months (applicable exclusively during the first 3 months of hosting, maintenance and support of the website)	Month	3		
6	Hosting of a website with 20K visitors on average + 20 hours/month of technical support and maintenance for the subsequent months (applicable for the remaining maximum possible duration of the framework contract)	Month	9		

Lot II: Events management services

#	Item	Unit	Quantity (estimated over one year) (A)	Unit price (B)	Total price (A) x (B)
1	Organisation of event with 30 participants and up to 10 speakers, taking place at CEPOL's premises	Price per event	30		

	in Budapest, 4 to 5 days				
2	Organisation of event with 90 to 200 participants and up to 20 speakers, taking place at CEPOL's premises in Budapest, 4 to 5 days	Price per event	10		
3	Management and follow-up of participants for an event up to 30 people	Price per event	30		
4	Management and follow-up of participants for an event up to 200 people	Price per event	10		
5	Creation of event website in English	Price per product	10		
6	Creation of a PowerPoint presentation (input provided) based on the visual identity of CEPOL for which a charter and templates will be /conference provided to the contractor	Price per product	40		
7	Simultaneous interpreting (excluding travel and subsistence) in EU official languages	Person/day	100		

8	Simultaneous interpreting (excluding travel and subsistence) in other languages	Person/day	50		
9	Recording and transcribing debates	Person/day	150		
10	Drafting a summary of debate proceedings	Person/day	150		
11	Compilation of two-day event proceedings on digital support (including all available information and documentation: presentations, programmes, photographs, visuals of the produced material, etc.)	Price per event	50		
12	Conception and realisation of 1 exhibition stand (without platform floor), including fitting out the stand (fixed/modular structures in wood/medium density fibre board/metal or other decorative panels), cabling general signage, cabling, flooring, lighting, panelling, document	Price per event	10		

	displays, shelving, storage space				
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For more details please see **Section B.7.2 Financial evaluation**. The price simulation scenario will not become part of the framework contract, will not be binding on CEPOL and will be used solely for the purpose of evaluating the financial proposals.

N.B. The financial proposal shall be completely unambiguous. Your tender shall be disqualified, if it contains any statements preventing an accurate and complete comparison of the tenders (such as “To be discussed”, “Conditional to”, “Depending on X” etc.)

B.5. ASSESSMENT OF TENDERERS AND TENDERS

The assessments of tenderers and tenders will be conducted in accordance with the procedures described in **Section D**.

For joint tenders and for tenders envisaging subcontracting, **Section E** will apply.

B.6. ASSESMENT OF TENDERERS: ELIGIBILITY AND CAPACITY

B.6.1. ELIGIBILITY OF THE TENDERER: EXCLUSION CRITERIA

Any tenderer shall be excluded from participation in this procurement procedure if:

- a) 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;
- b) 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;
- c) 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

credibility 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;
- d) 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;
- e) 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;
- f) 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; In addition, the contract shall not be awarded to tenderers who, during the procurement procedure for that contract:

- g) 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:
- (i) 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;
 - (ii) 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;
 - (iii) decisions of the ECB, the EIB, the European Investment Fund or international organisations;
 - (iv) 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
 - (v) decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.

Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or CEPOL during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.

Evidence to be provided:

The tenderers shall provide - in original - a declaration on honour drawn up according to the template found in **Annex IV**, dated and duly signed by the legal representative of the tenderer.

B.6.2. CAPACITY OF THE TENDERER: SELECTION CRITERIA

The tenderer must have the overall capabilities (technical / professional, economic / financial, legal) to perform the contract. If one of the selection criteria listed below is not met, the tender may not be further evaluated.

As proof of the tenderer's capacity, as specified in this section, except for the cases where original documents are requested, copies of original certificates/documents issued by an official authority in the country of origin or provenance may be accepted.

B.6.2.1. ECONOMIC AND FINANCIAL CAPACITY

Selection criteria for each lots:

The tenderer must prove that he is in a stable financial position and he has the financial capacity to provide the required services. Furthermore, the tenderer's average yearly turnover

for each of the last three financial years for which accounts have been closed should be at least **45,000 EUR** per year.

The tenderers shall provide - in original - a declaration to meet the economic and financial capacity selection criteria according to the template found in **Annex IV**, dated and duly signed by the legal representative of the tenderer.

Only the successful tenderer shall provide the following evidence:

- copies of audited¹ financial statements (balance sheets & profit and loss account) for the last three financial years for which accounts have been closed, or equivalent documentation (e.g. where company law in the country in which the tenderer is established does not require the publication of the balance sheet);
- the tenderers may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to CEPOL that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. CEPOL may require that the tenderer and the entities referred above are jointly liable for the execution of the contract.
- If, for any valid reason, the tenderer is unable to provide the documents requested by the contracting authority, he may prove his economic and financial standing by any other document which the contracting authority considers appropriate.

B.6.2.2. TECHNICAL AND PROFESSIONAL CAPACITY

Lot I: Website management, development and hosting

Selection criteria:

- a) The tenderer must have a minimum experience of at least 5 years in providing the services as stated in these Tender Specifications (designing, maintenance and hosting websites) and his professional capacity should be appropriate to the required services.

The tenderers shall provide - in original - a declaration to meet the technical and professional capacity selection criteria according to the template found in **Annex IV**, dated and duly signed by the legal representative of the tenderer.

Only the successful tenderer shall provide the following evidence:

- a brief history of the economic operator, including length of time in business, overall size and description of activities relating to services of the type required in this invitation to tender;
- A presentation of at least 5 contracts successfully performed in the last three years covering the similar type of products as requested in this invitation to tender. The total value of the contracts should be at least **5,000 EUR per year**. The tenderer is requested to specify the following in regard each contract.

