# ANNEX III: ORGANISATION & METHODOLOGY

**To be completed by the tenderer**

### Rationale

* Any comments on the Terms of reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. An opinion on the key issues related to the achievement of the contract objectives and expected results.

### Strategy

* An outline of the approach proposed for contract implementation.
* A list of the proposed activities considered to be necessary to achieve the contract objectives.
* In the case of a bid being submitted by a consortium, a description of the input from each of the consortium members and the distribution and interaction of tasks and responsibilities between them.
* A description of the support facilities (back-stopping) that the contractor’s team will have from the contractor during the execution of the contract.

### Timetable of activities

* The timing, sequence and duration of the proposed activities, taking into account mobilisation time.
* The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of reference.

# ANNEX IV: LIST OF KEY EXPERTS (Contractor’s staff to be employed o the Contract)

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name of expert** | **Proposed position** | **Years of experience** | **Age** | **Educational background** | **Specialist areas of knowledge** | **Languages and degree of fluency (VG, G, W)** | **Type of Security Clearance** |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |

With enclosed CV’s and copies of diploma. The CV should be limited to 4 pages maximum and should provide details of the educational background, general and specific professional experience, present position and key qualifications.

## CURRICULUM VITAE

To be downloaded from the following URL address: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

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# ANNEX V – FINANCIAL OFFER

Page No **[**…of…**]**

**PUBLICATION REFERENCE: 14.OP.OS.001**  **NAME OF TENDERER:** **[**……………………………**]**

**Financial Evaluation**

The evaluation will be made on the basis of the price offered in this financial offer as follows:

**Evaluation price = Mobilization costs Basic Period + Provision of AGSR service total price Basic Period + Provision of AGSR service total price Option year I +** **Provision of AGSR service total price Option year II + Demobilization costs of Option Year II**

INFORMATION TO BIDERS:

* Any tenderer submitting a financial proposal exceeding the maximum budget mentioned in the Instructions to tenderers will be rejected.
* Prices must be quoted in **EURO** and include all expenses necessary to perform the contract.
* The price quoted is fixed and is subject to **NO revision** for the first three years of the contract (1 basic + 2 option years if exercised).
* Prices must be quoted free of all duties, taxes and other charges (including VAT) as the Contracting Authority is exempt from such charges.

|  |  |
| --- | --- |
|  |  |
| Mobilization costs for Basic Period (A Table) |  |
| Provision of AGSR service total price for Basic Period (A Table) |  |
| Provision of AGSR service total price for Option Year I (B Table) |  |
| Provision of AGSR service total price for Option Year II (C Table) |  |
| Demobilization costs Option Year II (C Table) |  |
| FINANCIAL EVALUATION PRICE |  |

Done at:[………………………], **[**../../..**]** by **[***name***]**

On behalf of **[**…………………………**]** [Tenderers*' stamp and signature*]

# ANNEX V – FINANCIAL OFFER

Page No **[**…of…**]**

**PUBLICATION REFERENCE: 14.OP.OS.001**  **NAME OF TENDERER:** **[**……………………………**]**

**“A” Table – BASIC PERIOD (01 Jan 2015 – 31 Dec 2015** )

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **BASIC PERIOD (2015)** | |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** | **TOTAL PRICE (EUR)** |
| **1.** | Provision of AGSR service, as per Annex II, TOR | Month | 12 |  |  |
| **2.** | Mobilization period**\***, (if any) | Lump Sum | 1 | **N/A** |  |
|  | | | | **SUB-TOTAL (1 + 2):** |  |
| **3.** | Demobilizations cost**\*\*** | Lump Sum | 1 | **N/A** |  |
|  | | | | **GRAND TOTAL (1+2+3):** | |

\*mobilization period (01 November 2014 – 31 December 2015) – valid only for basic period

**\*\*** Eligible only in case that the contract would not be extended beyond 2015.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** |
| **1.** | Additional flight hour**\*\*\*** | Hour | 1 |  |

**\*\*\*** Additional flight hours beyond base hours specified in Annex II point 4.3., not taken into consideration during the evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** |
| **1.** | Additional Crew \***\*\*\*** | Hour | 1 |  |

**\*\*\*\*** Additional crew engagement specified in Annex II point 4.2.1, not taken into consideration during the evaluation.

