

Specifications attached to the

Open invitation to tender n° TAXUD/2012/AO-08

For the provision of scientific and technical assistance in the field of scientific customs

PART 1 – TENDER DESCRIPTION

1. BACKGROUND AND OBJECTIVES OF THIS CALL FOR TENDERS

Customs is the interface between the European Union (EU) and the rest of the world. It has a central place in the implementation of EU and national laws concerning the movement of goods, in the protection of the EU economy, environment, health and society, as well as in the collection of the appropriate taxes and duties.

Nevertheless, these tasks are rendered difficult by a number of factors:

- abundance and complexity of laws,
- limited available resources of administrations and economic operators,
- high complexity of customs classification,
- especially for chemicals, taken in a broad sense, huge number and complexity of these products, many possibilities to name them, translation into all EU languages, scattered information, often dangerous products,
- especially for food products, taken in a broad sense, complexity of their composition, higher rates of customs duties and other taxes.

These difficulties have led to the creation of scientific customs facilities over the years, and in particular to

- numerous customs laboratories in the Member States, co-ordinated by the Group of European Customs Laboratories (GCL), and
- the European Customs Inventory of Chemical Substances (ECICS), a database which is currently maintained by the European Commission Directorate-General for Taxation and Customs Union (DG TAXUD).

2. INTRODUCTION

This call for tenders covers scientific, technical and secretarial assistance for a maximum period of 4 years, in the field of scientific customs, as well as related work in the framework of the Customs Code Committee – tariff and statistical nomenclature section, relative to two separate lots:

LOT 1. Revision and translation of chemical names in European Customs Inventory of Chemical Substances database (ECICS); estimated budget value: 500 000 EUR

LOT 2. Improvement of sampling procedures; estimated budget value: 400 000 EUR

The cornerstone of the customs declaration, and consequently of the correct implementation of EU customs legislations, trade agreements and other legislation on e.g. health, environment and security which must be applied by customs, is the Harmonized Commodity Description and Coding System (HS) nomenclature and its Explanatory Notes. The HS is managed by the World Customs Organization. Almost all trade in the world is based on this nomenclature.

The EU uses the HS in a more detailed nomenclature, the Combined Nomenclature (CN), which is updated every year. It has last been amended by the Commission Regulation (EU) No 1006/2011 of 27 September 2011 amending Annex I to Council Regulation (EEC) No 2658/87 on the tariff and statistical nomenclature and on the Common Customs Tariff, published in the Official Journal of the European Union, L 282 of 28 October 2011. The CN has also its own Explanatory Notes.

Council Regulation (EEC) No 2658/87 of 23 July 1987 on the tariff and statistical nomenclature and on the Common Customs Tariff (Official Journal, L 256 of 7 September 1987) states in Article 12(3): “In order to ensure the uniform application of the Common Customs Tariff and the TARIC, the Commission shall promote coordination and harmonisation of practices in Member States' customs laboratories, using, wherever possible, computerised means.”

Since 1998, under the auspices of the Customs 2002, 2007 and currently 2013 Programmes, a collaborative programme has involved the Commission and the Member States customs administrations in various actions and projects aimed at a better coordination of the tasks and the work of the European customs laboratories. Currently 79 laboratories are operating, representing some 2 000 people.

The “Group of European Customs Laboratories (GCL)” was created in 1999 to coordinate the activities. Its main achievements are more widespread knowledge of the customs laboratories and their mutual recognition, the exchange of scientific expertise among them, an analytical methods database, common and uniform work methods. The GCL contributes to the overall functioning of the European customs laboratories as a network.

The activities carried out cover six main action areas:

- Action 1: ILIADe database (Inter Laboratory Inventory of Analytical Determination),
- Action 2: Inter-comparisons and method validations,
- Action 3: Networking on quality,
- Action 4: Communication and strategy,
- Action 5: Scientific expertise,
- Action 6: European Customs Inventory of Chemical Substances.

In the future, the GCL will pursue the effort towards a network of customs laboratories, with common work methods and harmonised procedures for a uniform application of customs duties; will promote a better use of the human and technical resources with exchange of expertise; and will accompany the evolution of customs laboratories in domains like safeguard of citizens, environmental protection, fight against counterfeiting and fraud, fight against terrorism.

The European Customs Inventory of Chemical Substances (ECICS) is a customs tool for the identification, the customs classification and the designation of chemicals and the translation of their names into the EU languages. It is of the utmost importance for the easy and correct customs declaration and customs control of these products. It was created by DG TAXUD in the 1970s.

ECICS contains currently more than 34 000 chemical substances, representing the main products from a trade point of view as well as from a control point of view: International Non-proprietary Name (INN) pharmaceuticals, International Organization for Standardization (ISO) pesticides, drugs and their precursors, chemical weapons and their precursors, dangerous chemicals... Most of them are organic but a certain number of them are inorganic, polymers, biochemicals, natural products. New products are added continuously.

It contains customs classifications in the Harmonized Commodity Description and Coding System (HS) of the World Customs Organization (WCO) and the Combined Nomenclature (CN), as well as Chemical Abstracts Service (CAS) Registry Numbers and an internal identifier, the Customs Union and Statistics (CUS) number.

Names are those decided by international organisations like World Health Organization (WHO) and International Organization for Standardization (ISO) or are constructed following the rules of the International Union of Pure and Applied Chemistry (IUPAC). Alongside these "principal names", to be used preferably in the customs clearance and in the preparation of legislation, ECICS keeps also some out-of-date names, common or trade names, as synonyms, used only for identification. They are currently being translated into all the EU languages with the help of translation software.

Two domains call for a particular attention.

A previous contractor has established the translation rules and the glossary for the translation of IUPAC names in all the EU languages. The translation software is being updated. Some EU languages still need further development and future EU languages should be analysed. Chemical names in ECICS should be revised according to the updates of the IUPAC nomenclatures. Translation of other types of chemical names like INN and ISO names should be envisaged.

Sampling is the first and one of the most crucial steps in the laboratory work. A previous contractor has established the Sampling Manual for Customs and Tax Authorities (SAMANCTA), in the shape of an electronic database. The manual must be updated and enriched.

3. SPECIFICATIONS FOR THIS CALL FOR TENDERS

This call for tenders for an estimated budget value of 900 000 EUR is divided into 2 **lots**. For each lot a framework contract is awarded to a single contractor by the European Commission. Tenderers can bid for one or more lots. The bids for each lot should be completed separately.

LOT 1. Revision and translation of chemical names in European Customs Inventory of Chemical Substances database (ECICS)

IUPAC nomenclatures are used to name chemicals at the international level, especially organic chemicals including natural products, inorganic chemicals, biochemicals and polymers.

As they are revised regularly to adapt to the evolution of chemistry or to clarify and simplify their rules, many names in ECICS are out of date.

So the latest IUPAC rules for these compounds and possibly for other types of compounds of interest for international trade have to be analysed and implemented in ECICS. The main references for these nomenclatures can be found on <http://www.iupac.org/home/publications.html>.

A previous contractor has already started the work. It has to be updated and enriched. A particular attention will be paid to the new organic nomenclature in publication and other recent publications.

Lists of rules to create chemical names and list of segments used in this creation have to be set up.

The procedure to cut a name into its constituent segments has to be further developed with new types of names.

Subsequently, the rules of translation from English into all the languages of the EU (Bulgarian, Czech, Danish, Dutch, Estonian, Finnish, French, Gaelic, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Maltese, Polish, Portuguese, Romanian, Slovak, Slovenian, Spanish, Swedish) and of candidate or neighbouring countries (Albanian, Bosnian, Croatian, Icelandic, Macedonian, Montenegrin, Norwegian, Serbian, Turkish...) have to be improved or drawn up and the segments have to be translated into these languages.

A particular attention will be paid to Gaelic, Maltese and languages from candidate or neighbouring countries.

The translation of other types of chemical names like INN and ISO names should be envisaged. The translation from another EU language than English could also be envisaged.

Participation in the conception and the testing of the translation software is required.

Related reports, supporting documents and compatible electronic files have to be produced on these activities.

Several secretarial tasks have to be performed.

