

## ANNEX I.1

### REFERENCE TABLE

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

#### Invitation to tender no. ACER/OP/ADMIN/12/2012

<b><i>Exclusion criteria - means of proof required</i></b> (see point 18 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>
Document stating the tenderer or any of its staff (employees, trainees, etc.) or shareholders worked during the two years prior to this invitation to tender on any project(s) commissioned by the Agency and directly related to this call for tender.	<i>Document No ..... Page ..... of the tender</i>

  

<b><i>Selection criteria - means of proof required</i></b> (see point 19 of tender specifications)	<i>Document reference</i>
<b><i>A. Professional capacity</i></b>	<i>Document reference</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>
<b><i>A. Professional capacity - for legal persons only</i></b>	<i>Document reference</i>
Legal form	<i>Document No ..... Page ..... of the tender</i>
Copy of the Company's Articles of Association	<i>Document No ..... Page ..... of the tender</i>
Names and duties of managerial staff	<i>Document No ..... Page ..... of the tender</i>

<b>B. Financial and economic capacity</b>	<i>Document reference</i>
Appropriate statements from banks or evidence of professional risk indemnity insurance;	<i>Document No ..... Page ..... of the tender</i>
Balance sheets or extracts from balance sheets for at least the last two 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 ..... Page ..... of the tender</i>
A statement of overall turnover concerning the services covered by the contract during the last three financial years.	<i>Document No ..... Page ..... of the tender</i>

<b>C. Technical and professional capacity for LOT 1 ONLY</b>	<i>Document reference</i>
A statement of the average annual manpower and the number of managerial staff over the last three years.	<i>Document No ..... Page ..... of the tender</i>
Details of staff turnover during the last financial year and the total staff turnover and percentage of staff that have worked within the relevant business area over the last three years.	<i>Document No ..... Page ..... of the tender</i>
A detailed description of the infrastructure and resources available for the performance of the work required (equipment, premises, computer hardware and software, etc.).	<i>Document No ..... Page ..... of the tender</i>
Experience of the tenderer in the business domain, including the number of years of activity in the domain and the staff involved.	<i>Document No ..... Page ..... of the tender</i>
An outline of the range of business activities and services provided by the tenderer during the last three years which are relevant to this tender.	<i>Document No ..... Page ..... of the tender</i>
Details of at least three major contracts implemented by the tenderer during the last three years.	<i>Document No ..... Page ..... of the tender</i>
Provision of evidence that the tenderer has in the recent past provided resources of the type as requested in this tender and for a total invoiced amount of at least EUR 2,000,000.00 in 2010 and 2011, including all information requested.	<i>Document No ..... Page ..... of the tender</i>
A statement of the Tenderer's policy on the use of subcontractors and description of the means of ensuring quality when subcontractors are used.	<i>Document No ..... Page ..... of the tender</i>
A copy of quality assurance accreditation certificates the tenderer holds.	<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, including CVs showing clearly their qualifications and professional experience within the relevant business area – at least two CVs for each profile described in Annex I.A.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Confirmation that the Tenderer is able to develop and to provide support in and for an environment that replicates the architecture of the Agency at its own premises and, in case of a request for “Remote support services”, the Tenderer must confirm that he is able to provide internally or through a sub-contractor, the services with means (space, tools, human resources) which must be consistent with the potential requirement to provide support in 27 Member States and in at least 4 EU languages of which English is compulsory.	<i>Document No .....</i> <i>Page ..... of the tender</i>

<b>C. Technical and professional capacity for LOT 2 ONLY</b>	<i>Document reference</i>
A statement of the average annual manpower and the number of managerial staff over the last three years.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Details of staff turnover during the last financial year and the total staff turnover and percentage of staff that have worked within the relevant business area over the last three years.	<i>Document No .....</i> <i>Page ..... of the tender</i>
A description of the infrastructure and resources available for the performance of the work required (equipment, premises, computer hardware and software, etc.).	<i>Document No .....</i> <i>Page ..... of the tender</i>
Experience of the tenderer in the business domain, including the number of years of activity in the domain and the staff involved.	<i>Document No .....</i> <i>Page ..... of the tender</i>
Provision of evidence that the tenderer has in the recent past provided resources of the type as requested in this tender and for a total invoiced amount of at least EUR 500,000.00 in 2010 and 2011, including all information requested.	<i>Document No .....</i> <i>Page ..... of the tender</i>
A copy of quality assurance accreditation certificates the tenderer holds.	<i>Document No .....</i> <i>Page ..... of the tender</i>
A statement of the Tenderer's policy on the use of subcontractors and description of the means of ensuring quality when subcontractors are used.	<i>Document No .....</i> <i>Page ..... of the tender</i>
A detailed description of the human resources available for the performance of the work required, including subcontractors, including CVs showing clearly their qualifications and professional experience within the relevant business area – at least two CVs for each profile described in Annex I.B.	<i>Document No .....</i> <i>Page ..... of the tender</i>