Done at:[………………………], **[**../../..**]** by **[***name***]**

On behalf of **[**…………………………**]** [Tenderers*' stamp and signature*]

ANNEX V – FINANCIAL OFFER

Page No **[**…of…**]**

**PUBLICATION REFERENCE: 14.OP.OS.001**  **NAME OF TENDERER:** **[**……………………………**]**

**“B” Table – OPTION YEAR I – 2016**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **OPTION YEAR I (01 Jan 2016 – 31 Dec 2016)** | |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** | **TOTAL PRICE (EUR)** |
| **1.** | Provision of AGSR service, as per Annex II, TOR | Month | 12 |  |  |
|  | | | | **SUB-TOTAL (1):** | |
| **2.** | Demobilization cost**\*\*** | Lump Sum | 1 | **N/A** |  |
|  | | | | **GRAND TOTAL (1+2):** | |

**\*\*** Eligible only in case that the contract would not be extended beyond 2016.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** |
| **1.** | Additional flight hour**\*\*\*** | Hour | 1 |  |

**\*\*\*** Additional flight hours beyond base hours specified in Annex II point 4.3., not taken into consideration during the evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** |
| **1.** | Additional Crew \***\*\*\*** | Hour | 1 |  |

**\*\*\*\*** Additional crew engagement specified in Annex II point 4.2.1, not taken into consideration during the evaluation.

Done at:[………………………], **[**../../..**]** by **[***name***]**

On behalf of **[**…………………………**]** [Tenderers*' stamp and signature*]

ANNEX V – FINANCIAL OFFER

Page No **[**…of…**]**

**PUBLICATION REFERENCE: 14.OP.OS.001**  **NAME OF TENDERER:** **[**……………………………**]**

**“C” Table – OPTION YEAR II - 2017**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | | | | **OPTION YEAR II (01 Jan 2017 – 31 Dec 2017)** | |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** | **TOTAL PRICE (EUR)** |
| **1.** | Provision of AGSR service, as per Annex II, TOR | Month | 12 |  |  |
|  | | | | **SUB-TOTAL (1):** | |
| **2.** | Demobilization cost**\*\*** | Lump Sum | 1 | **N/A** |  |
|  | | | | **GRAND TOTAL (1+2):** | |

**\*\*** Eligible only in case that the contract would not be extended beyond 2017.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** |
| **1.** | Additional flight hour **\*\*\*** | Hour | 1 |  |

**\*\*\*** Additional flight hours beyond base hours specified in Annex II point 4.3., not taken into consideration during the evaluation.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **DESCRIPTION** | **UNIT** | **QUANTITY** | **UNIT PRICE (EUR)** |
| **1.** | Additional Crew \***\*\*\*** | Hour | 1 |  |

**\*\*\*\*** Additional crew engagement specified in Annex II point 4.2.1, not taken into consideration during the evaluation.

Done at:[………………………], **[**../../..**]** by **[***name***]**

On behalf of **[**…………………………**]** [Tenderers*' stamp and signature*]

# ANNEX VI – DECLARATION ON EXCLUSION CRITERIA

***(To be completed and signed by each Consortium member and by each Sub-contractor, where applicable)***

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number/ID Card No.:

VAT number:

Declares on oath that the individual/company/organisation mentioned above is not in any of the situations mentioned below:

1. they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
3. they have been guilty of grave professional misconduct proven by any means which the EDA can justify;
4. they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
5. they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Union’s financial interests;
6. following another procurement procedure or grant award procedure financed by the European Union or the Agency’s general budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.
7. they are subject to a conflict of interest;
8. they are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information

Full name: Date & Signature:

# ANNEX VII – LEGAL ENTITY FORM

To be downloaded from the following URL address: <http://ec.europa.eu/budget/info_contract/legal_entities_en.htm>

# ANNEX VIII – FINANCIAL IDENTIFICATION FORM

To be downloaded from the following URL address: <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>

# ANNEX IX – TENDER FORM FOR A SERVICE CONTRACT

Publication reference: < Publication reference >

Title of contract: < Title of contract>

**<Place and date>**

**A: <Name and address of Contracting Authority >.**

**1 SUBMITTED BY**

|  |  |  |
| --- | --- | --- |
|  | **Name of Tenderer** | **Nationality (\*)** |
| **Company** |  |  |
|  |  |  |
|  |  |  |

(\*) where the company is registered

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

3 **TENDERER'S DECLARATION**

**To be completed and signed by the tenderer.**

In response to your letter of invitation to tender for the above contract,

we, the undersigned, hereby declare that:

**1** We have examined and accept in full the content of the dossier for invitation to tender No [publication ref.] of [../../..]. We hereby accept its provisions in their entirety, without reservation or restriction.

