

ANNEX B

REFERENCE TABLE

(this reference table must be completed and attached to the offer)

Invitation to tender no. ACER/OP/ADMIN/03/2013

<i>Exclusion criteria - means of proof required</i> (see Section 12 of tender specifications)	<i>Document reference</i>
Duly completed, signed and dated declaration of honour relating to the exclusion criteria and absence of conflict of interest.	<i>Document No Page of the tender</i>

<i>Selection criteria - means of proof required</i> (see Section 13 of tender specifications)	<i>Document reference</i>
<i>A. Professional capacity</i>	
Identification form.	<i>Document No Page of the tender</i>
Financial identification sheet.	<i>Document No Page of the tender</i>
Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established.	<i>Document No Page of the tender</i>
Legal entity form.	<i>Document No Page of the tender</i>
<i>B. Financial and economic capacity</i>	
Evidence of professional risk insurance cover for the medical services requested.	<i>Document No Page of the tender</i>
Balance sheets or extracts from balance sheets for at least the last two (2) years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established. In case of a consortium, audited accounts for each consortium partner.	<i>Document No Page of the tender</i>
A statement of the annual turnover for the last two (2) financial years for which the accounts have been closed.	<i>Document No Page of the tender</i>

C. Technical and professional capacity	<i>Document reference</i>
Proof that the contractor is authorised to perform the medical services required in the tender under the Slovenian law, as evidenced by inclusion in the relevant official professional register.	<i>Document No Page of the tender</i>
A list with a detailed description of similar services provided to private and/or public clients during the last two (2) years.	<i>Document No Page of the tender</i>
A description of the internal structure of the Medical Centre, its organisational division, medical areas covered by the centre, information on the medical and administrative staff, and a description of the equipment in use for the performance of all requested examinations, including the organisational chart of the Medical Centre.	<i>Document No Page of the tender</i>
A list of doctors of the tenderer who shall carry out the required medical examinations and/or specialized medical examination in the Medical Centre.	<i>Document No Page of the tender</i>
<u>Tenders including subcontracting:</u> <ul style="list-style-type: none"> – A document stating clearly the identity, roles, activities and responsibilities of the subcontractor(s) and specifying the volume/proportion of the tasks of (each of) the subcontractor(s), as well as the description of the quality control measures he intends to apply on the tasks to be carried out by (each of) the subcontractor(s). – A letter of intent by (each of) the subcontractor(s) stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract. – In the absence of this - a document stating that the tenderer does not intend to subcontract and that he/she will inform the Agency about any change in this situation. 	<i>Document No Page of the tender</i>
<u>Tenders submitted by a consortium or grouping of service providers:</u> <ul style="list-style-type: none"> – A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), or the legal form their cooperation will take, should they be awarded the contract. – A letter signed by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience. – A document signed by all members specifying the lead of the consortium or grouping of service providers and authorising the appointed lead of the consortium or grouping of service providers to submit the offer. 	<i>Document No Page of the tender</i>

<i>Documents to be provided</i> (see Section 11 of tender specifications)	<i>Document reference</i>
<i>Technical tender</i>	
A description of the organisation and methodology used by the tenderer to implement the contract.	<i>Document No Page of the tender</i>
A description of the premises where tests and exams will take place, including the confirmation that these premises are accessible to people with different abilities.	<i>Document No Page of the tender</i>
Minimum notices for setting up the appointment, deadlines for the delivery of tests results and flexibility to adapt to complementary tests.	<i>Document No Page of the tender</i>
A description of cancellation policy which includes last minute cancellations and/or reappointments.	<i>Document No Page of the tender</i>
Financial offer (Annex II to the invitation to tender)	<i>Document No Page of the tender</i>