

TENDER SPECIFICATIONS

No EEAS-577-DELWBGJ-SER-FWC

**Security services for the Office of the European Union Representative
(West Bank and Gaza Strip, UNRWA)**

RESTRICTED PROCEDURE

IMPORTANT INFORMATION!!

Due to its confidential nature the complete technical specifications cannot be disclosed to all candidates but only to the ones successful in the first stage of this procedure.

DO NOT SUBMIT the technical and financial offers at this first stage. Only the candidates receiving a second letter with the invitation to tender and the complete technical specifications at the second stage will be invited to submit its technical and financial offers. For the details, please see point 3 of this document.

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1. INTRODUCTION

The contracting authority is the European Union (hereinafter referred to as "contracting authority"), represented by the Head of the Office of the European Union Representative (West Bank and Gaza Strip, UNRWA) or its duly authorized representative.

The contracting authority plans to conclude a framework service contract with a company specialising in the security of persons and property for the provision of integrated security services, security guard force, close protection team, security equipment, maintenance and monitoring services, in accordance with the specifications set out in the procurement documents.

The framework contract sets out the main elements of the above mentioned services but the precise volume (number of units) and timing of the delivery cannot be defined at the time of its signature. It means that the framework contract does not raise direct obligations on the contracting authority. When the need arises, the framework contract is implemented through the signature of specific contracts or order forms. Each specific contract or order form is awarded within the limits of the terms laid down in the framework contract and its annexes and no substantial changes are allowed. The specific contract or order form states the services amongst those foreseen in these tender specifications, their volume, the corresponding total price and the time of delivery. The specific contract or order form creates a direct obligation on the contracting authority at the time of its signature.

When drawing up their tenders, tenderers shall take into account the provisions in these tender specifications, in the letter of invitation to tender as well as in the framework contract, which specify the rights and obligations of the contractor, particularly those on payments, performance of the contract, confidentiality, checks and audits.

The model framework contract that will be used for this contract is attached to the letter of invitation to participate in Annex 2. These tender specifications and the tender submitted by the awardee of the contract will be annexed to the contract and therefore be binding on the contracting parties during the implementation of the contract.

2. SUBJECT OF THE CONTRACT

The Contractor must provide the human and material resources necessary to ensure the security of persons and assets under the contracting authority responsibility. The main services to be provided are:

- Control visitor access to buildings occupied by the Office of the European Union Representative (West Bank and Gaza Strip, UNRWA) and some of its staff, including offices and annexes, the Residence of the Head of Office of the European Union Representative (West Bank and Gaza Strip, UNRWA) and the accommodation of expatriate staff;
- Clearance of all bags, inspection of mail, deliveries and packages before they are taken into the premises;
- Keep these buildings under general surveillance so as to prevent any intrusion or attack on persons or property;

- Establish regular links between the sites under surveillance through regular patrols and periodic radio checks between the central office and the various sites;
- Establish a rapid response force should there be an accident or incident;
- Maintenance of equipment and materials (including the weapons, radio network and vehicles) to ensure their smooth operation at all times;
- Implementation of mobile security teams to protect EU staff in the course of their duties outside the EU Representation office;
- Assist persons in danger;
- Setting up of a system to verify the satisfactory performance of the contract (monitoring attendance and continuity of service, definition of the procedures in certain situations, etc.), the satisfactory quality of the services provided and to ensure a correct and comprehensive reporting (including incident reports).

The place of performance is mainly at the of the Office of the European Union Representative (West Bank and Gaza Strip, UNRWA) and the residence of the Head of the Office of the European Union Representative (West Bank and Gaza Strip, UNRWA).

3. DESCRIPTION OF PUBLIC PROCUREMENT PROCEDURE

This tender will be taking place in two stages, as follows:

A. First stage (selection stage):

In order to participate, candidates shall submit a letter presenting the name of the candidate, including all entities in case of a group and the name of the single contact person in relation to this request. An e-mail address and/or a fax number of the candidate shall be provided. It is the responsibility of the candidate to regularly consult the e-mails received.