**2** We offer to perform, in accordance with the terms of the tendering dossier and the conditions and time limits laid down, without reserve or restriction:

**3** The prices of our tender are correct and will constitute fixed prices for the first basic year + 2 option years, if exercised, and will be subject to revision according to the formula specified in Section 4 of the Tendering Dossier for the 2 remaining option years, if exercised, in case the contract is awarded to us.

4.Our tender is valid for a period of 90 days from the final date for submission of tenders, i.e. until [../../..].

1. If our bid is accepted, we undertake to provide a performance guarantee of [………..], as required by Article 10 of the General Conditions and Special Conditions.
2. Our firm/company [*and our consortium partners*] has/have the following nationality:

**[**……………………………………………………………………**]**

1. We are making this application in our own right and led by ourselves for this tender. We confirm that we are not tendering for the same contract in any other form.
2. We agree to abide by the ethics clauses in Article 22 of the instructions to tenders and, in particular, have no potential conflict of interests or any relation with other tenderers or other parties in the tendering procedure at the time of the submission of this application.
3. We will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts.
4. We note that the Contracting Authority is not bound to proceed with this invitation to tender and that it reserves the right to award only part of the contract. It will incur no liability towards us should it do so.

Name and first name: […………………………………………………………………]

Duly authorised to sign this bid on behalf of:

**[**…………………………………………………………………………………… …**]**

Place and date: […………………………………………………………….………….]

Stamp of the firm/company:

Our tender includes the following annexes:

[*Numbered list of annexes with titles*]

# ANNEX X – ECONOMIC AND FINANCIAL CAPACITY

***(Please fill in the excel file uploaded together with the tender documents)***

Begin and end of the financial year (eg: 1/1/n - 31/12/n)):

**Asset**

**2013**

**2012**

**2011**

Long term assets (assets convertible in cash in > than 1 year)

€ 0

€ 0

€ 0

Short term assets (current assets convertible in cash in =/< than 1 year)

€ 0

€ 0

€ 0

Total assets ( TOTAL ASSETS SHOULD EQUAL TOTAL LIABILITIES)

€ 0

€ 0

€ 0

**Liabilities**

**2013**

**2012**

**2011**

Own capital (Equity)

€ 0

€ 0

€ 0

Long term debts (to be repaid in > than 1 year)

€ 0

€ 0

€ 0

Short term debts (to be repaid in =/< than 1 year)

€ 0

€ 0

€ 0

Total liabilities (TOTAL LIABILITIES SHOULD EQUAL TOTAL ASSETS)

€ 0

€ 0

€ 0

**Profit and loss account data**

**2013**

**2012**

**2011**

Turnover (sales revenue realized from the day-to-day operations of the entity)

€ 0

€ 0

€ 0

Turnover in the field of Airborne Ground Surveillance and Reconnaissance (AGSR)

€ 0

€ 0

€ 0

Depreciation & amortisation

€ 0

€ 0

€ 0

EBITDA (Earnings before interest, taxes, amortisation, depreciation)

€ 0

€ 0

€ 0

Net profit (Earnings after interest, taxes, amortisation, depreciation)

€ 0

€ 0

€ 0

**Main indicators**

**2013**

**2012**

**2011**

Operational profit margin (EBITDA/turnover)

Return on Equity: Rentability of own capital (net profit/own capital)

Net working capital (current assets - current liabilities)

Current ratio (current assets/current liabilities)

Debt ratio - indebtness (debts/total liabilities)

**Name of Chief Accounting Officer of the tenderer:**

**Date:**

**Signature:**

From my position of the Chief Accounting Officer of the tenderer,

1. I confirm that the information presented in this simplified financial statement are correct and are taken from the official financial

statements either finally approved, or from the preliminary financial statements in case these are not yet finally approved

(applicable only to the last year statements).