¹ If the tenderer is not required to have their financial statements audited, the provided financial statements shall be certified by the signature of the tenderer's accounting officer.

Customer name and address

Contact name and telephone number

Contract reference and brief description of supplies and/or service provided

Contract value (total and per year)

Name(s) of sub-contractors and/or consortium members and their role.

Name(s) of sub-contractors and/or consortium members and their role.

N.B. CEPOL may contact any of the above companies for a reference. Your permission to do so will be assumed unless you state any objections.

- b) The tenderer must have a suitable organisational and staffing structure available for the activities covered by the contract (including all consortia members and/or any proposed subcontractors).
- i. Tenderers must have at least 1 web project manager who has minimum 5 years' experience and has the ability to work and operate at European and international level with excellent communication skills in English proven by a level of the Common European Framework of reference for languages corresponding to C1/C2;
 - ii. Tenderers must have at least 1 web designer who has minimum 3 years' experience and has the ability to work and operate at European and international level with excellent communication skills in English proven by a level of the Common European Framework of reference for languages corresponding to B1/B2;
 - iii. Tenderers must have at least 1 web editor who has minimum 3 years' experience and has the ability to work and operate at European and international level with excellent communication skills in English proven by a level of the Common European Framework of reference for languages corresponding to B1/B2;
 - iv. Tenderers must have at least 1 analyst developer who has minimum 3 years' experience.

Each of the above criteria must be fulfilled by at least one member of the team.

Only the successful tenderer shall provide the following evidence:

- Criteria relating to the teams: detailed curriculum vitae for each of the team members of up to two A4 pages and covering relevant educational and professional qualifications and experiences. The CVs must specify:
 - level of written and spoken language skills with reference to the European Common Framework;

Lot II: Events management services

Selection criteria:

- a) The tenderer must have a minimum experience of at least 3 events in the last 3 years with at least 50 participants per events in providing the services as stated in these Tender Specifications (event organisation) and his professional capacity should be appropriate to the required services.

The tenderers shall provide - in original - a declaration to meet the technical and professional capacity selection criteria according to the template found in **Annex IV**, dated and duly signed by the legal representative of the tenderer.

Only the successful tenderer shall provide the following evidence:

- a brief history of the economic operator, including length of time in business, overall size and description of activities relating to services of the type required in this invitation to tender;
- A presentation of at least 3 contracts successfully performed in the last three years covering the similar type of services as requested in this invitation to tender where participant was able to organise at least 3 events with at least 50 participants for each events.

Customer name and address

Contact name and telephone number

Contract reference and brief description of supplies and/or service provided

Participants number (per event)

Name(s) of sub-contractors and/or consortium members and their role.

Name(s) of sub-contractors and/or consortium members and their role.

N.B. CEPOL may contact any of the above companies for a reference. Your permission to do so will be assumed unless you state any objections.

- b) The tenderer must have a suitable organisational and staffing structure available for the activities covered by the contract (including all consortia members and/or any proposed subcontractors).
- i. Tenderers must have at least 1 project director who has minimum 7 years' experience and has the ability to work and operate at European and international level with excellent communication skills in English proven by a level of the Common European Framework of reference for languages corresponding to B1/B2;

- ii. Tenderers must have at least 1 project manager who has minimum 5 years' experience and has the ability to work and operate at European and international level with excellent communication skills in English proven by a level of the Common European Framework of reference for languages corresponding to C1/C2;
- iii. Tenderers must have at least 1 junior consultant who has minimum 3 years' experience and has the ability to work and operate at European and international level with excellent communication skills in English proven by a level of the Common European Framework of reference for languages corresponding to C1/C2.

Each of the above criteria must be fulfilled by at least one member of the team.

Only the successful tenderer shall provide the following evidence:

- Criteria relating to the teams: detailed curriculum vitae for each of the team members of up to two A4 pages and covering relevant educational and professional qualifications and experiences. The CVs must specify:
 - the level of written and spoken language skills with reference to the European Common Framework;

B.6.2.3. AUTHORISATION TO PERFORM THE CONTRACT UNDER NATIONAL LAW

Selection criteria:

The tenderer must prove that he is authorised to perform the contract under national law.

Evidence to be provided:

A certificate of registration in the relevant trade or professional registers in the country of establishment/incorporation. If the tenderer is not required or allowed to register in such a register for reasons related to its statute or legal status, CEPOL shall accept, as satisfactory evidence, a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

B.7. ASSESMENT OF THE TENDERS: EVALUATION OF THE AWARD CRITERIA
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Once the tenderer has demonstrated the eligibility and appropriate capacity to perform the contract on the grounds of the exclusion and selection criteria, the tender will be assessed on the basis of the award criteria.

B.7.1 TECHNICAL EVALUATION

Tenders will be first checked for compliance with all the minimum (mandatory) requirements mentioned in the Section B.1. (please see Part 1 of the Technical Proposal Form). Only tenders which meet all the minimum requirements will be considered for further technical evaluation against specific criteria.

