

**SPECIFICATIONS**  
**To Invitation to Tender ENV.A.3/SER/2009/0064**

*Deploying a Technical Assistance and Support Team (TAST)( 3 lots)*

**These specifications follow the publication of**

- **the prior information notice in OJEU 2009/S 35-050290 of 20/02/2009**
- **the contract notice in OJEU 2009/S 141-205366 of 25/07/2009**

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# PART 1: TECHNICAL DESCRIPTION

## 1. Background

The Community civil protection mechanism (the Mechanism) was established by Council Decisions 2001/792/EC Euratom<sup>1</sup> and 2007/779/EC, Euratom<sup>2</sup>. Thirty Participating States - the EU-27, and the EEA countries (Liechtenstein, Norway and Iceland) participate in the Mechanism; Croatia is about to join<sup>3</sup>. Council Decision 2007/162/EC, Euratom establishing a Civil Protection Financial Instrument defines the funding of Community activities in the field of civil protection. Commission Decision 2004/277/EC, as amended by Decision 2008/73/EC, Euratom, lays down rules for the implementation of Council Decision establishing the Mechanism by defining *inter alia* general requirements for Technical Assistance Support Teams (TAST).<sup>4</sup>

The overall objective of the Mechanism is to facilitate and support European cooperation in civil protection assistance interventions in the event of major emergencies, or the imminent threat thereof, which may require urgent response actions inside or outside the Union. In accordance with the principle of subsidiarity, it can make support available upon request if a disaster overwhelms the response capacity of an affected country. By facilitating access to civil protection capabilities of the Participating States, the Mechanism ensures better protection primarily of people, but also of the natural and cultural environment and property.

The Mechanism consists of a number of elements and actions, which aim to facilitate both adequate preparedness and effective response to disasters at the Community level. The operational heart of the Mechanism is the **Monitoring and Information Centre (MIC)**, which is accessible 24 hours a day, 7 days a week. It is operated by DG Environment of the European Commission from its offices in Brussels. It provides disaster-stricken countries access to a platform, a one-stop-shop of civil protection means, which the participating states could make available to the affected countries. Any country inside or outside the Union hit by a major disaster can request assistance through the MIC. In its function as a communications hub, the MIC provides updated information on the status of ongoing emergencies and needs for assistance. It also plays a coordination role at the headquarters level by matching offers for assistance with needs.

The Mechanism also provides for the establishment of the **Community Civil Protection Mechanism expert assessment and/or coordination teams** (the Mechanism expert teams), which can be deployed to the site of a disaster to ensure precise assessment of impact and needs and/or coordination of incoming assistance at the field level.

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<sup>1</sup> [http://eur-lex.europa.eu/pri/en/oj/dat/2001/l\\_297/l\\_29720011115en00070011.pdf](http://eur-lex.europa.eu/pri/en/oj/dat/2001/l_297/l_29720011115en00070011.pdf)

<sup>2</sup> For easier reference, all legal texts mentioned can be found on the website [http://ec.europa.eu/environment/civil/prote/legal\\_texts.htm](http://ec.europa.eu/environment/civil/prote/legal_texts.htm)

<sup>3</sup> Ratification of a Memorandum of Understanding on Croatia's participation in the Mechanism is currently pending in the parliament of Croatia.

<sup>4</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2008:020:0023:0034:EN:PDF> and <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=OJ:L:2004:087:0020:0030:EN:PDF>

The **Common Emergency and Information System** (CECIS) has been developed to ensure secure emergency communications amongst the participating states and the Commission.<sup>5</sup> It is used to send and receive alerts, requests and offers for assistance. CECIS also contains a database of civil protection modules and TAST registered by the participating states.

On 20 December 2007 the Commission adopted Decision 2008/73/EC, Euratom,<sup>6</sup> introducing rules for the implementation of the Council Decision on the Mechanism pertaining to civil protection modules and TAST. The modules are task- and needs-driven resources predefined by one or more Member States on a voluntary basis, which are self-sufficient, interoperable and can be deployed at short notice. Annex II of the implementation rules define the main tasks, components and other characteristics of TAST.

The Budgetary Authority earmarked M€7.5 in the 2009 EU budget for a **preparatory action on an EU rapid response capability** aimed at testing innovative arrangements that enhance the availability of civil protection assistance through the Mechanism. Activities funded under the preparatory action are not covered by the current Community legislation in the field of civil protection.

## 2. Objectives

Commission Decision C(2009)3356<sup>7</sup> on the annual work programme for the actions to be financed in 2009 in the framework of a preparatory action adopted on 7 May 2009 defines the activities falling under the scope of the preparatory action. It includes €700.000,- dedicated to an open call for tender open to the 27 EU Member States aiming at ensuring **enhanced availability (standby) and rapid deployment of TAST** at the request of the MIC whenever it is considered that the Mechanism expert team on site would need to be supported by a TAST at the site of a disaster.

