Call For tenders TAXUD/2014/AO-04

Questionnaire

Provision of tax and customs information services

**Name of Tenderer: ………………………………..**

tender form

Please give brief replies and/or references.

Single legal person or company

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

* Company: ……….……………….…

NB: This Company must fill in all sections of the questionnaires

Joint offers

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

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

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

……….…………………

NB: This company has to fill in all sections of the questionnaire:

- Sections 1 to 3 on its own behalf (except bullet point 4 of section 3);

- Sections 4 to 6 on behalf of the group of tenderers (including bullet point 4 of section 3)

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

…….….…………………

NB: These companies have to fill in Sections 1 to 3 of the questionnaire (except bullet point 4 of section 3)

* Does a consortium or a similar entity already exist?

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

Reference: …………………………..

□ NO. Please note that, in case of award, the Commission may require the formal constitution of a consortium.

**Subcontracting**

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

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

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

List of subcontractors

…….….…………………

…….….…………………

…….….…………………

**NB: These companies must fill in Sections 1 and 2 of this questionnaire for assessment.**

**If the group of tenderers intends also to rely on the economic and financial capacity of the subcontractor(s), the subcontractor(s) also have to fill in Section 3 (except bullet point 4).**

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

Reference: …………………………..

**Subcontractor(s) must submit a letter of intent to collaborate as subcontractor(s) in the call for tenders TAXUD/2014/AO-04**

* Please take the following into consideration:

Subcontracting is the situation where a contract has been or is to be established between the Commission and a contractor and where the contractor, in order to carry out that contract, enters into legal commitments with other legal entities for performing part of the work, service or supply. However, the Commission has no direct legal commitment with the subcontractor(s).

Freelancing, drawing on the activities or staff of any other entirely different legal entity than the contractor, independently of its exact legal form (and independently of the applicable national law) does qualify as subcontracting.

Subcontracting is permitted to subcontractors proposed in the offers submitted in reply to the call for tenders.

One-person companies (or freelancers) may be authorised as subcontractor and added to the list of subcontractors.

Furthermore, additional levels of sub-contracting (e.g. subcontracting of sub-contracts) are not allowed during the execution of the contract.

**Please fill the Attachment 2 with the names of the freelancers proposed in your offer.**

**Freelancers shall submit a letter of intent to collaborate as subcontractors in the call for tenders TAXUD/2014/AO-04.**

# Questions relating to the identification of the tenderer

## Name of tenderer

|  |
| --- |
|  |

## 

## In the case of joint offer or subcontracting; please specify company name.

|  |
| --- |
|  |

Acting as:

□ main point of contact for the group of tenderers

□ member of group

□ subcontractor

## Legal form of company

|  |
| --- |
|  |

## Date of registration

|  |
| --- |
|  |

## Country of registration

|  |
| --- |
|  |

## Registration number

|  |
| --- |
|  |

## VAT number

|  |
| --- |
|  |

## Registered address of company

|  |
| --- |
|  |

## Usual administrative address of company

|  |
| --- |
|  |

## Person(s) authorised to sign contracts (together or alone) on behalf of the company:

## [Surname, first name, title (e.g. Dr., Mr., Mrs…), function (e.g. Manager…)]

|  |
| --- |
|  |

## Contact person for this call for tenders:

**(Not necessary for subcontractors)**

## [Surname, first name, title (e.g. Dr., Mr., Mrs…), function (e.g. Manager…) Telephone number, fax number, address]

|  |
| --- |
|  |

## Legal entity form:

|  |
| --- |
| Name of company n°1 |

|  |
| --- |
| Name of company n°2 |

|  |
| --- |
| Name of company n°… |

# Please print, fill in and sign a legal entity form (Annex VI to the Tendering Specifications) for each member of the tendering group (including each subcontractor if any). The form is proposed in English. However, if you need the form in any other EU official language, it is available for downloading at the following website:

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

# Please read the instructions stated on the website before filling in the document

## Financial identification form:

|  |
| --- |
| Name of company n°1 |

|  |
| --- |
| Name of company n°2 |

|  |
| --- |
| Name of company n°… |

**(Not necessary for subcontractors)**

# Please print, fill in and sign a financial identification form (Annex VII to the Tendering Specifications) for each member of the tendering group. The form is proposed in English. However, if you need the form in any other EU official language, it is available for downloading at the following website:

# <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>

# Please read the instructions stated on the website before filling in the document

## Power of attorney:

In case of a joint offer, please fill in and sign a power of attorney designating one of the companies of the group as leader and giving a mandate to it (Annex VIII to the Tendering Specifications)

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# EXCLUSION OF THE TENDERER

**Please refer to section 9.1 of the Guidebook for tenderers**

Have you enclosed all the elements requested in the table below? Complete accordingly the “Yes/No” and reference boxes with regard to each requested entry.