The technical evaluation will be carried out by establishing an overall technical score for each tender, which takes into account the individual scores for the following specific criteria:

Lot I	
Criterion	Maximum obtainable points
1. How will you proceed for the development of the website? 1.1. <i>Please provide a description of the proposed approach (i.e. steps to take, etc.). max. 5 points</i> 1.2. <i>Please provide a description of the content of the proposal (i.e. structure, etc.). max. 5 points</i> 1.3. <i>Please provide a description of the proposed organisation/timeline (including time per task and milestones). max. 5 points</i> 1.4. <i>Please provide an assessment of the main issues, limitations and risks of the assignment, as well as the proposed mitigation measures. max. 5 points</i>	20
2. How will you proceed for the maintenance of the website? 2.1. <i>Please describe how the support to CEPOL staff will be organised and demonstrate how the offered service meets and exceeds (if applicable) the requirements specified in Section B.1.5.a. of the tender specifications. max. 3 points</i> 2.2. <i>Please describe your incident management policies and procedures in place that detail how problem/issue escalation is handled and measured. max. 3 points</i> 2.3. <i>Please describe how the maintenance will be organised and demonstrate how the offered service meets and exceeds (if applicable) the requirements specified in Section B.1.5.a. of the tender specifications. max. 3 points</i> 2.4. <i>Is the development/test environment separated from the production environment? Is access for the designated CEPOL staff to the development/test environment provided? max. 3 points</i>	30

Lot I	
Criterion	Maximum obtainable points
<p>2.5. Please describe the server system administration policies/procedures, including software upgrade and patch application, capacity monitoring/management and change control, which will be applied throughout the duration of the contract. Please describe your backup policy. max. 3 points</p> <p>2.6. Please describe how you will provide network monitoring and the supporting processes and procedures for the assessment of network capacity and ensuring sufficient capacity. Is read access to system/network monitoring tools provided? If yes, please provide details. max. 3 points</p> <p>2.7. Please describe your approach to the maintenance and update of the component applications of CEPOL's public website throughout the duration of contract (security patches, bug fixes, updates). max. 3 points</p> <p>2.8. Please explain how you will ensure that application change control is conducted according to defined processes and procedures. max. 3 points</p> <p>2.9. Please describe how the reporting will be organised and demonstrate how the offered service meets and exceeds (if applicable) the requirements specified in Section B.1.5.a. of the tender specifications. max. 3 points</p> <p>2.10. Please describe how the contractor will ensure daily/weekly/monthly updating of information web pages using CEPOL's website content management system. Updating activities can include updating the content/layout of existing pages including some rewriting (either based on content to be drafted by the contractor or content provided by CEPOL); adding documents/images/links etc. and the subsequent adjustment of all language versions. max. 3 points</p>	
<p>3. How will you proceed for the hosting of the website?</p> <p>3.1. Please describe below the approach and methodology that will be used to manage the migration of the website from the current supplier to your new environment and the entry into service. Please explain how "no loss of data" and "maximum scheduled downtime of 48 hours" requirements will be ensured. max. 3 points</p>	30

Lot I	
Criterion	Maximum obtainable points
<p>3.2. Please provide a migration plan covering in particular the following aspects:</p> <ul style="list-style-type: none"> - Definition of migration roles, responsibilities and milestones; - Migration time-frame in calendar days. max. 3 points <p>3.3. Please describe the hosting solution offered. max. 3 points</p> <p>3.4. Please provide the address of the Data Centre where the website will be hosted. max. 3 points</p> <p>3.5. Please state the service restore time in the event that restoration of a back-up is required (the service restore time is the time needed by the contractor to provide a solution to restore the service). max. 3 points</p> <p>3.6. Please describe the Data Centre physical environment offered and demonstrate how it meets and exceeds (if applicable) the requirements specified in Section B.1.5.a. of the tender specifications. max. 3 points</p> <p>3.7. Please describe the capacity management provisions offered and demonstrate how they meet and exceed (if applicable) the requirements specified in Section B.1.5.a. of the tender specifications. max. 3 points</p> <p>3.8. Please detail the hardware specifications for the proposed hosting solution. Please describe the policy applied for maintaining the proposed hardware. max. 3 points</p> <p>3.9. Please describe which documented security policies and procedures you will apply to ensure the physical and technical security of the data centre facilities; this should include firewall(s), vulnerability management, intrusion detection and denial of service attacks (both DOS and DDOS). max. 3 points</p> <p>3.10. Please describe the measures adopted to ensure that blacklisting is avoided and the countermeasures available in the case of another datacentre user undertaking activity that leads to host blacklisting. max. 3 points</p>	
<p>4. How will you proceed to evaluate website related activities?</p> <p>Please describe how the reporting will be organised and demonstrate how the offered service meets and exceeds (if applicable) the requirements specified in Section B.1.5.a. of the tender specifications. Will access to online reporting systems that will allow it to view the applications' performance including</p>	10

Lot I	
Criterion	Maximum obtainable points
<i>statistics relating to hits, unique visits per page etc. be provided to designated CEPOL staff? If yes, please provide details.</i>	
5. How do you propose to organise the workflow with CEPOL? 5.1. <i>Please describe how you will handle contacts with CEPOL staff (i.e. number of contact per week, type of contacts – emails, meetings, etc.). max. 2 points</i> 5.2. <i>Please provide a description of the project team composition, the roles and responsibilities of the team members in respect to the services to be delivered, availability assurance of key personnel that will execute the planned activities + back-ups. max. 2 points</i> 5.3. <i>Please provide a description of the tools you propose to use to collaborate with CEPOL (emails, intranet, etc.). max. 1 point</i> 5.4. <i>Please describe how you will follow-up the progresses/ implementation of the tasks (i.e. progress tracker, etc.). max. 1 point</i>	6
6. Contributing to enhancing CEPOL's innovative streak <i>Please describe any innovative solutions that you could provide concerning the implementation of the contract to contribute to enhance innovation at CEPOL.</i>	4
TOTAL	100

Points will be allocated according to the following system:

Points awarded ²	Definition
0%	No evidence / total failure: The tender totally fails to address the criterion under examination, or cannot be assessed due to missing evidence.

² 100% equals the maximum number of points achievable per question

20%	Very poor: The criterion under examination is addressed in an incomplete and unsatisfactory manner; serious concerns.
40%	Poor: The criterion under examination is partly addressed but with a few major gaps or issues.
60%	Satisfactory: The criterion under examination is generally addressed with only a few minor issues (up to 3 minor issues).
70%	Fair: The criterion under examination is fully addressed and the tender responds to all requirements of CEPOL with no issues being identified.
80%	Good: The criterion under examination is fully addressed, the tender responds to all requirements of CEPOL and it offers some added value.
90%	Very good: The criterion under examination is fully addressed, the tender responds to all requirements of CEPOL and it offers good added value.
100%	Excellent: The criterion under examination is fully addressed and the tender offers excellent added value.