This call for tender was announced in the TED database for public procurement<sup>8</sup>.

### 2.1. What is a TAST?

The main tasks, components and characteristics of TAST are defined in the implementing measures of the Council Decision establishing the Mechanism (Annex II to Commission Decision 2008/73/EC, Euratom)<sup>9</sup>. For the purposes of this call for tender, the TAST can be summarized as a team made up of 2, 6 or 12 persons capable of providing, upon request of the MIC, the following 4 types of services (described in more detail in section 3.2 below) to the MIC expert teams deployed to the site of disaster:

a) office support, b) telecommunications support, c) subsistence support, and d) transport support.

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<sup>5</sup> This application is of restricted use among the competent authorities of the Participating States and the Commission.

<sup>6</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32008D0073:EN:NOT>

<sup>7</sup> To be found on [http://ec.europa.eu/environment/civil/prote/prep\\_action2009.htm](http://ec.europa.eu/environment/civil/prote/prep_action2009.htm)

<sup>8</sup> Prior information notice in OJS 35-050290 of 20.02.2009

<sup>9</sup> <http://eur-lex.europa.eu/LexUriServ/LexUriServ.do?uri=CELEX:32008D0073:EN:NOT>

The TAST shall be ready to mobilise and deploy within 12 hours following a request from the MIC. The TAST shall be capable of providing requested services for a period of time equivalent to 14 calendar days during each deployment. If requested, the TAST shall take part in the MIC (de)briefing in Brussels before and after deployment on site or participate in briefings through teleconference.

Should there not be enough opportunities for the MIC to deploy the TAST in response to real life emergencies, the MIC in some cases can request the TAST to be deployed on exercises. The Commission does not guarantee the number of deployments indicated under each lot below.

The successful contractor shall perform these tasks under its full and sole responsibility, and shall take out an insurance policy against any risk that may occur in the course of the implementation of the contract. The contractor shall be responsible for the performance of subcontractors and/or any local actors, including transport operators it engages, for providing services expected from the TAST.

The contractor shall operate this service 24 hours a day and 7 days a week and must be able to cover disaster-stricken areas world-wide.

The TAST shall work in full compliance with Commission Decision 2008/73/EC, Euratom, including its Annex 2. For the purposes of this call, however, the TAST will not be used to support any on site operations coordination centre or be incorporated into a civil protection module, but only to assist and support the Mechanism expert team on site.

You are invited to have a look at our website <http://ec.europa.eu/environment/civil/index.htm> on which you can find more information on emergencies involving the deployment of the Mechanism expert teams.

## **2.2. Lots**

This call for tender consists of 3 lots. The objective of lots is to define the characteristics and the number of deployments expected from TAST. Three different sized formations of TAST have been defined to provide services to the Mechanism expert teams: a) small TAST made up of 2 members, b) medium TAST of 6 members, and c) large TAST of 12 members. Experience shows that it is useful to have medium and larger TAST so that they can be split in smaller teams to be spread around on different locations of the emergency site. Types of services required from the three formations of TAST are the same. Tenderers can bid for one, two or all three lots provided they can demonstrate an ability to deliver all relevant types of TAST simultaneously whenever necessary. One contract will be signed with the successful tenderer for each lot awarded.

The TAST services to be contracted under each lot can be summarised as follows:

### **Lot 1: Continuous availability and deployment to 3 emergencies of a TAST made up of 2 members to support the Mechanism expert team composed of 6 experts**

The contractor shall provide the Mechanism expert team composed of 6 experts with a TAST made up of 2 members to provide or arrange four types of support:

- a) office support,
- b) telecommunication support,
- c) subsistence support, and

- d) transport support.

The TAST shall be available on the site of the disaster during 14 calendar days (excluding travel). The contractor is expected to provide the TAST within 12 hours of the MIC's request. The contractor shall be able to provide the TAST for 3 deployments in any disaster stricken area world-wide. The service shall be available 24 hours a day and 7 days a week. In the absence of opportunities for the MIC to request deploying the TAST to a real life emergency, the TAST may be requested for deployment in exercises. The Commission does not guarantee the number of deployments indicated herein.

The deployments can take place at any time during the lifespan of the contract, starting from day 1 of its entry into force and ending within twelve months from the entry into force of the contract. The contract shall be 15-months non-renewable. It is the responsibility of the contractor to ensure with the relevant national authorities that the TAST is registered in CECIS before submitting a bid (the list of national authorities is available at [http://ec.europa.eu/environment/civil/prote/cp10\\_en.htm](http://ec.europa.eu/environment/civil/prote/cp10_en.htm)).

**Lot 2: Continuous availability and deployment to 2 emergencies of a TAST made up of 6 members to support the Mechanism expert team composed of 8 experts**

The contractor shall provide the Mechanism expert team composed of 8 experts with a TAST made of 6 members to provide or arrange four types of support:

- a) office support;
- b) telecommunication support;
- c) subsistence support, and
- d) transport support.