|  |  |  |
| --- | --- | --- |
| You must enclose: |  |  |
| 1. Declaration of honour on exclusion criteria and absence of conflict of interest (Annex V to the Tendering Specifications); | Yes/No | Reference: |

|  |  |  |
| --- | --- | --- |
| You must enclose: |  |  |
| 1. Are you or one or several members of your consortium or one or several of your subcontractors, already providing tax and customs information services to the Commission DG TAXUD under current contracts? | Yes/No |  |
| 1. If yes, indicate the steps that you intend to take to guarantee the absence of conflict of interest with these other contracted activities in the case that you might be awarded this contract; | Yes/No | Reference: |

# Selection of the tenderer / Economic and financial capacity

**Please, refer to section 9.2.1 of the Guidebook for tenderers**

Have you enclosed all the elements requested in the table below? Complete accordingly the “Yes/No” and reference boxes in regard to each requested entry.

|  |  |  |
| --- | --- | --- |
| You must enclose: |  |  |
| 1. Evidence on a professional risk indemnity insurance valid at the time of submission of the offer ; | Yes/No | Reference: |
| 1. Balance sheets and results for the last two financial years for which accounts have been closed; | Yes/No | Reference: |
| 1. If not, equivalent documentation; | Yes/No | Reference: |
| 1. A statement of the overall turnover and the turnover related to the scope of the contract, during each of the last three financial years. The turnover figures will be assessed at the level of the consortium and not in relation to each individual partner of the consortium; | Yes/No | Reference: |
| 1. Do you intend to rely on the capacities of other entities (e.g. your parent company, subcontractor) to meet the criteria concerning the economic and financial capacity? | Yes/No |  |
| 1. If yes, provide a declaration from this other entity stating that it will fully support your company during the execution of the contract. |  | Reference: |

# 4 Selection of the tenderer / Technical and Professional capacity

**Please refer to section 9.2.2 of the Guidebook for tenderers and section 10.2 of the Tendering Specifications**

Tenderers are required to prove that they have sufficient technical and professional capacity to provide the services described in the tendering specifications.

## 4.1 Response requirements

Tenderers must demonstrate their ability to provide suitably qualified personnel and managerial staff on request;

**Tenderers must be able to provide the services of project managers, senior consultants and junior consultants.** The Directorate-General for Taxation and Customs Union (DG TAXUD) will evaluate their capability to provide the required expertise on the basis (but not exclusively) of the provision by the tenderer of a set of exactly one (1) Curricula Vitae (CV) for managerial staff and of three (3) Curricula Vitae (CVs) for each category of consultants (senior and junior) (**making seven (7) unique CV’s in total, no more no less, any different number of CVs will lead to the non-selection**). The CVs must be of a project manager and/or consultant under a contractual relationship with the tenderer at the time of tendering (the tenderer has to provide proof).

**Failure to comply with these requirements in the tender will result in non-selection.**

**In addition, questions labelled as “mandatory” must be in any case answered with "YES". Any different answer to these questions will result in non-selection.** Note that the commitments of the tenderers will be translated into contractual terms and could therefore bring the application of liquidated damages in cases of non-compliance.

## 4.2 Tenderer manpower and qualification of staff relevant to the required services

***In the case of a joint offer, the required information should be provided for the group of tenderers as a whole.***

Please note that **only staff with a direct, individual, regular and unlimited working contract with the tenderer can be quoted as “permanent” staff**.

*Note that staff of subcontractors is considered as non-permanent staff.*

### 4.2.1 Staffing tables

#### 4.2.1.1 Indicate your average annual manpower for the last three years as well as the current numbers (separating permanent and non-permanent staff).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total annual manpower | 2011 | 2012 | 2013 | Current numbers |
| Permanent staff |  |  |  |  |
| Non-permanent staff |  |  |  |  |

#### 4.2.1.2 Indicate your average number of managerial staff for the last three years as well as the current number (only permanent staff).

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total managerial staff | 2011 | 2012 | 2013 | Current numbers |
| Permanent staff |  |  |  |  |

### 4.2.2 Categories availability

#### 4.2.2.1 In the following table, indicate the number of staff (working for you and with experience in providing economic analysis services) that you have available for the services required in this call for tenders.

The categories are defined as follows:

|  |  |
| --- | --- |
| Cat. I - Project Manager | Minimum 5 years of recent project management experience in tax and/or customs studies and comparative analysis |
| Cat. II - Senior Consultant | Minimum 5 years of recent work experience in tax and/or customs studies and comparative analysis |
| Cat. III - Junior Consultant | Minimum 2 years of work experience in tax and/or customs studies and comparative analysis |
| Cat. IV - Support Staff | Minimum 2 years of work experience in support functions |

**Count an individual person in one row only.**

|  |  |
| --- | --- |
| Project manager |  |
| Senior consultants |  |
| Junior consultants |  |
| Support staff |  |

### 4.2.3 CVs

## It is mandatory that the provided CVs are in conformity with the Europass standardised CV template[[1]](#footnote-1)

#### 4.2.3.1 Enclose a Europass standardised CV for each of the indicated number of staff working in the area of the required services and with expertise related to this call for tenders.

The proposed CVs need to be in conformity with the category descriptions and the requirements of this call for tenders.

|  |  |
| --- | --- |
| Category | Required number of CVs per profile (no more, no less) |
| Project manager | 1 |
| Senior Consultant | 3 |
| Junior Consultant | 3 |

The tenderers who do not comply with the requirements will be judged as not having the minimum technical capacity to deliver the required services.