Total technical score

The total technical score for each tender will be calculated as the sum of the individual scores for the specific criteria.

Thresholds

In order to guarantee for a minimum level of quality, tenders that do not reach a minimum of 70% of the possible overall score for the technical evaluation will be eliminated from further evaluation (i.e. 70 points minimum, out of the overall total of 100 points).

In addition, tenders that do not reach a minimum score of 60% for each criterion of the technical evaluation will be considered of insufficient quality and will be eliminated from further evaluation.

Lot II	
Criterion	Maximum obtainable points
1. How will you proceed to deliver the event management services?	40

Lot II	
Criterion	Maximum obtainable points
<p>1.1. Please provide a description of the proposed approach (i.e. steps to take, etc.). max. 8 points</p> <p>1.2. Please provide a description of the content of the proposal (i.e. structure, etc.). max. 8 points</p> <p>1.3. Please provide a description of the proposed organisation/timeline (including time per task and milestones). max. 8 points</p> <p>1.4. Please provide an assessment of the main issues, limitations and risks of the assignment, as well as the proposed mitigation measures. max. 8 points</p> <p>1.5. Please provide a description of how you will be measuring the impact. max. 8 points</p>	
<p>2. How do you propose to organise the workflow with CEPOL?</p> <p>2.1. Please describe how you will handle contacts with CEPOL staff (i.e. number of contact per week, type of contacts – emails, meetings, etc.). max. 10 points</p> <p>2.2. Please provide a description of the project team composition, the roles and responsibilities of the team members in respect to the services to be delivered, availability assurance of key personnel that will execute the planned activities + back-ups. max. 10 points</p> <p>2.3. Please provide a description of the tools you propose to use to collaborate with CEPOL (emails, intranet, etc.). max. 10 points</p> <p>2.4. Please describe how you will follow-up the progresses/ implementation of the tasks (i.e. progress tracker, etc.). max. 10 points</p>	40
<p>3. Delivery time</p> <p>Please describe how you intend to meet the deadlines and state the maximum delivery time for all the tasks.</p>	10
<p>4. Contributing to enhancing CEPOL's innovative streak</p> <p>Please describe how you would contribute to enhance innovation at CEPOL.</p>	10
TOTAL	100

Points will be allocated according to the following system (except for the Criterion 3: Delivery time):

Points awarded ³	Definition
0%	No evidence / total failure: The tender totally fails to address the criterion under examination, or cannot be assessed due to missing evidence.
20%	Very poor: The criterion under examination is addressed in an incomplete and unsatisfactory manner; serious concerns.
40%	Poor: The criterion under examination is partly addressed but with a few major gaps or issues.
60%	Satisfactory: The criterion under examination is generally addressed with only a few minor issues (up to 3 minor issues).
70%	Fair: The criterion under examination is fully addressed and the tender responds to all requirements of CEPOL with no issues being identified.
80%	Good: The criterion under examination is fully addressed, the tender responds to all requirements of CEPOL and it offers some added value.
90%	Very good: The criterion under examination is fully addressed, the tender responds to all requirements of CEPOL and it offers good added value.
100%	Excellent: The criterion under examination is fully addressed and the tender offers excellent added value.

Total technical score

The total technical score for each tender will be calculated as the sum of the individual scores for the specific criteria.

Thresholds

In order to guarantee for a minimum level of quality, tenders that do not reach a minimum of 70% of the possible overall score for the technical evaluation will be eliminated from further evaluation (i.e. 70 points minimum, out of the overall total of 100 points).

³ 100% equals the maximum number of points achievable per question

In addition, tenders that do not reach a minimum score of 60% for each criterion of the technical evaluation (except for the Criterion 3: Delivery time) will be considered of insufficient quality and will be eliminated from further evaluation.

B.7.2. FINANCIAL EVALUATION

The financial evaluation will be carried out on the basis of a predefined price simulation scenario, reflecting volume estimates for the supplies which may potentially be purchased by CEPOL during the entire duration of the framework contract. On the basis of this scenario CEPOL will calculate an estimated total price.

The price simulation scenario will not become part of the framework contract, will not be binding on CEPOL and will be used solely for the purpose of evaluating the financial proposals. Only the prices specified by the tenderer in his Financial Proposal (Annex III) will become part of the contract.

The price simulation scenario can be found in Part 3 of the Financial Proposal (Annex III).

The tender providing the lowest total price will receive a financial score of 100 points.

The financial score for the other tenders will be calculated by using the following formula:

$$\text{Financial score} = \text{Lowest total price among all tenders} / \text{total price of the tender being evaluated} \times 100.$$

B.7.3. AWARD OF THE CONTRACT

The contract will be awarded to the most economically advantageous tender which will be established by weighing technical quality against price on a **60/40 basis**.

The final score will be calculated using the following formula:

$$\text{Final score} = \text{Technical score} \times 60\% + \text{Financial score} \times 40\%$$

The tender obtaining the highest final score will be deemed to be the most economically advantageous tender.