The TAST shall be available on the site of the disaster during 14 calendar days (excluding travel). The contractor is expected to provide the TAST within 12 hours of the MIC's request. The contractor shall be able to provide the TAST for 2 deployments to any disaster stricken area world-wide. The service shall be available 24 hours a day and 7 days a week. In the absence of opportunities for the MIC to request deploying the TAST to a real life emergency, the TAST can be requested for deployment in exercises. The Commission does not guarantee the number of deployments indicated herein.

The deployments can take place at any time during the lifespan of the contract, starting from day 1 of its entry into force and ending within twelve months from the entry into force of the contract. The contract shall be 15-months non-renewable. It is the responsibility of the contractor to ensure with the relevant national authorities that the TAST is registered in CECIS before submitting a bid (the list of national authorities is available at [http://ec.europa.eu/environment/civil/prote/cp10\\_en.htm](http://ec.europa.eu/environment/civil/prote/cp10_en.htm)).

**Lot 3: Continuous availability and deployment to 2 emergencies of a TAST made up of 12 members to support the Mechanism expert team composed of 12 experts**

The contractor shall provide the Mechanism expert team composed of 12 experts a TAST made up of 12 members to provide or arrange four types of support:

- a) office support,

- b) telecommunication support,
- c) subsistence support, and
- d) transport support.

The TAST shall be available on the site of the disaster during 14 calendar days (excluding travel). The contractor is expected to provide the TAST within 12 hours of the MIC's request. The contractor shall be able to provide the TAST for 2 deployments in any disaster stricken area world-wide. The service shall be available 24 hours a day and 7 days a week. In the absence of opportunities for the MIC to request deploying of the TAST to a real life emergency, the TAST can be requested for deployment in exercises. The Commission does not guarantee the number of deployments indicated herein.

The deployments can take place at any time during the lifespan of the contract, starting from day 1 of its entry into force and ending within twelve months from the entry into force of the contract. The contract shall be 12-months non-renewable. It is the responsibility of the contractor to ensure with the relevant national authorities that the TAST is registered in CECIS before submitting a bid (the list of national authorities is available at [http://ec.europa.eu/environment/civil/prote/cp10\\_en.htm](http://ec.europa.eu/environment/civil/prote/cp10_en.htm)).

### **3. Tasks and requirements**

#### **3.2. General requirements**

In the performance of tasks the contractor shall comply with the following general requirements:

- Services shall be carried out in strict accordance with the terms and conditions of the contract in close cooperation and under direction of the MIC. On site the TAST shall work under the direct instruction of the Mechanism expert team's leader.
- The Commission guarantees at least one deployment of each of the TAST in real emergencies or in exercises.
- The official communication language shall be English. This includes communication with the MIC headquarters, as well as the Mechanism expert team on site. All TAST members shall be fluent in English.
- The contractor shall arrange a comprehensive insurance policy against any risk that may occur in the course of the implementation of the contract, including but not limited to third party liability, death or bodily injury to people, and loss or damage to property. The insurance shall be arranged to cover any risk starting from day 1 of the entry in force of the contract. It shall also cover the contractor's own equipment, as well as any other equipment that is meant to be used in the implementation of the contract by the TAST or the Mechanism expert team during deployment and transportation to the site of a disaster.
- Whenever local rental is undertaken, the contractor shall ensure that local actors/operators perform their services in a professional and timely manner and exercise due care and diligence. The contractor shall be responsible for giving instructions to the potential subcontractors, including local actors/operators.

- The contractor shall inform the Commission of any circumstances that may affect the implementation of the contract or otherwise be of interest to the Commission.

### **3.2. Specific tasks**

Please note that tasks to be performed on site are identical for all lots. Only the size of the Mechanism expert team, the TAST size and the number of deployments differ.

The contractor shall be responsible for the following specific tasks:

#### **Lot 1: Continuous availability and deployment to 3 emergencies of a TAST made up of 2 members to support the Mechanism expert team composed of 6 experts**