<b>C. Technical and professional capacity for EACH LOT</b>	<i>Document reference</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. The Agency reserves the right to judge if such change would be acceptable.</li> </ul>	<i>Document No .....</i> <i>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 .....</i> <i>Page ..... of the tender</i>

<b>Technical tender for LOT 1 - means of proof required</b> (see point 16 of tender specifications)	<i>Document reference</i>
<b>A. Questionnaire</b>	<i>Document reference</i>
Resource selection methodology	<i>Document No ..... Page ..... of the tender</i>
Personnel management	<i>Document No ..... Page ..... of the tender</i>
Account management	<i>Document No ..... Page ..... of the tender</i>
<b>B. Case study</b>	<i>Document reference</i>
A list of tasks and sub-tasks to be executed, their order on a time line, a number of days foreseen for each task (i.e. in a form of a Gantt chart).	<i>Document No ..... Page ..... of the tender</i>
Detailed description of each task and sub-task (as described in point 17.1/b of tender specifications).	<i>Document No ..... Page ..... of the tender</i>
A technical framework proposal.	<i>Document No ..... Page ..... of the tender</i>
A methodological software development framework proposal.	<i>Document No ..... Page ..... of the tender</i>
A document on the management of the lifecycle process during the entire duration of the project.	<i>Document No ..... Page ..... of the tender</i>
A document detailing the profiles, their use, their roles, activities, responsibilities' matrix and workload (activity-days or person-days).	<i>Document No ..... Page ..... of the tender</i>
For each profile foreseen for the case study, the tenderer shall provide an anonymous CV.	<i>Document No ..... Page ..... of the tender</i>
A detailed financial offer applicable to the case study.	<i>Document No ..... Page ..... of the tender</i>
A technical and financial proposal for post-release maintenance.	<i>Document No ..... Page ..... of the tender</i>

<b>Technical tender for LOT 2 - means of proof required</b> (see point 16 of tender specifications)	<i>Document reference</i>
An outline of the range of business activities and services provided by the tenderer during the last three years which are relevant to this tender and details of at least three major contracts implemented by the tenderer during the last three years.	<i>Document No ..... Page ..... of the tender</i>
Details of any certificate which prove knowledge and experience in the following domains: market monitoring SW tools, IT security, IT functional and technical requirement analysis, enterprise IT architecture, IT quality, SW functional sizing, as well as the quality assurance accreditation that the tenderer holds, including copies of certificates.	<i>Document No ..... Page ..... of the tender</i>
<b>A. Questionnaire</b>	<i>Document reference</i>
Resource selection methodology	<i>Document No ..... Page ..... of the tender</i>
Personnel management	<i>Document No ..... Page ..... of the tender</i>
Account management	<i>Document No ..... Page ..... of the tender</i>
<b>B. Case study</b>	<i>Document reference</i>
A list of tasks and sub-tasks to be executed, their order on a time line, a number of days foreseen for each task (i.e. in a form of a Gantt chart).	<i>Document No ..... Page ..... of the tender</i>
Detailed description of each task and sub-task (as described in point 17.2/b of tender specifications).	<i>Document No ..... Page ..... of the tender</i>
A document detailing the profiles, their use, their roles, activities, responsibilities' matrix and workload (activity-days or person-days).	<i>Document No ..... Page ..... of the tender</i>
For each profile foreseen for the case study, the tenderer shall provide an anonymous CV.	<i>Document No ..... Page ..... of the tender</i>
A detailed financial offer applicable to the case study.	<i>Document No ..... Page ..... of the tender</i>