

## ANNEX A

### REFERENCE TABLE

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

#### Invitation to tender no. ACER/OP/DIR/10/2013

<b>Exclusion criteria - means of proof required</b> (see Section 13 of tender specifications)	<i>Document reference</i>
A signed and dated declaration of honour with respect to the exclusion criteria and absence of conflict of interest.	<i>Document No ..... Page ..... of the tender</i>
<b>Selection criteria - means of proof required</b> (see Section 14 of tender specifications)	<i>Document reference</i>
<b>A. Professional capacity</b>	
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>
<b>B. Financial and economic capacity</b>	
Balance sheets or extracts from balance sheets for at least the last three (3) 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 shall be presented.	<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. The average annual turnover of the tenderer shall be minimum <b>EUR 80,000.00</b> over the past two (2) years. In case of a consortium, the annual turnover for each of the partners shall be presented.	<i>Document No ..... Page ..... of the tender</i>

<b>C. Technical capacity</b>	<i>Document reference</i>
List of previous contracts in the relevant field with detailed description of tasks, value of the contract, customers and services performed.	<i>Document No ..... Page ..... of the tender</i>
The curriculum vitae of the proposed project manager who will be responsible for receiving orders and delivering the work. The proposed project manager shall have at least two (2) years relevant experience in the field of the contract, i.e. managing and coordinating printing services, and shall have very good knowledge of English language.	<i>Document No ..... Page ..... of the tender</i>
<u>Tenders including subcontracting:</u> <ul style="list-style-type: none"> <li>– 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).</li> <li>– 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.</li> <li>– 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.</li> </ul>	<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"> <li>– 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;</li> <li>– A letter signed by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience;</li> <li>– 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.</li> </ul>	<i>Document No ..... Page ..... of the tender</i>

<b>Technical tender</b> (see Section 12 of tender specifications)	<i>Document reference</i>
<u>A sample of each paper offered</u> , accompanied by the description of the material ( <u>brand and type of paper including g/m2</u> ) as described in Annex II of the tender specifications.	<i>Document No .....</i> <i>Page ..... of the tender</i>
<u>Delivery periods</u> which shall include separate delivery period for printed sample(s), the implementation of changes and printed material(s).	<i>Document No .....</i> <i>Page ..... of the tender</i>
<u>Description of methodology</u> how the tenderer provides services including the capacity to manage several service orders simultaneously, control and management systems for quality control in the relevant production phases of the processes and the quality check of the final product, follow up and coordination of the production and post-production phases.	<i>Document No .....</i> <i>Page ..... of the tender</i>