In an annex to this letter, candidates shall submit all the information requested in point 5. "Eligibility of economic operators" of the tender specifications, namely evidence on the access to public procurement, declaration on honour on exclusion criteria and evidence on selection criteria.

B. Second stage:

Candidates shortlisted at the end of the selection stage (every economic operator complying with the access, exclusion and selection criteria evaluated during the selection stage) shall be invited to submit a tender. The following procurement documents will be sent to them directly:

- the letter of invitation to tender,
- the technical specifications.

Only at this second stage the tenderer submits its technical and financial offers.

4. GROUPS OF ECONOMIC OPERATORS AND SUBCONTRACTING

Tenders or requests to participate can be submitted by a single economic operator or jointly by two or more economic operators.

4.1. Joint tender

A joint tender is a situation where a tender is submitted by a group of economic operators; in other words, by several legal entities (natural or legal persons) regardless of the link they may have between them.

Each legal entity of the group shall assume joint and several liabilities with all its resources towards the contracting authority for the fulfilment of the terms and conditions of the contract.

The group shall nominate one legal entity ('the leader') who will have full authority to bind the group and each of its members, and will be responsible for the administrative management of the contract (invoicing, receiving payments, etc.) on behalf of all other entities.

The cover letter to the request to participate and tender must be signed by the legal representative of each legal entity of the group and will identify the leader with its name, e-mail address and/or fax number.

The tender will clearly identify the division of tasks amongst the different members.

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

The group will not be required to adopt a specific legal form in order to submit a request to participate or a tender.

The contract shall be signed by all legal entities or by the leader duly authorised to bind the group and each of its members (a power of attorney in favour of the leader is to be attached to the contract).

4.2. Subcontracting

Subcontracting is allowed but the contractor will retain full liability towards the contracting authority for implementation of the contract.

Tenderers must give an indication of the proportion of the contract that they intend to subcontract and are required to identify all subcontractors whose share of the contract is above 10%.

The subcontractors whose share of the contract is above 10% must comply with the same exclusion and selection criteria on technical and professional capacity applicable to tenderers and shall present the documentary evidence. If the candidate relies on the capacity of a subcontractor to meet the legal and regulatory capacity, the subcontractor shall present the documentary evidence indicated at point 5.3.1.

Any change in subcontracting during the procurement procedure may lead to the rejection of the tender. Any change in subcontracting after the signature of the contract may lead to the termination of the contract. During contract execution, the change of any subcontractor identified in the tender will be subject to prior written approval of the contracting authority (see art.II.10 of the framework contract).

5. ELIGIBILITY OF ECONOMIC OPERATORS

5.1. Access to public procurement

Participation in this tender procedure is open on equal terms to all natural and legal persons:

- in one of the European Union Member States;
- in a third country which has a special agreement with the European Union in the field of public procurement¹ on the conditions laid down in the agreement;
- exceptionally, in the West Bank and Gaza Strip.

Participation is also open to international organisations.

Economic operators, including each member of a joint tender, must confirm that they have their headquarters or domicile in one of the abovementioned States and present the supporting evidence normally acceptable under their own law.

5.2. Non-exclusion of economic operators

Economic operators who have access to public procurement are evaluated on the basis of the information provided in their tenders for exclusion criteria.

Candidates shall provide a declaration on honour on exclusion criteria and selection criteria (declaration on honour) attached to the tender specifications duly filled in, signed and dated by the legally authorised representative.

The declaration on honour shall be provided by each member of the group in case of joint tenders and by an entity on whose capacity the tenderer or candidate intends to rely by all identified subcontractors whose share of the contract is above 10%.

Whenever requested by the contracting authority, the candidate or tenderer, as well as all entities which provided the abovementioned declaration on honour, shall provide the supporting documents confirming the declaration on honour.

The successful tenderer, including each member of the group in case of joint tender, to whom the contract is to be awarded shall provide, within a time limit defined by the contracting authority and preceding the signature of the contract, the evidence referred to in paragraph "Evidence upon request", confirming the declaration on honour.