B.8. TIMETABLE

Milestone	Deadline (*)	Notes
Deadline for sending requests for additional clarifications	10 July 2016	The modalities for sending requests for additional clarifications are specified in Section C.5.
Deadline for sending requests for translation	17 June 2016	Suggested deadline
Deadline for dispatching tenders	20 July 2016	The modalities for preparing and dispatching tenders are specified in Sections C.1, C.2, C.3 and C.4.
Deadline for registering at the public opening session	24 July 2016	The modalities for attending and registering for the public opening session are specified in Section D.1.
Public opening session	27 July 2016, at 13:00 (Budapest time)	The public opening session will take place at CEPOL's premises in Budapest, Hungary
First meeting of the evaluation committee	Within 1 week following the public opening session	Estimated
Notification of the outcome of the procurement procedure to the successful and unsuccessful tenderers	Within 1 week after the award decision is signed	
Signature of the contract	Mid-September 2016	Estimated

SECTION C – INSTRUCTIONS ON HOW TO TENDER

C.1. CONTENTS OF YOUR TENDER

The tenders shall consist of the following three elements:

Envelope A: Administrative documentation

1. A cover letter enclosing the Tender on the official letterhead paper of the Tenderer and signed by an authorised representative of the Tenderer. The cover letter shall contain:
 - The name and the designation of the person who is authorised to sign the contract on behalf of the tenderer;
 - The written statement on tenderer's acceptance of the CEPOL's model contract without reservations;
 - The confirmation that the period of validity of the tender is as required in Section C.1.1.
2. Filled in Tenderer's Identification form (see **Annex V**)
3. Filled in Legal Entity Form (see **Annex VII**)
4. Filled in Financial Identification Form (see **Annex VIII**)
5. Information and documentation about the tenderer's eligibility and capacity including:
 - Original Declaration of Honour on Exclusion Criteria (see **Annex IV**) as specified in Section B.6.1.
 - Duly filled in and signed Tender form (see **Annex VI**)
 - Copies of all original certificates and documents on the tenderer's capacity as specified in Section B.6.2. issued by an official authority in the country of origin or provenance of the tenderer.
 - All other evidence documents and the information required for the assessment of the selection criteria as specified in Section B.6.2.
6. If applicable, information and documentation on members of consortia and subcontractors as specified in Section E.
7. Checklist of documents which tenderers must submit (see **Annex IX**)

Envelope B: Technical Proposal

Technical proposal duly signed by the tenderer's authorised representative on the front page and initialled on each page, in one original signed copy, clearly marked as "ORIGINAL" and one electronic copy on CD, DVD or USB. Please use the Technical Proposal Form (see **Annex II**). For more details on the content of the technical proposal please refer to **section B.3. "THE CONTENT OF THE TECHNICAL PROPOSAL"** of these tender specifications. Should there

be any discrepancies between the different copies submitted, the printed and signed version marked as “ORIGINAL” shall prevail.

Envelope C: Financial Proposal

Financial proposal duly filled in and signed by the tenderer’s authorised representative, in one original signed copy and one electronic copy on CD, DVD or USB. Please use the Financial Proposal Form (see **Annex III**). For more details on the content of the financial proposal please refer to **section B.4. “THE CONTENT OF THE FINANCIAL PROPOSAL”** of these tender specifications. Should there be any discrepancies between the different copies submitted, the printed and signed version marked as “ORIGINAL” shall prevail.

C.1.1. IMPORTANT NOTE

- The tenders shall be submitted strictly in accordance with the conditions set out in these Tender Specifications (including the annexes). If any other conditions are attached to or referred to in the tenderer’s tender, the tenderer should declare that such conditions are entirely withdrawn.
- The period of validity of the tender, during which the tenderer may not modify the terms of the tender in any respect, must be at least **six months** following the deadline for dispatching tenders.
- **CEPOL reserves the right to decline without further comment any proposal that does not accept its model contract.**

C.2. LANGUAGE OF YOUR TENDER

The tenders may be submitted in any of the official languages of the European Union.

Since CEPOL’s working language is English, CEPOL would highly appreciate to receive tenders written in English, although this does not constitute a selection or an award criterion and will be ignored for the purpose of assessing the tenders.

C.3. HOW TO PACKAGE YOUR TENDER?

Tenders must be submitted using the double envelope system – i.e. one outer envelope and one inner envelope - in order to guarantee the confidentiality and integrity of data.

Both the **outer and the inner envelopes** must carry the following information:

Tender Ref. No. CEPOL/PR/OP/2015/005

Tender Title: Supply of CEPOL promotional products

TENDER – NOT TO BE OPENED BY CEPOL RECEPTION

Name of the Tenderer: -----

Address of the Tenderer: ----- -----

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape.

The **inner envelope** shall contain three envelopes properly marked, as follows:

- **Envelope A** containing the **Administrative documentation**
- **Envelope B** containing one signed original and one copy of the **Technical proposal** and one electronic copy on CD, DVD or USB
- **Envelope C** containing one signed original of the **Financial proposal** and one electronic copy on CD, DVD OR USB

C.4. HOW TO DISPATCH YOUR TENDER?

The tenderer shall dispatch his tender not later than the date and time indicated in Section B.8.

The tenderer may choose to dispatch his tender by registered mail, courier service or hand delivery, to the following address:

European Police College (CEPOL)

Ó utca 27.

Budapest

H-1066 HUNGARY

Tenders sent by other means (e.g. by e-mail or fax) or dispatched later than the deadline indicated in Section B.8 will be rejected.

N.B. The tenderer shall note that, in case of tenders dispatched through registered mail or courier service, if the proof of dispatch is duly provided to CEPOL as explained in Section C.4.1.a below, tenders will be accepted even if – due to unexpected delays – they arrive after the date of the opening session.

If no proof of dispatch is provided to CEPOL and the tenders arrive after the opening session takes place, tenders will be rejected.

C.4.1. IMPORTANT NOTE: PROOF OF DISPATCH

C.4.1.a. REGISTERED MAIL AND COURIER SERVICE

The tenderer shall dispatch its tender to the postal or courier service by the deadline indicated in **Section B.8** at the latest.

As a proof of dispatch, date and time of dispatch shall be clearly indicated by the postal or courier service on the outer envelope of the tender.