2. I confirm that I am aware that, in the case we are successful tenderer, EDA, before signing the contract, may ask and verify the

official financial statements for the last 3 years.

3. I confirm that I have been informed that, under the Procurement rules of the EDA (Council Decision No 2007/643/CFSP of 18

September 2007), tenderers found guilty of false declarations may be subject to administrative and financial penalties in

accordance with the conditions laid down in that Decision. In particular, I am aware that the information from this simplified financial

statement must be in compliance with the official financial statements which EDA may verify before signing the contract.

Information on financial capacity of the tenderer

When analyzing the submitted simplified financial statements, in the case of doubt and before excluding the company on the sole basis of financial

incapacity, EDA will request from the tenderer further information, e.g. complete official financial statements or provisional financial statement at half year.

The numbers in the below cells must be indicated in

**ABSOLUTE VALUES**

(i.e. as full amounts and not in

thousands or similar) and in

**EUROS**

The

exchange rate

to be used for the conversion of the amounts should be the monthly accounting rate of the

last month of the financial year as published in the Official Journal of the European Union.

http://ec.europa.eu/budget/inforeuro/index.cfm?fuseaction=home&Language=en

Tenderer name:

Declaration by the Chief Accounting Officer of the tenderer:

# ANNEX XI – MODEL PERFORMANCE GUARANTEE

**[On the headed notepaper of the financial institution providing the guarantee]**

Title of contract: < Title of contract>

Identification number**:** <Publication reference>

We the undersigned, [*name, company name, address*], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to [*Contracting Authority's name and address*] on behalf of [*Contractor's name and address*], the payment of [*amount of the performance guarantee*], representing the performance guarantee mentioned in Article 10 of the Special Conditions without dispute, on receipt of a first written request from the beneficiary.

This guarantee shall enter into force and take effect from [*indicate the date of entry into force of the contract*].

We note that you will release the guarantee and notify us of the fact at the latest within thirty days of receipt of the final statement [*except for the part assigned to the after sales service as stipulated in the Special Conditions*].

Any dispute concerning this guarantee shall be governed by [*enter the law applicabl*e] and fall within the competence of [*indicate which jurisdiction applies*].

Name: …………………………… Position: …………………

Signature: ……………..

Date: <Date>

# ANNEX XII – PRE-FINANCING GUARANTEE FORM

**[On the headed notepaper of the financial institution providing the guarantee]**

Title of contract: < Title of contract>

Identification number**:** <Publication reference>

We, the undersigned, [*name, company name, address*], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to [*Contracting Authority's name and address*] on behalf of [*Contractor's name and address*], the payment of [*indicate the amount of the pre-financing / balance*], corresponding to the pre-financing/balance as mentioned in Article 24 of the Special Conditions without dispute, on receipt of a first written request from the beneficiary.

The guarantee will enter into force and take effect from the [*indicate the date of payment of the pre-financing / balance*].

We note that you will release the guarantee and notify us of the fact at the latest [*within sixty days of provisional / final acceptance of the servicest*].

Any dispute concerning this guarantee shall be governed by [*enter the law applicabl*e] and fall within the competence of [*indicate which jurisdiction applies*].

Name: …………………………… Position: …………………

Signature: ……………..

Date: <Date>

# ANNEX XIII- TENDER GUARANTEE FORM

**[On the headed notepaper of the financial institution providing the guarantee]**

<Date>

Title of contract: < Title of contract>

Identification number**:** <Publication reference>

We, the undersigned, [*name, company name, address of the issuing institution*], hereby declare that we will guarantee, not merely jointly and severally, but as principal debtor, to [*Contracting Authority's name and address*] on behalf of [*Contractor's name and address*], the payment of [*amount of the bid guarantee*], without dispute, on receipt of a first written request from the recipient.

The guarantee will enter into force and take effect from [*submission deadline and valid throughout the validity of the submitted bid*].

We note that you will release the guarantee and notify us once the contract has been awarded or the bidding procedure cancelled.

Any dispute concerning this guarantee shall be governed by [*enter the law applicable*] and fall within the competence of [*indicate which jurisdiction applies*].

Name: …………………………… Position: …………………

Signature: ……………..

Date: