Call for tenders TAXUD/2015/AO-04  
Scientific, technical and secretarial assistance in the field of scientific customs – coordination of European Customs Laboratories

Questionnaire

**Name of Tenderer:** [*insert 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 Questionnaire

Joint offers

Check one of the boxes below as appropriate:

□ The offer is a joint offer submitted by **a tendering group**. Please specify below:

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

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 tendering group (including bullet point 4 of section 3)

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

*Company n° 1*

*Company n° 2*

*Company n° …*

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

* For this tendering group, 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 **does not foresee subcontracting** of activities.

□ The offer **foresees subcontracting of activities**;

In case of subcontractors being natural persons (e.g. freelancers), these subcontractors should not be listed by their name but be referred to as “subcontractor – freelancer 1”, “subcontractor – freelancer 2”, and so on. Please also refer to section 6.3.4 of Annex 4 to the Tendering Specifications: Guidebook for Tenderers concerning the protection of personal data. All other relevant information will have to be provided under section 4.3.3 and Attachments 2 and 4 of this questionnaire.

List of subcontractors:

*Subcrontractor n°1*

*Subcontractor n°2*

*Subcontractor n°…*

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

If a sole tenderer or a tendering group 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/2015/AO-04**

To assess whether or not the tenderer is in a situation of subcontracting, 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 of 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**.

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

- In his offer submitted in reply to the call for tenders, a sole tenderer or a tendering group is only allowed to subcontract to the company(ies) listed above as subcontractor(s).

- Please fill the Attachment 1 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/2015/AO-04 – Scientific, technical and secretarial assistance in the field of scientific customs – coordination of European Customs Laboratories.

# Questions relating to the identification of the Tenderer

## Name of tenderer

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

Acting as:

□ main point of contact for the tendering group

□ member of the tendering 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 [Surname, first name, title (e.g. Dr, Mr, Mrs…), function (e.g. Manager…) Telephone number, fax number, address and e-mail]

(Not necessary for subcontractors)

## Legal entity form

Please print, fill in and sign a legal entity form (Annex 6 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.

*Name of company n°1* – reference to legal entity form:

*Name of company n°2* – reference to legal entity form:

*Name of company n°…* – reference to legal entity form:

## Financial identification form

(Not necessary for subcontractors)

Please print, fill in and sign a financial identification form (Annex 7 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.

*Name of company n°1* – reference to financial identification form:

*Name of company n°2* – reference to financial identification form:

*Name of company n°…* – reference to financial identification form:

## 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 tendering group as leader and giving a mandate to it (Annex 8 to the Tendering Specifications)

## Electronic copy of the offer

Please refer to section 6.3.5.2 of the Guidebook for tenderers.

□ an electronic copy of the offer is enclosed.

Reference:

# 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 5 to the Tendering Specifications). | Yes/No | Reference: |
| 2. Are you or one or several members of your tendering group or one or several of your subcontractors already providing scientific and technical assistance in the field of scientific customs to the Commission DG TAXUD under current contracts? | Yes/No | |
| 3. 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: |
| 2. Balance sheets and results for at least the last two financial years for which accounts have been closed. | Yes/No | | Reference: |
| 3. If not, equivalent documentation. | Yes/No | | Reference: |
| 4. A statement of the overall turnover and the turnover related to the scope of the contract, during each of the last three financial years. | Yes/No | | Reference: |
| 5. 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 | | |
| 6. If yes, provide a declaration from this other entity stating that it will fully support your company during the execution of the contract. | Yes/No | Reference: | |

# Selection of the Tenderer / technical and professional capacity

Please refer to section 9.2.2 of the Guidebook for tenderers and section 3 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.

Any answer different from "YES" given to questions marked "mandatory" 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.

The tenderer should demonstrate his knowledge and experience for:

Coordination of European Customs Laboratories: in-depth knowledge and experience in chemistry, chemical analysis, organisation of ring tests and proficiency tests, statistics, organisation of seminars and other meetings.

## Technical and professional capacity

In the case of a joint offer, provide the information for each company.

### Do you have a laboratory to control samples and possibly prepare or modify (spike) samples? The samples analysed are various and can cover almost all traded goods, e.g. biscuits, food supplements, fruit juices, sugars, nuts, tobacco, alcoholic beverages, de-icing fluids, narcotics, fuels, tar, plastics, textiles, shoes, ceramics, metals. Describe your installation.