In addition, the tenderer shall obtain a receipt of delivery issued by the postal or courier service clearly indicating the date and time of dispatch. By the deadline indicated in **Section B.8**, the tenderer must send a copy of this receipt to CEPOL by e-mail (tenders@cepol.europa.eu) or by fax (+3618038032), specifying the title and reference number of this procurement procedure, together with the name, email address and telephone number of the tenderer.

C.4.1.b. HAND DELIVERY

The tenderer shall hand in its tender to the CEPOL official taking delivery by the deadline indicated in **Section B.8** at the latest.

As a proof of dispatch, the tenderer shall obtain a receipt, signed and dated by the CEPOL official taking delivery, clearly indicating the date and time when the CEPOL official took delivery of the tender.

In order to ensure punctual hand delivery, the tenderer is strongly advised to take into account the time needed for security checks when entering the CEPOL premises and for the actual handover of its tender to the CEPOL official in charge of taking delivery.

CEPOL may not be held liable for any delays incurred by the tenderer when in CEPOL's premises; the tenderer alone is responsible for ensuring that its tender is delivered on time.

C.5. CONTACTS BETWEEN CEPOL AND TENDERERS

Contacts between CEPOL and the tenderer may only take place in exceptional circumstances, under the following conditions:

C.5.1. BEFORE THE DEADLINE FOR DISPATCHING TENDERS

C.5.1.1. REQUESTS FOR CLARIFICATIONS

Should the tenderer discover any discrepancies in the Tender Specifications or be in any doubt as to their meaning, the tenderer should notify CEPOL.

The tenderer may also request additional information and/or clarifications on the procurement procedure, the Tender Specifications or the nature of the contract.

Such requests shall be made in writing only; no telephone queries will be accepted.

The requests shall indicate the tender reference number and title, and shall be sent by e-mail, fax or mail to:

European Police College (CEPOL)

Ó utca 27.

Budapest

H-1066 HUNGARY

Fax: +3618038032

E-mail: tenders@cepol.europa.eu

All queries shall be sent to CEPOL no later than the deadline indicated in **Section B.8**. Tenderers shall note that CEPOL is not bound to reply to requests for additional clarifications made less than 5 working days before the deadline for dispatching tenders.

C.5.1.2. AMENDMENT OF THE TENDER SPECIFICATIONS

At any time prior to the deadline for dispatching tenders, CEPOL may modify the Tender Specifications by amendment.

In order to allow tenderers reasonable time in which to take the amendment into account in preparing their tenders, CEPOL, at its discretion, may extend the deadline for dispatching tenders.

N.B. The information concerning requests for clarifications and/or amendments of the Tender Specifications will be made available electronically on the CEPOL web site (<https://www.cepol.europa.eu/who-we-are/working-with-cepol/procurement>) as soon as possible, but no later than 6 calendar days before the deadline for dispatching tenders.

CEPOL web site will be updated regularly. It is the tenderer's responsibility to check for updates and modifications during the tendering period.

Clarifications and/or amendments will be regarded as an integral part of the Tender Specifications.

C.5.2. AFTER THE DEADLINE FOR DISPATCHING TENDERS

If, after the deadline for dispatching tenders, a clarification is needed by CEPOL or if obvious clerical errors in the tender need to be corrected, CEPOL may contact the tenderer, although such contacts may not lead to any alterations of the terms of the submitted tender.

SECTION D – HOW WILL TENDERS BE EVALUATED?

D.1. PUBLIC OPENING SESSION

Tenders are opened by an opening committee, whose members are appointed by CEPOL on a personal basis under guarantee of impartiality and confidentiality.

D.1.1. FORMAL OPENING REQUIREMENTS

The main aim of the opening session is to check whether the tenders received are compliant with the following formal requirements:

1. the tender was not dispatched later than the dispatch deadline indicated in **Section B.8**,
2. the inner envelope containing the tender is sealed as specified in **Section C.3**, in order to guarantee the confidentiality and integrity of data,
3. the tender contains information and documentation indicated in **Section C.1**,
4. the Technical and Financial proposals are signed on the front page and initialled on each page, as indicated in **Section C.1**,
5. the tender is submitted in the number of copies required in **Section C.3**.

If tenders are not compliant with requirements no. 1 and 2, they will be rejected.

D.1.2. MODALITIES TO ATTEND THE PUBLIC OPENING SESSION

The public opening session will take place at CEPOL's premises on the date and time indicated **Section B.8**.

One representative per tenderer is allowed to attend the opening session as an observer.

Should a tenderer wish to be present, it shall inform CEPOL of the name of its representative by email (tenders@cepol.europa.eu) or by fax (+3618038032), not later than the date and time indicated in **Section B.8**.

For security reasons the tenderers who do not register within the given deadline will not be allowed to attend the opening session.

D.2. TENDER EVALUATION SESSION

Tenders complying with the formal opening requirements checked during the opening session are evaluated in four stages by an evaluation committee, whose members are appointed by CEPOL on a personal basis under guarantee of impartiality and confidentiality.

- (i) The evaluation committee first checks the eligibility of the tenderer to participate in the procurement procedure as defined in **Section B.6.1**.
- (ii) The evaluation committee then checks the capacity of the tenderer to perform the contract against the selection criteria as defined in **Section B.6.2**. If one of the relevant criteria is not positive, its tender may not be further evaluated.

- (iii) The evaluation committee checks if all the minimum requirements listed in **Section B.1** are met. The tenders that do not meet all the minimum requirements shall be rejected.
- (iv) Afterwards, the evaluation committee evaluates the technical and financial proposals against the award criteria and identifies the offer presenting the best value for money as explained in **Section B.7**.

In case of joint offers submitted by consortia and in case of subcontracting, the exclusion, selection and award criteria are assessed in compliance with the terms and conditions specified in **Section E**.