The services will cover the following tasks:

- Analysis of the IUPAC nomenclatures and setting up of a list in English of all chemical substances (e.g. butan-2-one) listed in the IUPAC nomenclatures, with their
 - developed structure,
 - "preferred IUPAC name (PIN)", "parent structure name", "retained name" or equivalent name, with an indication of the name status,
 - other names accepted in certain circumstances, not recommended names, discarded names and other names appearing in the nomenclatures, with an indication of the name status,
 - reference in the nomenclature (rule or page).
- Setting up of a list in English of all segments constituting names (e.g. "phenyl", "chloro", "one", etc.) listed in the IUPAC nomenclatures, with their
 - developed structure,
 - "preferred IUPAC name (PIN)", "retained name" or equivalent name, with an indication of the name status,
 - other names accepted in certain circumstances, not recommended names, discarded names and other names appearing in the nomenclatures, with an indication of the name status,
 - reference in the nomenclature (rule or page).

The names, references and structures are destined to be inserted in the ECICS database afterwards, so the final data should be exportable to a database without loss (examples of file type: sdf, cfd, xls, txt, xml).

- Setting up, by chemical class, of the rules used in the creation of chemical names: position and order of segments, concatenation, separation or hyphenation of segments, numbering, symbols, fonts, etc.
- Revision of the chemical names in ECICS database and in other sources by adequate software, including the analysis or the comparison of related data such as developed structures, InChI, InChIKey; correction and creation of chemical names, developed structures, InChI, InChIKey; the final data are destined to be inserted in the ECICS database afterwards.
- Further development of the procedure to cut a name into its constituent segments for new types of names.
- Translation of the two above-mentioned lists of all chemical substances and of all segments constituting names listed in the IUPAC nomenclatures, into all the languages of the EU and candidate or neighbouring countries.
- Establishment, by chemical class, of the rules used in the translation of chemical names from English into all the languages of the EU and candidate or neighbouring countries: position and order of segments, concatenation, separation or hyphenation of segments, symbols, fonts, etc.
- Development of a procedure for the translation of other types of chemical names like INN and ISO names, enzymes, minerals.

- Development of a concept for the translation of chemical names from any other EU language than English.
- Participation in the conception and the testing of the translation software.
- Drafting of working documents, participation in meetings of the GCL, Customs Code Committee, with IUPAC and other interested stakeholders, writing of meeting reports, progress evaluation after each year of activity.
- Secretarial support in organising meetings and seminars, including arranging the logistics and circulating working documents and minutes.

LOT 2. Improvement of sampling procedures

A major task of the customs laboratories is to analyse products in order to determine or to check their correct classification in the CN. Customs laboratories are usually also involved in the implementation of other policies or legislations where they have to determine or to check the presence or the absence of specific components.

The quality of the analytical results depends largely on the quality of the sample analysed. Therefore sampling is the first and a crucial step in the laboratory work.

A previous contractor has established the Sampling Manual for Customs and Tax Authorities (SAMANCTA) for the attention of European customs officials and European customs laboratories, in the shape of an electronic database (based on HTML, JavaScript and XML). It is constituted of a general part containing e.g. definitions, general principles, health and safety, tools..., and a specific part containing currently 16 sampling procedure cards (e.g. cheese, frozen meat, foodstuff liquids, petroleum liquids...).

The manual has to be updated and enriched. A particular attention will be paid to industrial products and dangerous products.

It has also to be promoted and tested by customs officials on the ground.

Training has to be developed, for example in the form of e-learning modules.

Related reports and supporting documents have to be produced on these activities.

Several secretarial tasks have to be performed.

The services will cover the following tasks:

- Promotion of the manual among the European customs.
- Participation to the testing by customs officials on the ground.

- Discussions with customs laboratories and customs officials on the ground to point out the difficulties, the missing elements and the possible improvements.
- Gathering of relevant documents.
- Update and enrichment of the electronic database, in particular with new sampling procedure cards for industrial products and dangerous products.
- Participation to the development of trainings for customs officials on the ground, drafting of training material, gathering of supporting materials, participation to the development of e-learning modules.
- Proposals of amendment of the Community Customs Code relative to sampling.
- Drafting of working documents, participation in meetings of the GCL, Customs Code Committee, with other interested stakeholders, writing of meeting reports, progress evaluation after each year of activity.
- Secretarial support in organising meetings and seminars, including arranging the logistics and circulating working documents and minutes.