The contracting authority may waive the obligation for a candidate or tenderer to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year earlier and are still valid at the date of their request by the contracting authority. In such cases, the candidate or tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure and confirm that there has been no change in the situation.

¹

FYROM, Albania, Montenegro, Serbia and Bosnia and Herzegovina (under the Stabilisation and Association Agreement), **Iceland, Norway and Liechtenstein** (under the EEA Agreement);

Mexico, Chile, Colombia, Peru, Ecuador, Iraq, and Central American countries of **Honduras, Nicaragua, Panama, Costa Rica, El Salvador and Guatemala**.

The contracting authority may also waive the obligation for a candidate or tenderer to submit the documentary evidence if it can access it on a national database free of charge.

5.3. Selection of economic operators

Tenderers must prove their legal, regulatory, economic, financial, technical and professional capacity to perform the services subject to this call for tender by meeting the selection criteria and minimum requirements listed in points 5.3.1, 5.3.2 and 5.3.3 hereafter.

Each candidate shall submit the evidence on selection criteria in their request to participate (first stage, see also point 3 of the tender specifications), respecting the requirements of the summary tables here below.

The declaration on honour shall be provided by each member of the group in case of joint tenders, by an entity on whose capacity it intends to rely and by all identified subcontractors whose share of the contract is above 10%.

If an entity provides the whole or a very large part of the economic and financial capacity to the tenderer, the contracting authority may demand that the said entity be jointly liable for the performance of the contract. It may require that it signs the contract or that it provides a joint and several first-demand guarantee, should that tenderer be awarded the contract. If this entity is required to sign the contract, it has to have access to public procurement and shall not be in an exclusion situation as indicated in point 5.1 and 5.2 of the tender specifications.

5.3.1. Legal and regulatory capacity criteria and evidence

The economic operators are required to have the following:

Evidence on selection criteria: Legal and regulatory capacity

5.3.1. Legal and regulatory capacity	<p>The criterion must be met by the following <i>economic operator(s)</i></p> <p><i>"Economic operator"</i> is an entity which submits a tender or a request to participate, including members of a joint tender or subcontractor(s) (if required under point 4.2 Subcontracting).</p>
5.3.1 a) Evidence on enrolment in a relevant professional or trade register, except for international organisations.	At least one economic operator involved in the request to participate or in the tender separately
5.3.1 b) Statement from the relevant authority of the country in which the economic operator has its domicile or headquarters proving that it is allowed to provide integrated security services, security guard force, close protection team, security equipment, installation, maintenance and monitoring services described under point 2 in that country.	At least one economic operator involved in the request to participate or in the tender separately

According to the Israeli law, the awardee of the contract will have to supply a licence and an attestation of registration of a commercial establishment to operate and work as a company specialized in the security of persons and property for the provision of integrated security services, security guard force, close protection team, security equipment, maintenance and monitoring services in Israel at the latest before the contract is signed.

5.3.2. *Economic and financial capacity criteria and evidence*

Tenderers must prove the financial and economic capacity to perform this contract by meeting the following criteria:

Evidence on selection criteria: Economic and financial capacity

5.3.2. Economic and financial capacity	<p>The criterion must be met by the following <i>economic operator(s)</i></p> <p><i>"Economic operator"</i> is an entity which submits a tender or a request to participate, including members of a joint tender or subcontractor(s) (if required under point 4.2 Subcontracting).</p>
<p>5.3.2 a) Financial statements or their extracts for the last three financial years for which accounts have been closed</p> <p>Minimum capacity level required:</p> <p>The financial statements shall contain a balance sheet and a statement of income. If the extracts are provided, the information in them shall correspond to the information usually provided in a balance sheet and a statement of income.</p>	<p>At least one economic operator involved in the request to participate or in the tender separately</p> <p>At least one economic operator involved in the request to participate or in the tender separately</p>
<p>5.3.2 b) A declaration of the annual overall turnover of each of the last three financial years for which accounts have been closed</p> <p>Minimum capacity level required:</p> <p>The amounts declared for the overall turnover, at least, must be verifiable with the amounts in the financial statements submitted under point 5.3.2 a) above</p>	<p>At least one economic operator involved in the request to participate or in the tender separately</p> <p>At least one economic operator involved in the request to participate or in the tender separately</p>
<p>5.3.2 c) A declaration of the annual turnover concerning the security services subject to this tender (see the list under point 2) of each of the last three financial years for which accounts have been closed concerning the same legal entity as under points a) and b)</p>	<p>At least one economic operator involved in the request to participate or in the tender separately</p>