N.B. The evaluation procedure is confidential. The deliberations of the evaluation committee are held in closed session and its recommendations are collective. The members of the evaluation committee are bound to confidentiality.

SECTION E – JOINT OFFERS SUBMITTED BY CONSORTIA AND SUBCONTRACTING: TERMS AND CONDITIONS

Companies can consider two ways of collaborating in a tender: either as joint partners in the tender or through subcontracting. Unless stated otherwise in the contract notice and/or the tendering specifications, both **joint tenders** and **subcontracting** are allowed in response to a call for tenders issued by CEPOL. Tenders may even combine both approaches.

In any case, the file must specify very clearly whether each economic operator involved in the tender is acting as a partner in a joint tender or as a subcontractor (this also applies where the various companies involved belong to the same group, or even where one is the parent company of the others). Please fill in the relevant information in the **Tender Form (see Annex VI)** for this purpose.

The implications of these two modes of collaboration are radically different. So that you can understand them both fully, they are outlined below.

E.1. JOINT OFFERS SUBMITTED BY CONSORTIA

E.1.1. INTRODUCTION

Groups of economic operators (consortia) are authorised to submit tenders (joint offers).

The members of the consortium shall designate one member as consortium leader with full authority to bind the consortium and each of its members (a power of attorney must be included in the tender). The consortium leader shall act as a single point of contact with CEPOL in connection with the present procurement procedure. Each legal entity shall assume joint and several liability towards the contracting authority for the fulfilment of the terms and conditions of the contract.

Any change in the composition of the consortium during the procurement procedure may lead to the rejection of the corresponding tender. Any change in the composition of the consortium after the signature of the contract may lead to the termination of the contract.

CEPOL may not demand that consortia must have a given legal form in order to be allowed to submit a tender. However, the consortium selected may be required to adopt a given legal form after it has been awarded the contract and before the contract is signed, if this change is necessary to the proper performance of the contract.

E.1.2. DOCUMENTATION / INFORMATION TO BE PROVIDED

Each member of the consortium must provide the following documentation:

- Documentation related to the eligibility of the tenderer, as specified in **Section B.6.1**;
- Documentation related to the economic and financial capacity of the tenderer, as specified in **Section B.6.2.1**;
- Documentation related to the authorisation to perform the contract under national law, as specified in **Section B.6.2.3**;

Documentation related to its technical and professional capacity, as specified in **Section B.6.2.2**, shall relate to the whole consortium

E.1.3. EVALUATION

Joint offers submitted by consortia will be assessed as follows:

- The exclusion criteria (**Section B.6.1**) will be assessed in relation to each member of the consortium individually;
- The selection criteria for the economic and financial capacity (**Section B.6.2.1**) will be assessed as follows:
 - For criteria set as minimum viability standards on financial and economic standing (e.g. by means of appropriate statements from banks or balance sheets), an individual evaluation will be made;
 - For criteria that are deemed to be achieved above a certain level (e.g. overall turnover or turnover with respect to the specific tender), a consolidated assessment – all members of the consortium together – will be made;
- The selection criteria for the technical and professional capacity (**Section B.6.2.2**) will be assessed in relation to the combined capacities of all members of the consortium, as a whole;
- The authorisation to perform the contract under national law will be assessed individually for each legal entity (**Section B.6.2.3**)
- The technical and financial evaluation of the offers (**Section B.7**) will be carried out in relation to the tender.

Since all members of the consortium are jointly and severally liable towards CEPOL for the performance of the contract, statements included in the joint offer saying, for instance:

- that each member of the consortium will be responsible only for a specific part of the contract, or
- that a separate contract should be signed with each member of the consortium if the joint offer is successful,

are incompatible with the principle of joint and several liability.

CEPOL will disregard any such statement contained in a joint offer, and it reserves the right to reject such offers without further evaluation, on the grounds that they do not comply with the Tender Specifications.

N.B. If a member of the consortium does not fulfil one of the exclusion criteria or selection criteria that must be met individually by each legal entity, the whole consortium may be excluded.

E.1.4. CONTRACT IMPLEMENTATION

Once the Contract has entered into force, all members of the consortium shall be jointly and severally liable towards CEPOL for the performance of the Contract, they shall comply with the terms and conditions of the Contract and ensure the proper execution of their respective share of the services.

The Consortium Leader – duly authorised by the other members of the consortium (a power of attorney must be included in the tender) – will be entitled to sign any contractual documents; it shall act as a single point of contact with CEPOL in connection with the services to be provided under the Contract; it shall co-ordinate the provision of the services by the consortium members to CEPOL; it shall guarantee a proper administration of the Contract.

The composition of the consortium and the allocation of tasks among the members of the consortium shall not be altered without prior written information to CEPOL.

E.2. SUBCONTRACTING

E.2.1. INTRODUCTION

The tenderer may subcontract the tasks specified in Section B.1 (Terms of Reference) to other economic operators, as long as the supplies and/or services are provided in accordance with the Tender Specifications and have no impact on the prices proposed in its financial proposal.