| <b>PHASE 1 – BEFORE DEPLOYING ON SITE</b> |   |
|---|---|
| Task 1:<br>Preparation                    | <p>The contractor shall ensure continuous availability (standby) and deployment to 3 emergencies within 12 hours upon request of the MIC of a TAST made up of 2 members to assist the Mechanism expert team composed of 6 persons.</p> <p>When the MIC requests (by email or fax) the mobilisation and deployment of TAST,<sup>10</sup> the contractor shall inform the MIC by email or fax within 12 hours about the composition of the TAST, including the name of the appointed team leader, as well as relevant contact details. The TAST shall be ready to provide the required support to the Mechanism expert team <u>throughout the whole duration of the Mechanism expert team mission.</u></p> <p>The TAST may be requested to take part in the MIC (de)briefing in Brussels before and after deployment on site. Such briefings can also be arranged by means of teleconference (by a telephone or video link).</p> <p>In the absence of opportunities for the MIC to request deploying the TAST to a real life emergency, the TAST can be requested for deployment in exercises. The Commission does not guarantee the number of deployments indicated herein.</p> <p>The service shall be available 24 hours a day and 7 days a week starting from the contract's entry into force until its expiry.</p> |
| Task 2<br>Travel arrangements             | <p>The contractor shall undertake travel arrangements for the TAST and bear the costs of travel to any possible disaster area world-wide. Whenever so requested, the TAST shall depart within 12 hours following the MIC's request to mobilise. The TAST shall arrive on the site of the disaster at the same time as the Mechanism expert team or even earlier when requested by the MIC. The travel and subsistence costs shall be paid out of the lump sum received by the Commission irrespective of the actual costs incurred.</p>   |

<sup>10</sup> More information about the emergencies/ exercises with MIC activation can be found on the following website:  
<http://ec.europa.eu/environment/civil/index.htm>

**PHASE 2 – ASSISTANCE AND SUPPORT DURING DEPLOYMENT ON SITE**

|                                      |   |
|--------------------------------------|---|
| Task 1:<br>Office support            | <p>The TAST shall arrange premises suitable to be used as an office by the Mechanism expert team and accessible from the hotel or other accommodation where the Mechanism expert team is located. This could be a hotel room or another practical solution, including tents, where appropriate. The TAST is not expected to cover rental costs for the office and other related fees, as these will be borne by the Commission and shall not be part of this contract.</p> <p>The TAST shall also provide items listed under "office equipment" in Appendix I of these specifications. The necessary equipment shall be provided by the contractor out of the lump sum received from the Commission for the implementation of the contract.</p>   |
| Task 2:<br>Telecommunication support | <p>The TAST shall ensure that the Mechanism expert team has adequate telecommunication and IT tools (satellite phones, mobile phones, internet access etc.) for the successful execution of the mission. A non-exhaustive list of tools to be provided is given under "technical equipment" and "software" in Appendix I of these specifications. The necessary equipment shall be provided by the contractor out of the lump sum received from the Commission for the implementation of the contract. Telecommunication costs including phone calls, the use of internet and other communication costs incurred by the Mechanism expert team, except the costs related to purchase or rental of necessary equipment, will be borne by the Commission and shall not be part of this contract.</p>   |
| Task 3:<br>Subsistence support       | <p>The TAST shall arrange accommodation on site for the Mechanism expert team whenever necessary. If this is done through booking hotel rooms, the Commissions' rates for maximum hotel costs shall apply (Appendix II). Hotel costs of experts will be borne by the MIC experts and reimbursed to them by the Commission and shall not be part of this contract. If no other alternative is available, the TAST shall arrange accommodation of the Mechanism expert team in tents.</p> <p>The TAST shall undertake necessary arrangements for providing food and non alcoholic beverages of adequate quality and sufficient quantity for all members of the Mechanism expert team. The TAST should aim to ensure three hot meals a day whenever possible, taking into account specific conditions prevailing in the area. . Costs related to the purchase of food and drinks will be covered by the experts through their <i>per diem</i> entitlements and shall not be part of this contract.</p> |
| Task 4:<br>Transport support         | <p>The TAST shall ensure adequate transportation means for the Mechanism expert team within the affected country(s). The contractor is not, however, required to send transportation means on site if adequate arrangements can be made locally. Rental costs of transportation means, as well as fuel costs, will be borne by the</p>  |

|                            |   |
|----------------------------|---|
|                            | Commission, i.e., paid on the spot by the Mechanism expert team, and shall not be part of this contract.  |
| Task 5: Accident reporting | <p>The contractor shall notify the Commission immediately if he learns of any incident or accident involving the TAST engaged by the Commission. The contractor shall immediately and at its own expense carry out an investigation and submit a full report in writing.</p> <p>Should an accident result in fatalities, the contractor shall arrange at his own expense all necessary actions related to the recovery, identification of the dead and, where relevant, the repatriation and burial of the dead, as well as undertaking arrangements pertaining to his/her relatives.</p> |

| <b>PHASE 3 – REPORTING</b>                             |  |
|--|--|
| Task 1:<br>Status reports                              | The contractor shall present the Commission with a summary report in English at the latest three weeks after the last day of each deployment.  |
| Task 2:<br>Participation in meetings of the Commission | <p>If requested, the contractor shall meet the Commission in Brussels to attend the briefing with the Mechanism expert team before the mission, as well as a debriefing after the mission.</p> <p>The contractor shall take part in a lessons learnt meeting dedicated to the emergency during which the TAST services were provided. During that meeting it shall provide a presentation about lessons learnt during all phases of the TAST deployment (preparation, support on site and return). The lessons learnt meetings take place on a regular basis in Brussels. The contractor will be informed about the precise date of the meeting in each particular case. Should the meeting take place after the lifespan of the contract, the contractor shall ensure an adequate input to such a meeting, possibly in the form of a pre-arranged presentation and written submission.</p> <p>Travel costs incurred to attend these meetings should be covered by the lump sum received from the Commission for the implementation of the contract.</p> |
| Task 3:<br>Final consolidated report                   | The contractor shall prepare the final consolidated report at the latest 13 weeks after the last day of the last deployment. The report shall be submitted in both printed (1 copy) and electronic format.   |