3.1. Scope and duration of the tasks

The duration of each framework contract (for each lot) shall be of a maximum period of 4 years from its date of signature. The framework contract shall have an initial duration of 2 years. It may be renewed only with the express written agreement of the parties before the framework contract ends. Only two renewals for a period of 1 year each shall be possible. Each specific contract made under each framework contract shall have its own specific duration.

The overall estimated budget value for the four-year period is:

For lot 1 - Revision and translation of chemical names in European Customs Inventory of Chemical Substances database (ECICS): 500 000 EUR

For lot 2 - Improvement of sampling procedures: 400 000 EUR

3.2. Reports and meetings

A number of reports will be prepared, under the different specific contracts, to enable the Commission to monitor progress. These include the following:

- An initial report to be presented at the beginning of each contract period, including a proposed work plan for all activities and an indicative implementation time table for approval and adoption by the Commission.
- A detailed record of each meeting to be submitted to the Commission within one week of the meeting itself.

- A short monthly activity report presented within one week of the reference period, commenting on the following aspects:
 - the situation in relation to the work plan,
 - the tasks carried out during the reference period,
 - the activities planned in the short and medium term.

- An annual activity report to be drawn up at the end of each specific contract, presented within one month of the end of the reference period, with the following:
 - the situation in relation to the work plan,
 - the tasks carried out during the reference period,
 - the future activities planned in the short and medium term,
 - recommendations for improving working methods,
 - technical dossiers and reports from the various actions to be annexed to the report.

- A final report presented as follows:
 - in draft form within two months of the date on which the contract provides for completion of the work,
 - in definitive format taking into account the Commission comments within one month of receipt of those comments.

All documents and summaries will be drafted in English and produced according to the rules laid down by the Commission concerning both the presentation and deadlines for submission.

Strict confidentiality will be observed in the treatment of all documents, reports and information relating to the contract. A confidentiality undertaking will be requested by the Commission.

The Commission will be granted access to all the data which was used.

The working language normally used in the meetings will be English.

Regular monitoring and coordination meetings will be organised in Commission premises, in the customs laboratories of the Member States or in other places indicated by the Commission.

Estimation of all meetings:

Task	Number of participants	Frequency	Duration of each meeting
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Revision and translation of chemical names in European Customs Inventory of Chemical Substances database (ECICS)			
Seminar/workshop	70 to 100	1/2 years	2 days
Working groups	15	4/year	2 days
Coordination meetings with the Commission	4	4/year	1 day
Participation in meetings of CCC, WCO and other committees	30 to 70	4/year	1-3 days
Improvement of sampling procedures			
Seminar/workshop	70 to 100	1/2 years	2 days
Working groups	15	4/year	2 days
Coordination meetings with the Commission	4	4/year	1 day
Participation in meetings of CCC, WCO and other committees	30 to 70	4/year	1-3 days

3.3. Validation of work

The Commission monitors the actions. The Customs Code Committee, tariff and statistical nomenclature section, and the Customs Laboratories Steering Group are involved in the definition of the work, are kept informed about the progress of the actions and are invited to give comments until the finalisation.

The Commission validates the work carried out by the contractor.

4. PRICES

Prices must be quoted in EUR using, when needed, the conversion rates published in the C series of the *Official Journal of the European Union* on the day when the notice of invitation to tender was published.

Prices should be quoted free of all duties, taxes and other charges, including VAT, as the Union is exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Union; if any, the amount of VAT should be shown separately.

The total price must cover all expenditure incurred in the performance of the contract, including any necessary travel and subsistence costs. The labour cost for each category of staff engaged in the project must be specified. The daily rate for labour of each member of staff and the total number of days each member of staff will contribute to the work should be provided.

5. SPECIMEN CONTRACT

In drawing up offers, the tenderers should bear in mind the provisions of the model contract annexed to the specifications (Annex II and III).

6. DEPOSITS AND GUARANTEES REQUIRED

The contractor may be requested to provide the Commission with a guarantee equal to the amount of any advance obtained.

7. TENDERS FROM CONSORTIA

Contractors or suppliers must specify and quantify the role, qualifications and experience of each member of the consortium. A prime contractor must be designated.

In case of consortia, the criteria have to be met by the consortia as a whole. Nevertheless, criteria 8.A. and 8.B.I, II a) and II b) have to be met by each member of the consortium.

8. EXCLUSION AND SELECTION CRITERIA

The Commission reserves its right not to select an offer, which does not conform to the conditions explained in the present document and its annexes.

A. EXCLUSION CRITERIA

I. Any candidate may be excluded from participation who:

- (a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, and is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) has been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata*;
- (c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (d) has not fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- (e) has 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 of the Union's financial interests;
- (f) is the subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under a contract covered by the budget.

Proof must be provided by filling in a declaration signed by an authorized officer who certifies that none of the above is the case (see annex VII: Declaration of honour with respect to the Exclusion Criteria).

The Commission reserves its right to request **from the winning tenderer:**

- For situations described in (a), (b) and (e); production of a recent extract from the judicial record is required 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. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

- For the situation described in point (d) above; recent certificates or letters issued by the competent authorities of the State concerned. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.
- For any of the situations (a), (b), (d) or (e) where any document described in the two paragraphs above is not issued in the country concerned: a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

II. Proof of registration in a professional or trade register must be provided by means of a declaration or certificates prescribed in the country of establishment of the service provider.

III. Proof of the service provider's financial and economic standing must be furnished by the following:

- (a) evidence of relevant professional risk and/or third party indemnity insurance; and
- (b) a copy of the service provider's balance sheets or extracts from balance sheets for at least the last three years for which accounts have been closed, where publication of the balance sheets is required under the company law of the country in which the service provider is established; and
- (c) a statement of the undertaking's overall turnover and the turnover relating to the provision of the services to which this contract relates for the previous three financial years.

B. SELECTION CRITERIA

I. Evidence of the service provider's technical and professional capacities and previous experience in the field

Tenderers must demonstrate that they have the human resources needed to provide the services required:

1. Technical and professional capacity of economic operators shall be evaluated and verified in accordance with paragraphs 2 to 5 (below). Such capacity shall be assessed with regard in particular to their know-how, efficiency, experience and reliability.

2. Evidence of the technical and professional capacity of economic operators may, depending on the nature, quantity or scale and purpose of the services to be provided, be furnished on the basis of the following documents:
 - (a) the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services;
 - (b) a list of the principal services provided in the past 3 years, with the sums, dates and recipients, public or private;
 - (c) a description of the measures employed to ensure the quality of services, and a description of the firm's study and research facilities;
 - (d) a statement of the average annual manpower and the number of managerial staff of the service provider in the last three years;
 - (e) an indication of the proportion of the contract which the service provider may intend to subcontract.
3. The tenderer should demonstrate his knowledge and experience, respectively for:
 - LOT 1. Revision and translation of chemical names in European Customs Inventory of Chemical Substances database (ECICS): in-depth knowledge and experience in IUPAC nomenclatures.
 - LOT 2. Improvement of sampling procedures: in-depth knowledge and experience in sampling of food and chemical products in the framework of customs procedures.
4. Tenderers have to prove their ability, skills, experience and competence for performing the work by means of:
 - a) A general description of the tenderer's main activities, previous experience with respect to the services requested under this framework contract, supported by client references*. In addition, the description should contain the methodologies used in the previous studies quoted.

*Client references: give 3 client reference contacts of companies other than the Commission departments that are making use of services similar to the service requirements of this call for tenders. Only provide client references and contact data that are relevant to the services in question and that can be consulted and used by the Commission.
 - b) Availability of human resources: tenderers must include in their tenders the following information:
 - (i) The summary table attached in Annex VII (identification form for staff) detailing the experts made available for the work and the fees charged. Prices should also be split according to the level of expertise.

(ii) Detailed CVs of all experts listed in Annex VII.

(iii) A statement that the experts included in the offer are able to work and produce reports in English.

5. An economic operator 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 the contracting authority 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.

II. Declaration of honour with respect to confidentiality and absence of conflict of interest

The tenderer is required to sign a Declaration of honour with respect to confidentiality and absence of conflict of interest (see Annex I) which must be included in the offer.

In case of consortia, each member of the consortia is required to sign this declaration.

Tenders that do not meet the above requirements will not be taken into consideration for evaluation.

9. AWARD CRITERIA

The award of contracts will be made to the economically most advantageous tender: for each lot, the bid offering the best value for money will be identified as presenting the best quality/price ratio, provided the minimum number of points on technical quality is achieved.

The bids will be assessed according to the following criteria:

- The technical quality of the services offered in the light of the tender specifications,
- The price for the Commission.

The **technical quality** will be assessed on the basis of the following criteria:

- (a) Understanding: this criterion serves to assess whether the tenderers have fully understood all the aspects of the services required for the contract, as presented in particular under section 3 (specifications for this call for tenders): (25 marks)
- (b) Management of the project: this criterion serves to assess the working methods, time scale and resource allocation proposed:
 - Balanced and consistent method of work: (17,5 marks)

- Realistic time scale and resource allocation: (17,5 marks)
- total for criterion b: (35 marks)

- (c) Methodology: this criterion serves to assess the degree to which the proposed methodology allows to achieve the objectives and tasks as outlined in section 3 (specifications for this call for tenders) in a realistic and well-structured way as well as the depth of analysis proposed: (40 marks)

The quality of the offers will be evaluated by the degree to which they fulfil the requirements specified for the work and supply of adequate solutions to the tasks to be implemented. The marks in brackets indicate the importance given to each criterion. The maximum overall mark is 100.

Selected companies will have to score at least 50 % for each technical quality criterion. An overall score of 60 marks or more is also required.

Price assessment

The basis for the price assessment is the total price, as defined under section 4 Prices.

Offers for which the technical quality assessment score is less than 60 marks or offers for which less than half the points are scored on an individual criterion will not be considered for the price assessment and for the award of the contract.

Quality (70 %)/price (30 %) ratio

The offer presenting the best value for money will be identified in the following way:

- The offer with the best technical score will receive a quality indicator of 100 points. The remaining offers will receive lower quality indicators in proportion to their technical scores.
- The offer found to be the cheapest (and with a sufficient technical score (i.e. at least 60 marks and at least half the marks on each technical criterion) will receive a price indicator of 100 points. The remaining offers will receive lower price indicators in proportion to their prices.

A weighting of 70 % shall be attributed to the quality indicator and a weighting of 30 % shall be attributed to the price indicator. The highest result will indicate the offer presenting the best value for money.

10. QUALITY ASSESSMENT

In addition to the obligatory quality control exercised by the contractor, a quality assessment will be established by the Commission for the assignments implemented under this framework contract. The information obtained from this exercise will be one of the key elements when taking into account a possible extension of the contract.

11. LIQUIDATED DAMAGES

Article II.12 of the framework contract defines the conditions under which liquidated damages are applied.

12. PAYMENTS ARRANGEMENTS

Payments referring to specific contracts shall be made provided that the services to be offered by the contractor have been certified by the Commission in accordance with the conditions laid down in each relevant specific contract.

For lots 1 and 2, payments shall be made on a quarterly basis.

ADMINISTRATIVE INFORMATION

The tenderer will produce the following documents and information (also to be completed for each member in case of a consortium):

- legal form of tenderer; articles of association of the company,
- date of registration,
- country of registration,
- name, capacity, title and function of the legal representative who will sign the contract on behalf of the company,
- financial details (see also Annex V: to be completed and signed by the Bank and/or by the tenderer representatives):
 - document to be completed and signed by the tenderer, who must attach a bank document indicating the bank account,
 - document to be signed also by a banking establishment in the absence of a bank statement providing identification,
- VAT number,
- names and functions of those responsible as contacts for technical aspects of the contract,
- telephone and fax numbers and e-mail addresses.

The tenderer shall also include the information mentioned hereafter, duly completed and signed, in order to permit tenders to be assessed by means of the criteria for the contract award:

a) Annex I: Declaration of honour with respect to confidentiality and absence of conflict of interest.

b) Annex IV: Legal Entity form.

c) Annex V: Financial identification form.

d) Annex VI: Declaration of honour with respect to the Exclusion Criteria.

The tenderer may include any other information that he deems important in support to their capacity to implement the work. This additional information will be enclosed as annex to the tender.

PART 2 – ANNEXES

- Annex I: Declaration of honour with respect to confidentiality and absence of conflict of interest**
- Annex II: Specimen framework contract**
- Annex III: Specimen specific contract**
- Annex IV: Legal Entity form**
- Annex V: Financial identification form**
- Annex VI: Declaration of honour with respect to the Exclusion Criteria**
- Annex VII: Identification form for staff**