

ANNEX I.A

REFERENCE TABLE

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

Invitation to tender no. ACER/OP/DIR/08/2013

Exclusion criteria - means of proof required - FOR EACH LOT (see section 18 of tender specifications)	<i>Document reference</i>
A signed and dated declaration of honour on exclusion criteria and absence of conflict of interest.	<i>Document No</i> <i>Page of the tender</i>
Selection criteria - means of proof required (see section 19 of tender specifications)	<i>Document reference</i>
A. Professional capacity – FOR EACH LOT	
Form “Identification of the tenderer”	<i>Document No</i> <i>Page of the tender</i>
Financial identification form	<i>Document No</i> <i>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</i> <i>Page of the tender</i>
Legal entity form	<i>Document No</i> <i>Page of the tender</i>
B. Financial and economic capacity – FOR EACH LOT	
Statements from the bank indicating good financial viability or evidence of professional risk insurance covers.	<i>Document No</i> <i>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.	<i>Document No</i> <i>Page of the tender</i>
A statement of overall turnover concerning the services covered by the Framework Contract during the last two (2) financial years. In case of a consortium, audited accounts for each consortium partner shall be presented.	<i>Document No</i> <i>Page of the tender</i>

C.1. Technical capacity – ONLY FOR LOT 1	Document reference
A statement of the average annual manpower and the number of managerial staff over the last two (2) years, including the number of staff at senior and junior level, broken down by managerial level, data handling, surveying, research, economic, legal and statistical analyst staff.	Document No Page of the tender
A list of the principal services provided in the past three (3) years and relevant to this tender, together with a statement of the price of the service, the period of work and whether the service was rendered to public or private clients (name of client to be indicated).	Document No Page of the tender
Evidence of employing directly or being readily capable of constituting a team of experts capable of carrying out in a professional and timely manner the tasks requested under the Framework Contract(s).	Document No Page of the tender
Evidence that the tenderers have successfully completed at least two (2) projects in the field(s) related to the lot(s) concerned in the past three (3) years representing together a total budget of at least EUR 100,000.	Document No Page of the tender
A declaration of any contractual relations during the last three (3) years with any stakeholders and/or companies directly involved in the programmes, projects and legislative activities, conducted or subcontracted by the Agency, to be evaluated under this invitation to tender and a statement that the tenderer shall during the validity period of the Framework Contract(s), declare any changes in their situation regarding the contractual relations referred to in this paragraph.	Document No Page of the tender
A detailed description of the human resources available for the performance of the work required, including subcontractors. The tenderer shall include Curricula Vitae (CVs), preferably, in accordance to the European CV format, showing clearly their qualifications, professional experience, research work, publications and linguistic skills etc. within the relevant business area. The tenderer shall present a team of at least three (3) experts, namely: at least one (1) A-level expert, at least one (1) B-level expert and at least one (1) C-level expert. The proposed team must have the minimum levels of qualification as indicated in the tender specifications.	Document No Page of the tender

C.2. Technical capacity – ONLY FOR LOT 2	Document reference
A statement of the average annual manpower and the number of managerial staff over the last two (2) years, including the number of staff at senior and junior level, broken down by managerial level, data handling, surveying, research, economic, legal and statistical analyst staff.	Document No Page of the tender
A list of the principal services provided in the past three (3) years and relevant to this tender, together with a statement of the price of the service, the period of work and whether the service was rendered to public or private clients (name of client to be indicated).	Document No Page of the tender
Evidence of employing directly or being readily capable of constituting a team of experts capable of carrying out in a professional and timely manner the tasks requested under the Framework Contract(s).	Document No Page of the tender
Evidence that the tenderers have successfully completed at least two (2) projects in the field(s) related to the lot(s) concerned in the past three (3) years representing together a total budget of at least EUR 150,000.	Document No Page of the tender
A declaration of any contractual relations during the last three (3) years with any stakeholders and/or companies directly involved in the programmes, projects and legislative activities, conducted or subcontracted by the Agency, to be evaluated under this invitation to tender and a statement that the tenderer shall during the validity period of the Framework Contract(s), declare any changes in their situation regarding the contractual relations referred to in this paragraph.	Document No Page of the tender
A detailed description of the human resources available for the performance of the work required, including subcontractors. The tenderer shall include Curricula Vitae (CVs), preferably, in accordance to the European CV format, showing clearly their qualifications, professional experience, research work, publications and linguistic skills etc. within the relevant business area. The tenderer shall present a team of at least five (5) experts, namely: at least two (2) A-level experts, at least two (2) B-level experts and at least one (1) C-level expert. The proposed team must have the minimum levels of qualification as indicated in the tender specifications.	Document No Page of the tender

C.3. Technical capacity – ONLY FOR LOT 3	<i>Document reference</i>
A statement of the average annual manpower and the number of managerial staff over the last two (2) years, including the number of staff at senior and junior level, broken down by managerial level, data handling, surveying, research, economic, legal and statistical analyst staff.	<i>Document No Page of the tender</i>
A list of the principal services provided in the past three (3) years and relevant to this tender, together with a statement of the price of the service, the period of work and whether the service was rendered to public or private clients (name of client to be indicated).	<i>Document No Page of the tender</i>
Evidence of employing directly or being readily capable of constituting a team of experts capable of carrying out in a professional and timely manner the tasks requested under the Framework Contract(s).	<i>Document No Page of the tender</i>
Evidence that the tenderers have successfully completed at least two (2) projects in the field(s) related to the lot(s) concerned in the past three (3) years representing together a total budget of at least EUR 150,000.	<i>Document No Page of the tender</i>
A declaration of any contractual relations during the last three (3) years with any stakeholders and/or companies directly involved in the programmes, projects and legislative activities, conducted or subcontracted by the Agency, to be evaluated under this invitation to tender and a statement that the tenderer shall during the validity period of the Framework Contract(s), declare any changes in their situation regarding the contractual relations referred to in this paragraph.	<i>Document No Page of the tender</i>
A detailed description of the human resources available for the performance of the work required, including subcontractors. The tenderer shall include Curricula Vitae (CVs), preferably, in accordance to the European CV format, showing clearly their qualifications, professional experience, research work, publications and linguistic skills etc. within the relevant business area. The tenderer shall present a team of at least five (5) experts, namely: at least two (2) A-level experts, at least two (2) B-level experts and at least one (1) C-level expert. The proposed team must have the minimum levels of qualification as indicated in the tender specifications.	<i>Document No Page of the tender</i>

<p>FOR EACH LOT</p> <p><i>For those tenders including subcontracting, the tenderer must submit:</i></p>	<p><i>Document reference</i></p>
<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 his/her 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. – <u>In the absence of this</u>, a document stating that the tenderer does not intend to subcontract and that he will inform the Agency about any change in this situation. The Agency reserves the right to judge if such change would be acceptable. 	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>
<p>FOR EACH LOT</p> <p><i>For those tenders submitted by a consortium or grouping of service providers, the tender must contain:</i></p>	<p><i>Document reference</i></p>
<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 his/her commitment to execute the services in the tender clearly indicating his/her 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. 	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>