**Lot 2: Continuous availability and deployment to 2 emergencies of a TAST made up of 6 members to support the Mechanism expert team composed of 8 experts**

Please refer to "Lot 1" under section 3.2 but note that under this lot the contractor shall ensure continuous availability (standby) and deployment to 2 emergencies, within 12 hours of the request of the MIC, of a TAST made up of 6 members to assist the Mechanism expert team composed of 8 persons.

**Lot 3: Continuous availability and deployment to 2 emergencies of a TAST made up of 12 members to support the Mechanism expert team composed of 12 members**

Please refer to "Lot 1" under section 3.2 but note that in this lot the contractor shall ensure continuous availability (standby) and deployment to 2 emergencies, within 12 hours of the request of the MIC, of a TAST made up of 12 members to assist the Mechanism expert team composed of 12 persons.

**4. Timetable and deliverables**

**Lot 1: Continuous availability and deployment to 3 emergencies of a TAST made up of 2 members to support the Mechanism expert team composed of 6 experts**

|   |  |
|---|--|
| Registration of the TAST in CECIS                               | Before submitting an offer   |
| General comprehensive insurance                                 | To be provided to the Commission with the contract signed for entry into force on day 1 after the signature of the contract by the Commission. |
| Accident reporting  | Immediately  |
| Number of deployments:  | 3  |
| Meetings in Brussels for briefing before departure              | 3 (1 per deployment)   |
| Meetings in Brussels for debriefing when returning from mission | 3 (1 per deployment)   |
| Status report   | 3 reports (1 per deployment), at the latest three weeks after the last day of the relevant deployment.   |
| Lessons learnt meeting  | 3 dates fixed by the Commission.   |
| Final report covering all deployments                           | At the latest 13 weeks after the last day of the of the last deployment  |

**Lot 2: Continuous availability and deployment to 2 emergencies of a TAST made up of 6 members to support the Mechanism expert team composed of 8 experts**

|  |  |
|--|--|
| Registration of the TAST in CECIS                  | Before submitting the offer  |
| General comprehensive insurance                    | To be provided to the Commission with the contract signed for entry in force on day 1 after the signature of the contract by the Commission. |
| Accident reporting                                 | Immediately  |
| Number of deployments:                             | 2  |
| Meetings in Brussels for briefing before departure | 2 (1 per deployment)   |
| Meetings in Brussels for debriefing when           | 2 (1 per deployment)   |

|  |  |
|--|--|
| returning from mission                 |  |
| Status report                          | 2 reports (1 per deployment), at the latest three weeks after the last day of the relevant deployment. |
| Lessons learnt meeting                 | 2 dates fixed by the Commission.   |
| Final report covering both deployments | At the latest 13 weeks after the last day of the of the last deployment                                |

**Lot 3: Continuous availability and deployment to 2 emergencies of a TAST made up of 12 members to support the Mechanism expert team composed of 12 experts**

|   |  |
|---|--|
| Registration of the TAST in CECIS                               | Before submitting the offer  |
| General comprehensive insurance                                 | To be provided to the Commission with the contract signed for entry in force on day 1 after the signature of the contract by the Commission. |
| Accident reporting  | Immediately  |
| Number of deployments:  | 2  |
| Meetings in Brussels for briefing before departure              | 2 (1 per deployment)   |
| Meetings in Brussels for debriefing when returning from mission | 2 (1 per deployment)   |
| Status report   | 2 reports (1 per deployment), at the latest three weeks after the last day of the relevant deployment  |
| Lessons learnt meeting  | 2 dates fixed by the Commission.   |
| Final report covering both deployments                          | At the latest 13 weeks after the last day of the of the last deployment  |

**5. Experience required of the Contractor**

Potential contractors shall demonstrate the ability to successfully perform the required tasks in emergency operations and a sufficient knowledge of the Mechanism. Successful attendance by the team leader of the Mechanism training courses will be considered as an asset.

The TAST members shall have a sufficient knowledge of English to work in a professional international environment.

The contractor is requested to demonstrate a full 24 hours a day and 7 days a week availability and a world-wide coverage.

**6. Duration of tasks**

The tasks should be completed within **15** months of signature of the contract (see point 4). The execution of tasks may not start before the contract has been signed.