YES/NO (mandatory)

Reference:

### Do you have the facilities to prepare, pack and send the final samples? Describe your installation.

YES/NO (mandatory)

Reference:

### Do you have the authorisation to handle dangerous substances like fuels? Enclose a copy of the certificate.

YES/NO (mandatory)

Reference:

### Are you accredited according to standard ISO/IEC 17043? Enclose a copy of your accreditation.

YES/NO (mandatory)

Reference:

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

Please note that only staff with a direct, individual, regular and unlimited working contract with the tender can be quoted as "permanent" staff. Staff of subcontractors is considered as non-permanent staff.

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

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

Please refer to the following staffing schema:

### Staffing tables

#### 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 | 2013 | 2014 | 2015 | Current numbers |
| Permanent staff |  |  |  |  |
| Non-permanent staff |  |  |  |  |

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Total managerial staff | 2013 | 2014 | 2015 | Current numbers |
| Permanent staff |  |  |  |  |

### Profile availability by categories

**Tenderers must be able to provide the services of senior scientists, scientists, junior scientists and administrative assistants** (for a definition of the staff categories, please see table below). The Directorate-General for Taxation and Customs Union (DG TAXUD) will evaluate their capacity to provide the required profiles on the basis (but not exclusively) of the provision by the tenderer of an exemplary set of Curricula Vitae (see section 4.2.3 CVs).

In the following table, indicate the number of staff (working for you and with experience in providing scientific and technical assistance in the field of scientific customs) that you have available for the services required in this call for tenders.

The categories are defined as follow:

|  |  |
| --- | --- |
| **Coordination of European Customs Laboratories** |  |
| **Staff categories** | **Description** |
| Cat. I – Senior scientist | Expert in analytical chemistry and/or statistical analysis; min. 10 years of experience |
| Cat. II – Scientist | Expert in analytical chemistry and/or statistical analysis; min. 5 years of experience |
| Cat. III – Junior scientist | University or engineering degree; no experience |
| Cat. IV – Administrative Assistant | Secretarial and clerical experience |

Count an individual person in one row only.

|  |  |
| --- | --- |
| **Staff categories** | **Number of staff available** |
| Cat. I – Senior scientist |  |
| Cat. II – Scientist |  |
| Cat. III – Junior scientist |  |
| Cat. IV – Administrative Assistant |  |

### CVs

Each CV must match the task description and experience requirements contained in the profile description by area. The CVs must be of scientists under a contractual relationship with the tenderer at the time of tendering (the tenderer has to provide proof of this).

For CVs, it is mandatory to use the attached CV form (see attachment 2 of this document)

Enclose a 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 profile descriptions and the requirements of this call for tenders.

|  |  |
| --- | --- |
| **Coordination of European Customs Laboratories** |  |
| **Staff categories** | **Number of CVs requested per profile** |
| Senior scientist | 2 |
| Scientist | 3 |
| Junior scientist | 1 |

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

An individual person can only be counted for one profile

### Have you enclosed the correlation table for profiles and CVs (attachment 3)?

YES/NO (mandatory)

Reference:

## References in relation to similar projects/contracts

### Client References

#### It is mandatory to complete the table below with minimum of two (2) valid client reference contacts of organisations that are making use of services similar to the service requirements of this call for tenders within the past three years.

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 tendering group.

The delivery has to be certified by the purchaser; or failing this, declared by the service provider to have been effected.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Company/Organisation[[1]](#footnote-1) | Contact details[[2]](#footnote-2) | Volume (person-days) | Value (€) | Type[[3]](#footnote-3) | Start date | End date |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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### Project References

(In case of a joint offer, the required information should be provided for the tendering group as a whole.)

#### Enclose project reference forms using the attached template (the use of this standardised form is mandatory).

It is mandatory to enclose maximum 5 completed Project Reference Forms (see attachment 2) executed in in the last three years in the area of the required services.

A framework contract with different specific contracts must be considered as a single reference.

An activity organised internally in the framework of the usual activities of the tenderer (provision of commercial collaboration studies and ring tests, organisation of events, trainings, scientific research) can be counted as projects.

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

Fill in the following table:

|  |  |  |
| --- | --- | --- |
| PRF N° | Type of project | Volume (person-days) |
| 1 |  |  |
| 2 |  |  |
| 3 |  |  |
| 4 |  |  |
| 5 |  |  |
| 6 |  |  |

## Sufficient knowledge of English

#### 4.6.1 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)[[4]](#footnote-4)?

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

## Subcontracting

### Have you given an indication of the proportion of the contract which the service provider may intend to sub-contract and a description of these tasks?

YES/NO: (mandatory)

Reference:

# Technical Evaluation

## Have you covered all aspects and tasks required in the Tendering Specifications in your Technical Offer?

YES/NO (MANDATORY)

## Technical award criteria

The following criteria will be evaluated in order to assess the quality of the Technical Offer.

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 Tendering specifications or any other documents provided by the Commission to specify its requirements for this call for tenders.

|  |  |  |
| --- | --- | --- |
| **Award Criteria** | **Points** | **Threshold** |
| Management approach   * Sound and realistic allocation of financial and human resources, including the adequacy of the relation of team structure and allocation of specific tasks * Adequacy of the mechanisms for ensuring rapid response and continuous service | 30 | 15 |
| Methodology   * Relevance, quality, adequacy, and depth of the approaches proposed for performing and covering the tasks of organization of meetings * Relevance, quality, adequacy, and depth of the approaches proposed for performing and covering the tasks of organization of tests * Relevance, quality, adequacy, and depth of the approaches proposed for performing and covering the other tasks described in the tendering specifications | 60 | 30 |
| Clarity, completeness and overall coherence of the proposal | 10 | 5 |
| Total  Minimum pass mark | 100 | 50  60 |

# FINANCIAL EVALUATION

## Have you filled in your price quotes in annex 3 to the Tendering Specifications? (Please note that price quotes have to be all-inclusive, additional costs may not be charged) The price per man-day is unique per category of experts and includes all types of overheads, including travel and subsistence costs.

YES/NO (MANDATORY)

## 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 "a3\_price\_table.xlsx" provided as annex 3 to the Tendering Specifications.

**Attachment 1**

**Project Reference Form**

The Project Reference Form must be used to give details about relevant projects that the tenderer wants to present as proof of experience.

The Project Reference Form consists of two pages:

* Front page;
* Description page.

Both pages must be used to form a complete Project Reference Form.

A new Project Reference Form must be completed for each project.

Contact persons may be contacted by the Commission in the context of this call for tenders.

Use of this form is mandatory – only projects submitted on this form will be considered.

The delivery has to be certified by the purchaser; or failing this, declared by the service provider to have been effected.

**Project Reference Form (page 1 of 2)**

**Project reference n° xx**

**Project reference front page**

|  |
| --- |
| **Project name:**  **Start date (mm/yy):** **Finish date (mm/yy):**  **Client name:** **Contact person:**  **Phone:** |
| **Project type** (collaborative studies and ring tests, meetings and events, management of databases, scientific studies, training…):  **Principal contractor** for this project (if it is not the tenderer, explain the tenderer’s role):  **Responsibility of the tenderer in the contractor organisation (prime, subcontractor, member of tendering group):**  **Name of tenderer's own technical staff involved:** |
| **Sources of information (access to databases, standards, scientific publications…, if relevant):**  **Equipment (laboratory equipment, preparation equipment, hardware, software… , if relevant):** |

**Project Reference Form (page 2 of 2)**

**Project reference n° xx**

**Project reference description page**

|  |
| --- |
| **Project description:** |

**Declaration of conformity:**

**Attachment 2**

**CV Form**

The CVs enclosed in the tender **shall not include personal information** (photos, names, e-mail addresses, etc.). Please also refer to section 6.3.4 of the Guidebook for tenderers concerning the protection of personal data.

Tenders must use the Europass standardised CV: <http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

**Attachment 3**

**Correlation table for profiles and CVs**

Classification of CV identities

This table has to be provided in a separate envelope together with the “Freelancers table" in order to comply with the protection of personal data (section 6.3.4 of the Guidebook for tenderers).

|  |  |  |  |
| --- | --- | --- | --- |
| CV number | Permanent staff (mark X for permanent staff) | Profile[[5]](#footnote-5) | Full name of the person. |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |
| 6 |  |  |  |
| 7 |  |  |  |
| 8 |  |  |  |
| 9 |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Fill and expand table as needed.

**Attachment 4**

**Freelancers Table**

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

This table has to be provided in a separate envelope together with the “Correlation table for CV forms" in order to comply with the protection of personal data (section 6.3.4 of the Guidebook for tenderers).

|  |  |  |
| --- | --- | --- |
| Surname | First name | Name of the freelancer's company (if different from freelancer's surname) |
|  |  |  |
|  |  |  |
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1. A European institution, a specific ministry or a company must each be considered as one single organisation [↑](#footnote-ref-1)
2. Client’s surname, first name, title (e.g. Dr, Mr, Mrs, Miss, Ms…), function (e.g. Manager…), telephone number, fax number, address, e-mail. [↑](#footnote-ref-2)
3. Public, Private, Public-Private [↑](#footnote-ref-3)
4. <http://www.coe.int/t/dg4/linguistic/Source/Framework_EN.pdf> [↑](#footnote-ref-4)
5. Profile Senior Scientist, Scientist, Junior Scientist, Administrative Assistant [↑](#footnote-ref-5)