above.	
Minimum capacity level required: The average annual turnover concerning the services subject to this tender (see the list under point 2) for the last three financial years for which accounts have been closed must be at least EUR 2.000.000 [Two million Euros]. The exchange rate used to convert the turnover into euros will be the rate of December of the year of the financial statement as published at http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm .	Cumulative for all economic operators involved in the request to participate or in the tender

The declarations b) and c) may have a form of the following table:

	Year 2014	Year 2015	Year 2016	Average for these three years
Annual overall turnover				
Annual turnover concerning the services subject to this tender				

5.3.3. *Technical and professional capacity criteria and evidence*

Tenderers must prove the technical and professional capacity to perform this contract by meeting the following criteria:

Evidence on selection criteria: Technical and professional capacity

<p>5.3.3. Technical and professional capacity</p>	<p>The criterion must be met by the following <i>economic operator(s)</i></p> <p><i>"Economic operator"</i> is an entity which submits a tender or a request to participate, including members of a joint tender or subcontractor(s) (if required under point 4.2 Subcontracting).</p>
<p>5.3.3 a) A list of the security services contracts of the economic operator in the fields related to the services indicated under point 2, concerning at least one of the past three financial years for which financial statements have been submitted (see point 5.3.2 a)). Each contract from the list must specify the annual contract value, the duration (start and end date) and the client.</p> <p>Minimum capacity level required:</p> <p>The economic operator must provide at least four clients' reference letters in the fields related to the security services indicated in point 2 during at least one of the last three financial years specifying whether the services have been carried out in a professional manner in compliance with the contractual terms. These proofs letters must relate to any of the services included in the list under point a).</p>	<p>At least one economic operator involved in the request to participate or in the tender separately</p> <p>Cumulative for all economic operators involved in the request to participate or in the tender</p>
<p>5.3.3 b) A declaration on the average annual manpower employed by the economic operator in each of the last three financial years for which financial statements have been submitted (see point 5.3.2 a)):</p> <ul style="list-style-type: none"> - in total, - in the fields related to security services as described under point 2. <p>Minimum capacity level required:</p> <p>The average annual number of staff in the fields related to security services as described under point 2 over the last three financial years for which financial statements have been submitted (see point 5.3.2 a)) must be at least 300.</p>	<p>At least one economic operator involved in the request to participate or in the tender separately</p> <p>Cumulative for all economic operators involved in the request to participate or in the tender</p>

The declaration b) may have a form of the following table:

	Year 2014	Year 2015	Year 2016	Average for these three years
Average annual manpower in total				
Average annual manpower in the fields related to the services as described under point 2				

6. TECHNICAL SPECIFICATIONS

In order to protect the confidential nature of information contained in the tender specifications, the contracting authority will disclose the complete content of the technical specifications only to the candidates shortlisted at the end of the selection stage (every economic operator complying with the access, exclusion and selection criteria evaluated during the selection stage). **Only the tenderers receiving the invitation to tender and the technical specifications at the second stage will submit its technical and financial offers.**

7. EVALUATION OF TENDERS ON THE BASIS OF THE AWARD CRITERIA

The technical compliance will be evaluated based on the "Checklist on minimum technical requirements" at Annex 1. The tenderers shall provide the checklist duly completed, dated and signed.

The technically compliant tenders are evaluated in order to award the contract to the tender offering the best price quality ratio. For this purpose, the tender will be evaluated technically and financially.

7.1. Technical tender

The technical quality of the tenders will be evaluated on the basis of the documents provided by the tenderers in the technical tender with regard to the award criteria described in the table below.