## **7. Place of performance**

The place of performance of the tasks shall be the contractor's premises or any other place indicated in the tender, with the exception of the Commission's premises except if so required by the Commission.

## APPENDIX I

### Technical equipment and software

| Item   | Number of items to take for small and medium TAST | Number of items to take for a large TAST |
|--|---|--|
| Notebook including charger, cable and memory cards                                 | 2   | 4  |
| 90W Slim AC/DC combo adapter including power hub + tip for charge mobile phone     | 2   | 4  |
| geo-imaging digital camera including accumulator, charger and memory cards         | 1   | 2  |
| GPS module with an integrated digital compass                                      | 1   | 2  |
| Mobile phones including chargers, car charger and headset                          | 2   | 4  |
| GPS navigation system including cable  | 1   | 2  |
| BGAN Satellite communication system including accessories                          | 1   | 2  |
| ISDN LCD-display handset   | 1   | 2  |
| Linear compass   | 1   | 2  |
| satellite handy + case, incl. case and car charger                                 | 1   | 2  |
| Satellite messenger  | 1   | 2  |
| USB sticks   | 2   | 4  |
| Padlock  | 4   | 8  |
| Mobile colour ink jet printer incl. accumulator and USB cable                      | 1   | 2  |
| Mobile scanner   | 1   | 2  |
| Pocket tool  | 1   | 2  |
| universal AC travel adapter  | 2   | 4  |
| Multiple socket outlet 4-fold with 1,5 m cable                                     | 2   | 4  |
| Head lamp  | 2   | 4  |
| USB 2.0 Mini-Hub   | 1   | 2  |
| antenna cable  | 1   | 2  |
| cable fixer  | <b>30</b>   | <b>60</b>                                |
| Travel smoke detector  | 4   | 8  |
| First aid emergency kit  | 1   | 2  |
| First aid sterile Care plus  | 1   | 2  |
| backpack   | 2   | 4  |
| backpack rain cover  | 2   | 4  |
| Outdoor case water-resistant   | 2   | 4  |
| Power generator  | 1   | 2  |
| Software   |   |  |
| Microsoft Small Business 2007 incl. Excel, Word, Publisher, Outlook and PowerPoint |   |  |
| Microsoft Groove 2007  |   |  |
| Google Earth 5.0   |   |  |
| Picasa   |   |  |
| Skype connection   |   |  |
| GPS Utility  |   |  |
| GeoSetter  |   |  |
| iPassConnect   |   |  |
| Antivirus  |   |  |
| CCleaner   |   |  |

## Office equipment

| <b>Item</b>                        | <b>Number of items to take for small and medium TAST</b> | <b>Number of items to take for a large TAST</b> |
|------------------------------------|--|---|
| stapler incl. clips                | 1  | 2   |
| staple remover                     | 1  | 2   |
| ink cartridge black                | 2  | 2   |
| ink cartridge colour               | 2  | 2   |
| Calculator                         | 1  | 2   |
| hole punch                         | 1  | 2   |
| pencil                             | 8  | 12  |
| sharpener                          | 1  | 2   |
| eraser                             | 1  | 2   |
| ruler size: 30cm                   | 1  | 2   |
| ball-pen colour: blue              | 6  | 12  |
| ball-pen colour: black             | 6  | 12  |
| multi colour pen set               | 1  | 2   |
| highlighter colour pen             | 3  | 6   |
| glue stick                         | 1  | 2   |
| coloured duct tape                 | 1  | 2   |
| post it notes size: 10x7cm, yellow | 4  | 6   |
| page markers                       | 2  | 4   |
| Set of paper-clip different sizes  | 1  | 1   |
| scissors                           | 1  | 2   |
| Box of multi coloured pins         | 1  | 2   |
| Set of various elastic bands       | 1  | 1   |
| roll of string                     | 1  | 1   |
| Pack of A4 paper for printer       | 1  | 2   |
| Set of magnets                     | 1  | 1   |
| adhesive tape SCOTCH, transparent  | 1  | 1   |
| pages flip chart paper             | 10   | 10  |
| notepads                           | 5  | 7   |
| CD rom                             | 10   | 10  |
| EU flags (60x90 cm)                | 2  | 2   |

## APPENDIX II

### Commission's rates for maximum hotel costs for EU countries

| Destination | Hotel rates |
|-------------|-------------|
|             | 100%        |
| Austria     | 130         |
| Belgium     | 140         |
| Bulgaria    | 169         |
| Cyprus      | 145         |
| Czech Rep.  | 155         |
| Denmark     | 150         |
| Estonia     | 110         |
| Finlande    | 140         |
| France      | 150         |
| Germany     | 115         |
| Greece      | 140         |
| Hungary     | 150         |
| Ireland     | 150         |
| Italy       | 135         |
| Latvia      | 145         |
| Lithuania   | 115         |
| Luxembourg  | 145         |
| Malta       | 115         |
| Netherlands | 170         |
| Poland      | 145         |
| Portugal    | 120         |
| Romania     | 170         |
| Slovakia    | 125         |
| Slovenia    | 110         |
| Spain       | 125         |
| Sweden      | 160         |
| UK          | 175         |