**An individual person can only be counted for one profile**

#### 4.2.3.2 Have you enclosed the correlation table for profiles and CVs (attachment 1)?

|  |
| --- |
| YES/NO (mandatory)Reference: ……. |

## 4.3 Client References

It is mandatory to provide three (three, no more, no less) valid **client reference** contacts of organisations that are making use of services similar to the service requirements of this call for tenders.

#### These references should be from different organisations (departments, divisions, directorates, etc. are regarded as the same organisation). Only provide client references that can be consulted by the Commission. An award notice published in Tenders Electronic Daily (TED) or an official gazette does not constitute valid evidences.

***In the case of a joint offer, the required information can be provided for the group of tenderers.***

|  |  |  |  |
| --- | --- | --- | --- |
| **Company/Organisation** | Client’s surname, first name, title (e.g. Dr., Mr., Mrs, Miss, Ms…), function (e.g. Manager…) Telephone number, fax number, address, e-mail. | Volume (person-days | Type |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

(\*) A European institution, a specific ministry or a company must each be considered as one single organisation

## 4.4 Quality assurance and control mechanisms

***(In case of a joint offer, the required information should be provided for each company.)***

### 4.4.1 Quality assurance procedures

#### 4.4.1.1 Have you defined the control mechanisms that you intend to put in place to ensure the quality of the services?

|  |
| --- |
| YES/NO Reference: |

### 4.4.2 Methodology

#### 4.4.2.1 Do you have a methodology for:

|  |  |  |
| --- | --- | --- |
|  |  | *If YES, include the table of contents of its main document:* |
| Project management | YES/NO  (mandatory) | Reference: …. |
| Providing tax and customs information services in relation to the scope of this call for tenders | YES/NO  (mandatory) | Reference to: …. |

## 4.5. Sufficient knowledge of English

#### 4.5.1 Have you provided a declaration of honour that the staff appointed has a sufficient knowledge of English - at least level C1 of the Common European Framework of Reference for Languages (CEFR)[[2]](#footnote-2)?

|  |
| --- |
| YES/NO: (mandatory) Reference: |

## 4.6. Subcontracting

#### 4.6.1 Have you given an indication of the proportion of the contract which you intend to sub-contract and a description of the tasks that will be subcontracted?

|  |
| --- |
| YES/NO: (mandatory) Reference: |

## 4.7. Minimum geographical coverage of the data available for studies and comparative analysis

#### 4.7.1 Have you provided a declaration of honour that the geographical coverage of the date available for studies and comparative analysis includes the countries as specified in Section 4 of the Tendering Specifications?

|  |
| --- |
| YES/NO: (mandatory) Reference: |

# 5 Award criteria

**Note that the Commission will NOT consider during the technical evaluation, any part of the tender which would have been “Copied and Pasted” from the Terms of Reference or any other documents provided by the Commission to specify its requirements for this call for tenders.**

## 5.1 Quality of methodology (50% weight for the technical evaluation)

The tenderer shall specify the methodologies proposed in order to cope with the variety of tasks to be implemented under the contract. The tender will be evaluated on the relevance, quality and depth of the methodologies proposed.

|  |
| --- |
| Reference: |

## 5.2 Quality of multi-disciplinary approach (30% weight for the technical evaluation)

The tenderer shall specify the multi-disciplinary approaches proposed in order to cope with the variety of tasks to be implemented under the contract.

|  |
| --- |
| Reference: |

## 5.3 Clarity, completeness and overall coherence of the proposal (20% weight for the technical evaluation)

(No answer from the tenderer to be provided for this section)

# 

# 6 Financial evaluation

## 6.1 Have you filled in your price quotes in annex III to the Tendering Specifications? (Please note that price quotes have to be all-inclusive, additional costs may not be charged.)

|  |
| --- |
| YES/NO (MANDATORY) |

## 6.2 Do you confirm that you agree not to charge additional costs to the Commission?

|  |
| --- |
| YES/NO (MANDATORY) |

**It is mandatory to fill in all columns and lines of the Excel sheet "Annex III Price Table.xlsx" provided as annex III to the Tendering Specifications.**

Attachment 1

Correlation table for categories and CVs

|  |  |  |  |
| --- | --- | --- | --- |
| **Classification of CV identities** | | | |
| CV number | Permanent staff (mark X for permanent staff) | Category (Project Manager, Senior Consultant, Junior Consultant) | Full name of the person. |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |

Fill and expand table as needed.

**Attachment 2**

**Freelancers Table**

Note that a letter of intent must be provided for all freelancers.

This table has to be provided in the separate envelope together with the “Correlation table for CV forms" in order to comply with the protection of personal data.

|  |  |  |
| --- | --- | --- |
| **Surname** | **First name** | **Name of the freelancer's company (if different from freelancer's surname)** |
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1. <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions> [↑](#footnote-ref-1)
2. <http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf> [↑](#footnote-ref-2)