

## ANNEX 9 – CHECKLIST FOR TENDERERS

Subject	Information/evidence	Type	Reference in Technical specifications or Annexes
In the case of Subcontracting	Statement of willingness to accept the task identified to them – by subcontractor.	Administrative requirement	6.1 Technical specifications
Tender submission form	Form filled out and signed	Administrative requirement	Annex 1
If the tenderer is a natural person	Form filled out and signed	Administrative requirement	Annex 3
Specific Exclusion criteria	Form filled out and signed	Administrative requirement	Annex 4
Financial offer	Annex 5 filled in and signed	Financial requirement	Annex 5
Financial identification	Form	Financial requirement	Annex 2
Financial and economic capacity	Appropriate statements from banks or evidence of professional risk indemnity insurances <u>or</u> presentation of balance sheets or extracts from balance sheets; <u>or</u> a statement of overall turnover and turnover concerning the services covered by the contract	Selection criteria	15.2 Technical specifications
Relevant experience in the last three years, in developing and conducting projects relevant to the subject of the framework contract	List of the principal services provided in the past three years directly relevant to each of the tasks covered by the Framework Contract, with the sums, dates and recipients, public or private.	Selection criteria	15.3.1 and 15.3.2 Technical specifications

Professional experience and expertise of the project leader and the core team members	C.V.'s from all relevant personnel	Selection criteria	15.3.1 15.3.2 Annex 8 Technical specifications
Human resources needed to provide the services required	Indication of the number of full-time and part-time staff to be assigned to providing the services	Selection criteria	15.3.1 15.3.2 Technical specifications
Technical equipment, such as IT equipment, to be employed by the firm for performing a service contract	Description	Selection criteria	15.3.2 Technical specifications
Average annual manpower and the number of managerial staff of the service provider or contractor in the last three years	Statement	Selection criteria	15.3.2 Technical specifications
Compliance with relevant professional and market research standards	Proof of compliance	Selection criteria	15.3.2 Technical specifications
In the case of Subcontracting	Indication of the proportion of the contract which the service provider may intend to subcontract; a list of potential subcontractors	Selection criteria	15.3.2 Technical specifications
Measures employed to ensure the quality of services	Description	Selection criteria	15.3.2 Technical specifications
Capacity to work in several EU official languages (in any case, in English)	Proof of capacity	Selection criteria	15.3.2 Technical specifications
Countries and consumer markets (from the indicative list) covered by all tasks in the studies	Lists of countries and markets. Indication of ability to cover Iceland and Norway	Award criteria	5.1.3. Technical specifications
Methodology for preparing, carrying out, analysis and evaluation of results of a market study (Task 1)	Description	Award criteria	5.1.3. Technical specifications
Group of experts	Description	Award criteria	5.1.3. Technical specifications
Management of the Task 1	Description	Award criteria	5.1.3. Technical specifications
Task 2 - Methodology and management	Description	Award criteria	5.2.1.1 Technical

			specifications
Task 3 - Methodology and management	Description	Award criteria	5.2.2.1 Technical specifications
Task 4 - Methodology and management	Description	Award criteria	5.2.3.3 Technical specifications

**Please note that the technical offer must not contain any reference to amounts that could indicate the price offered by the tenderer (only Annex 5 can have the price offered).**