E.2.2. DOCUMENTATION / INFORMATION TO BE PROVIDED

The tenderer shall:

- (i) State which tasks it intends to subcontract and clearly indicate the already identified subcontractor(s), their roles, activities and responsibilities;
- (ii) Specify the volume or proportion of the activities likely to be subcontracted;

In addition, if the tenderer intends to subcontract more than 20% of the activities specified in Section B.1 to a one subcontractor, the documentation related to the eligibility, as specified in

Section B.6.1, must be provided for each subcontractor performing a share of more than 20% of the contract:

- Documentation related to the eligibility of the subcontractor(s), as specified in Section B.6.1

If the tenderer relies on the subcontractor(s) in order to meet the selection criteria, as specified in Section B.6.2. the following documentation must be provided for each subcontractor on whose capacities the tenderer relies on:

- Documentation related to the economic and financial capacity, as specified in Section B.6.2.1;
- Documentation related to the technical and professional capacity of the subcontractor (documentation to be provided to the extent of the activities that will be subcontracted), as specified in Section B.6.2.2.
- Documentation related to the authorisation to perform the contract under national law, as specified in Section B.6.2.3;

E.2.3. EVALUATION

In case of subcontracting, the tender will be assessed as follows:

- (if applicable) the exclusion criteria (Section B.6.1) will be assessed in relation to each proposed subcontractor individually;
- (if applicable) the selection criteria for the economic and financial capacity (Section B.6.2.1) will be assessed as follows:
 - For criteria set as minimum viability standards on financial and economic standing (e.g. by means of appropriate statements from banks or balance sheets), an individual evaluation will be made;
 - For criteria that are deemed to be achieved above a certain level (e.g. overall turnover or turnover with respect to the specific tender), a consolidated assessment – tenderer plus subcontractor(s) – will be made, depending on the extent to which the subcontractor(s) will put their resources at the disposal of the tenderer for the performance of the contract;
- (if applicable) the selection criteria for the technical and professional capacity (Section B.6.2.2) will be assessed in relation to the combined capacities of the tenderer and the subcontractor(s), as a whole, depending on the extent to which the subcontractor(s) will put their resources at the disposal of the tenderer for the performance of the contract;
- The technical and financial evaluation of the offers (Section B.7) will be carried out in relation to the tender.

E.2.4. CONTRACT IMPLEMENTATION

Once the contract has entered into force, the successful tenderer shall retain full liability towards CEPOL for the performance of the contract as a whole. CEPOL will not have any direct legal commitment with the subcontractor(s).

During the execution of the contract, the contractor will need CEPOL's express authorisation to replace a subcontractor with another subcontractor and/or to subcontract tasks for which subcontracting was not envisaged in the original tender, in compliance with the provisions on subcontracting foreseen in the contract.

SECTION F – SIGNATURE OF THE CONTRACT WITH THE SUCCESSFUL TENDERER: PROVISION OF DOCUMENTATION

Eligibility documentation (exclusion criteria)

The successful tenderer to whom CEPOL intends to award the contract will have to provide – within a time limit of 10 calendar days and preceding the signature of the contract – specific evidence in order to prove that they are not in a case of exclusion.

The following documentary evidence, confirming the declaration on honour, as referred to in Article 143 (3) of the Rules of Application (Commission Delegated Regulation (EU) No 1268/2012 of 29 October 2012 on the rules of application of Regulation (EU, Euratom) No 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union) is listed below and will be accepted in **original only**:

1. For the situations described in point (a), (b) or (e) of **Section B.6.1** of the Tender Specifications, CEPOL shall accept, as satisfactory evidence, a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied (eligibility documents 1);
2. For the situation described in points (a) and (d) of **Section B.6.1** of the Tender Specifications, CEPOL shall accept, as satisfactory evidence, a recent certificate issued by the competent authority of the State concerned (eligibility documents 2).

However, where the eligibility documents 1 and 2 are not issued in the country concerned, CEPOL shall accept, as satisfactory evidence for the situations described in points a) to e) of **Section B.6.1** of the Tender Specifications, a sworn or, failing that, a solemn statement made by the successful tenderer before a judicial or administrative authority, a notary or a qualified professional body in its country of origin or provenance, clearly stating that the requested eligibility documents are not issued in the country concerned and that the successful tenderer is not in one of the above-described situations.

Depending on the national legislation of the country in which the successful tenderer is established, these documents must relate to legal persons and/or natural persons. Where considered necessary by CEPOL, the successful tenderer may be requested to provide that documentary evidence for company directors or any person with powers of representation, decision-making or control in relation to the successful tenderer.

However, CEPOL may decide to waive the obligation of the successful tenderer to submit the documentary evidence if such evidence has already been submitted to CEPOL for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the successful tenderer shall declare on its honour that the documentary evidence has already been provided

to CEPOL in a previous procurement procedure and confirm that no changes in its situation have occurred.

N.B. In case of joint offers submitted by consortia, the above listed documentary evidence shall be provided by each member of the consortium.

In case of subcontracting, the above listed documentary evidence shall be provided on CEPOL's request.

The successful tenderer shall acknowledge that the notification letter sent by CEPOL to inform him that CEPOL intends to award him the contract does not constitute the award of the contract itself. This will not be completed until the contract has been signed by the successful tenderer and CEPOL.

Please note that the signature of the contract between CEPOL and the successful tenderer will be conditional upon provision of the documentary evidence from the successful tenderer.

Capacity documentation (selection criteria)

On CEPOL's request, the successful tenderer shall submit – within a time limit defined by CEPOL and preceding the signature of the contract – the original certificates / documents to CEPOL for conformity check prior to the signature of the contract.

In such case, please note that the signature of the contract between CEPOL and the successful tenderer will be conditional upon provision of the original certificates / documents from the successful tenderer.

LIST OF ANNEXES

Please see attached as separate documents the following annexes to the tender specifications:

ANNEX I. – MODEL CONTRACTS

ANNEX II – TECHNICAL PROPOSAL FORM

ANNEX III – FINANCIAL PROPOSAL FORM

ANNEX IV – DECLARATION BY THE TENDERER

ANNEX V – IDENTIFICATION OF THE TENDERER

ANNEX VI – TENDER FORM

ANNEX VII – LEGAL ENTITY FORM

ANNEX VIII – FINANCIAL IDENTIFICATION FORM

ANNEX IX - CHECKLIST OF DOCUMENTS WHICH TENDERERS MUST SUBMIT