Technical award criteria

No	Description	Max. number points	Criteria and subcriteria
1	<p><u>Organisation of the services</u></p> <p>This criterion will enable to assess the organisation of the</p>	(20 points– minimum threshold 60%)	<ul style="list-style-type: none"> Sub-criterion 1.1 (6 points – minimum threshold 50%): How does the tenderer commit to organise the posts and the other services including the allocation of tasks amongst different members of

	<p>services offered by the tender, including the different members of a joint tender and the resort to subcontractors. Tenderers will develop in detail the organisation they offer in particular provide detailed information for each questions.</p> <p>It also assesses the global allocation of time and resources to the contract and to each service, and whether this allocation is adequate for the performance of the services.</p> <p>The tender shall provide details on the allocation of time and resources and the rationale behind the choice of this allocation.</p>		<p>a joint tender or subcontractors?</p> <ul style="list-style-type: none"> • Sub-criterion 1.2 (5 points – minimum threshold 50%): How does the proposed rotation/shift system fit with the service requirements? • Sub-criterion 1.3 (5 points – minimum threshold 50%): What are the advantages of the organisation proposed compared with other alternatives? • Sub-criterion 1.4 (4 points – minimum threshold 50%): What are the measures to ensure service continuity in the event of unplanned absence by one or more security guards?
2	<p><u>Organisation of services in case of a serious incident</u></p> <p>This criterion will enable the assessment of the organisation of the services by the tenderer in case of a serious incident, including the different members of a consortium and the resort to subcontractors. Tenderers will develop in detail the organisation they propose and in particular provide detailed information for each of the questions.</p>	(20 points – minimum threshold 60%)	<ul style="list-style-type: none"> • Sub-criterion 2.1 (7 points – minimum threshold 50%): What measures will be deployed to deal with a serious incident or major crisis? • Sub-criterion 2.2 (7 points – minimum threshold 50%): What human and material resources would be deployed to intervene in the shortest time limit and how would they be deployed? • Sub-criterion 2.3 (6 points – minimum threshold 50%): What is the maximum intervention time?
3	<p><u>Quality monitoring and evaluation of services</u></p> <p>This criterion will enable the assessment of the control measures applied to guarantee the quality of the services to be performed under this contract.</p>	(20 points – minimum threshold 60%)	<p>How are the services monitored and evaluated in order to guarantee the quality of the services provided?</p>
4	<p><u>Tenderer's staff loyalty programme</u></p>	(20 points – minimum threshold 60%)	<ul style="list-style-type: none"> • Sub-criterion 4.1 (10 points – minimum threshold 50%): What measures will be implemented to motivate the guards to

	<p>This criterion will enable the assessment of the tenderer's staff loyalty programme in order to ensure staff loyalty and motivation.</p> <p>Tenderers will describe any incentives granted to the security guards who would be deployed under this contract such as financial bonuses, allowances, promotion, training, medical coverage and any other initiatives designed to motivate the guards and encourage their loyalty to the tenderer.</p>	60%)	<p>be deployed ?</p> <ul style="list-style-type: none"> • Sub-criterion 4.2 (5 points – minimum threshold 50%): What incentives are foreseen for the guards to be deployed? • Sub-criterion 4.3 (5 points – minimum threshold 50%): What incentives are foreseen for international Close Protection Officers?
5	<p><u>Armed security guards</u></p> <p>This criterion will enable the assessment of the tenderer's protocol on the use and maintenance of weapons, instructions, training, practice programme, storage, licenses, permits, etc.</p>	(20 points – minimum threshold 60%)	<ul style="list-style-type: none"> • Sub-criterion 5.1 (10 points – minimum threshold 50%): What measures will be used for the management, storage, maintenance and proper use of weapons (licences and permits to carry weapons, secure storage of weapons, procedures, protocols, etc.) • Sub-criterion 5.2 (10 points – minimum threshold 50%): What specific training and practice programme will be followed by the guards carrying arms under this contract?
	TOTAL	100	

Any tender not scoring the minimum quality threshold of 60% of the points for each criterion and 50% of the points for each sub-criterion and 70 *points* for all the criteria combined will be eliminated.