**Appendix II - Commission's rates for maximum hotel costs third countries**

| Destination                | Hotel rates |
|----------------------------|-------------|
|                            | 100%        |
| <b>Any other countries</b> | 145         |
| <b>Afghanistan</b>         | 75          |
| <b>Albania</b>             | 160         |
| <b>Algeria</b>             | 85          |
| <b>Andorra</b>             | 126         |
| <b>Angola</b>              | 175         |
| <b>Anguilla</b>            | 140         |
| <b>Antigua and Barbuda</b> | 140         |
| <b>Argentina</b>           | 210         |
| <b>Armenia</b>             | 210         |
| <b>Aruba</b>               | 185         |
| <b>Australia</b>           | 135         |
| <b>Azerbaijan</b>          | 200         |
| <b>Bahamas</b>             | 115         |
| <b>Bahrain</b>             | 195         |
| <b>Bangladesh</b>          | 140         |
| <b>Barbados</b>            | 140         |
| <b>Belarus</b>             | 135         |
| <b>Belize</b>              | 135         |
| <b>Benin</b>               | 100         |
| <b>Bermuda</b>             | 140         |
| <b>Bhutan</b>              | 130         |
| <b>Bolivia</b>             | 100         |
| <b>Bonaire</b>             | 185         |
| <b>Bosnia Herzegovina</b>  | 135         |
| <b>Botswana</b>            | 135         |
| <b>Brasil</b>              | 180         |
| <b>Brunei</b>              | 165         |
| <b>Burkina Faso</b>        | 90          |
| <b>Burundi</b>             | 115         |
| <b>Caiman Islands</b>      | 135         |
| <b>Cambodia</b>            | 115         |
| <b>Cameroun</b>            | 105         |
| <b>Canada</b>              | 165         |
| <b>Cape Verde</b>          | 75          |
| <b>Centre Africa</b>       | 80          |
| <b>Chad</b>                | 145         |
| <b>Chile</b>               | 175         |
| <b>China</b>               | 155         |

|   |     |
|---|-----|
| Cisjordania and the Gaza Strip                                    | 110 |
| <b>Commission's rates for maximum hotel costs third countries</b> |     |
| Colombia  | 120 |
| Comoros   | 85  |
| Congo (Dem. Republic of)  | 140 |
| Congo (Rep. of)   | 115 |
| Cook Islands  | 135 |
| Costa Rica  | 140 |
| Croatia   | 120 |
| Cuba  | 150 |
| Djibouti  | 170 |
| Dominican Rep.  | 170 |
| Dominique   | 140 |
| Dutch West Indies   | 185 |
| East Timor  | 110 |
| East Timor  | 110 |
| Ecuador   | 140 |
| Egypt   | 140 |
| El Salvador   | 125 |
| Equator Guinea  | 85  |
| Erythrea  | 80  |
| Ethiopia  | 145 |
| Fiji  | 120 |
| French Guyana   | 140 |
| French Polynesia  | 135 |
| Gabon   | 115 |
| Gambia  | 120 |
| Georgia   | 215 |
| Ghana   | 140 |
| Grenade   | 140 |
| Guadaloupe  | 115 |
| Guam  | 135 |
| Guatemala   | 125 |
| Guinea (Rep. of)  | 135 |
| Guinea Bissau   | 90  |
| Guyana  | 160 |
| Haiti   | 125 |
| Holy Kitts and Nevis  | 185 |
| Honduras  | 125 |
| Hong Kong   | 205 |
| Iceland   | 160 |
| India   | 195 |
| Indonesia   | 145 |
| Iran  | 145 |
| Iraq  | 85  |
| Israel  | 210 |
| Ivory Coast   | 130 |
| Jamaica   | 170 |