7.2. Financial tender

Only the financial tenders submitted by those tenderers who have submitted technically compliant tenders meeting the minimum technical requirements will be opened.

The prices for the tender must be tendered:

- in EUR;
- free of all duties, taxes and other charges, including VAT, as the European Union is exempt from such charges under the Vienna convention of 18 April 1961 on diplomatic relations;

- all inclusive. This means that, unless otherwise mentioned in these tender specifications, prices tendered for shall include all the costs to be incurred by the tenderers in order to provide the services;
- using the unit price schedule (Annex A) and the price scenario tables in annex (Annex B). Any change in the table(s) as annexed to these tender specifications will lead to the rejection of the tender.

During the validity of the tender and the implementation of the contract, prices cannot be revised. During the implementation of the contract, they can however be indexed in conformity with art. I.5.2 of the framework contract.

The unit price schedule (Annex A) is binding during implementation of the contract. The price "scenario" is an estimate by the contracting authority of the quantities of the services over the duration of the contract in order to compare the financial tenders.

When completing the scenario, tenderers will specify the same unit prices tendered for in the unit price schedule, will multiply them by the quantities indicated by the contracting authority for each item and will calculate the total price.

Only the financial tenders submitted by those tenderers who have obtained an overall technical score of *70 points* or more and at least 60% of the maximum score allocated for each individual criterion and 50% of the points for each subcriterion will be opened.

Financial tenders will then be checked for arithmetical accuracy. Where arithmetical errors are found, tenderers will be requested to correct them.

7.3. Calculation of the overall score

The tender chosen will be that which offers the best price quality ratio among the technically compliant tenders, namely the tender obtaining the best overall score P_i calculated as follows where the weighting is 70% for the quality and 30% for the price:

$$P_i = T_i * 0.70 + F_i * 0.30$$

T_i = (technical quality score of the tender under consideration / score of the best technical quality tender) * 100

F_i = (cheapest total price for the scenario / price of the scenario of the tender under consideration) * 100

8. CONTENT OF THE REQUEST TO PARTICIPATE

The candidates shall submit all the requested documents listed here for the first stage (selection stage).

The request to participate will contain:

1. a cover letter presenting the name of the candidate, including all entities in case of joint tender, and identified subcontractors whose share of the contract is above 10%, and the name of the single contact person in relation to this tender. The cover letter must indicate the proportion of the contract to be subcontracted. In case of joint tender, the cover letter to the request to participate must be signed by

the legal representative of each legal entity of the group and will identify the leader with its name, e-mail address and/or fax number. It is the responsibility of the tenderers to consult regularly the e-mails received;

2. a letter of intent for each subcontractor whose share of the contract is above 10% stating their willingness to provide the services foreseen in the tender and in line with the present tender specifications;
3. all the documents requested for the access to public procurement (point 5.1);
4. declaration on honour on the exclusion criteria and selection criteria (point 5.2) and on the selection criteria (point 5.3) attached to these tender specifications;
5. all the documents requested for the selection criteria (point 5.3).

Declaration on honour on exclusion criteria and selection criteria

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

<i>(only for natural persons)</i> himself or herself	<i>(only for legal persons)</i> the following legal person:
ID or passport number: ('the person')	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')

I – SITUATION OF EXCLUSION CONCERNING THE PERSON

	YES	NO
(1) declares that the above-mentioned person is in one of the following situations:		
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty 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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(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: <ul style="list-style-type: none"> 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. 	<input type="checkbox"/>	<input type="checkbox"/>

II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON

Not applicable to natural persons, Member States and local authorities

(2) declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(4) declares that the above-mentioned person:	YES	NO
(h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

V – REMEDIAL MEASURES

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

VI – EVIDENCE UPON REQUEST

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

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

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

VII – SELECTION CRITERIA

(5) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 5.3.1 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section 5.3.2 of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section 5.3.3 of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The contracting authority must adapt the table above to the criteria indicated in the tender specifications (i.e. insert extra rows for each criterion or delete irrelevant rows).

(6) if the above-mentioned person is the sole tenderer or the leader in case of joint tender , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications.

The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.

Full name

Date

Signature