|   |     |
|---|-----|
| <b>Japan</b>  | 275 |
| <b>Commission's rates for maximum hotel costs third countries</b> |     |
| <b>Jordan</b>   | 135 |
| <b>Kazakhstan</b>   | 175 |
| <b>Kenya</b>  | 165 |
| <b>Kirghizistan</b>   | 180 |
| <b>Kiribati</b>   | 145 |
| <b>Kuwait</b>   | 195 |
| <b>Laos</b>   | 145 |
| <b>Lebanon</b>  | 190 |
| <b>Lesotho</b>  | 100 |
| <b>Liberia</b>  | 150 |
| <b>Libya</b>  | 175 |
| <b>Lichtenstein</b>   | 95  |
| <b>Macao</b>  | 95  |
| <b>Macedonia</b>  | 160 |
| <b>Madagascar</b>   | 105 |
| <b>Malawi</b>   | 165 |
| <b>Malaysia</b>   | 200 |
| <b>Maldives</b>   | 135 |
| <b>Mali</b>   | 95  |
| <b>Marshall Islands</b>   | 135 |
| <b>Martinique</b>   | 110 |
| <b>Maurice</b>  | 140 |
| <b>Mauritania</b>   | 75  |
| <b>Mayotte</b>  | 110 |
| <b>Mexico</b>   | 185 |
| <b>Micronesia</b>   | 135 |
| <b>Moldova</b>  | 170 |
| <b>Monaco</b>   | 97  |
| <b>Mongolia</b>   | 90  |
| <b>Montserrat</b>   | 140 |
| <b>Morocco</b>  | 130 |
| <b>Mozambique</b>   | 140 |
| <b>Myanmar</b>  | 75  |
| <b>Namibia</b>  | 85  |
| <b>Nauru</b>  | 135 |
| <b>Nepal</b>  | 135 |
| <b>New-Caledonia</b>  | 135 |
| <b>New-Zealand</b>  | 125 |
| <b>Nicaragua</b>  | 135 |
| <b>Niger</b>  | 75  |
| <b>Nigeria</b>  | 185 |
| <b>Niue</b>   | 135 |
| <b>North Korea</b>  | 180 |
| <b>North Mariana Islands</b>                                      | 135 |
| <b>Norway</b>   | 140 |
| <b>Oman</b>   | 135 |
| <b>Pakistan</b>   | 130 |

|   |     |
|---|-----|
| Palau   | 135 |
| <b>Commission's rates for maximum hotel costs third countries</b> |     |
| Panama  | 160 |
| Papua New Guinea  | 135 |
| Paraguay  | 140 |
| Peru  | 135 |
| Philippines   | 150 |
| Puerto Rico   | 140 |
| Qatar   | 135 |
| Reunion   | 90  |
| Russia  | 275 |
| Rwanda  | 160 |
| Salomon Islands   | 120 |
| Samoa   | 135 |
| Samoa, American   | 135 |
| San Marino  | 114 |
| Santa Lucia   | 140 |
| Sao Tome and Principe   | 95  |
| Senegal   | 135 |
| Seychelles  | 140 |
| Sierra Leone  | 165 |
| Singapour   | 150 |
| Somalia   | 120 |
| South Africa  | 145 |
| South Korea   | 200 |
| Sri Lanka   | 105 |
| St Vincent and Grenadines   | 190 |
| St. Martin  | 185 |
| Sudan   | 215 |
| Surinam   | 125 |
| Swaziland   | 90  |
| Switzerland   | 140 |
| Syria   | 145 |
| Tadjikistan   | 110 |
| Taiwan  | 200 |
| Tanzania  | 200 |
| Thailand  | 145 |
| Togo  | 95  |
| Tokelau islands   | 135 |
| Tonga   | 105 |
| Trinidad and Tobago   | 115 |
| Tunisia   | 85  |
| Turkey  | 165 |
| Turkmenistan  | 150 |
| Turks and Caicos Islands  | 135 |
| Tuvalu  | 135 |
| Uganda  | 180 |
| Ukraine   | 190 |
| United Arab Emirates  | 195 |

| <b>Commission's rates for maximum hotel costs third countries</b> |     |
|---|-----|
| <b>Uruguay</b>  | 160 |
| <b>USA</b>  | 200 |
| <b>USA - New York</b>   | 275 |
| <b>Uzbekistan</b>   | 155 |
| <b>Vanuatu</b>  | 110 |
| <b>Vatican</b>  | 114 |
| <b>Venezuela</b>  | 125 |
| <b>Vietnam</b>  | 205 |
| <b>Virgin Islands (UK)</b>  | 140 |
| <b>Virgin Islands (US)</b>  | 140 |
| <b>Wallis and Futuna Islands</b>                                  | 135 |
| <b>Yemen</b>  | 165 |
| <b>Yugoslavia, Fed. Rep (Serbia and Montenegro)</b>               | 140 |
| <b>Zambia</b>   | 135 |
| <b>Zimbabwe</b>   | 115 |

## **PART 2: ADMINISTRATIVE DETAILS**

### **1. General terms and conditions for the submission of tenders**

- Submission of a tender implies that the Contractor accepts all the terms and conditions set out in these specifications (including the annexes) and waives all other terms of business.
- Submission of a tender binds the Contractor to whom the contract is awarded during performance of the contract.
- Changes to tenders will be accepted only if they are submitted on or before the final date set for the submission of tenders.
- Expenses incurred in respect of the preparation and presentation of tenders cannot be refunded.
- No information of any kind will be given on the state of progress with regard to the evaluation of tenders.
- Once the Commission has accepted the tender, it shall become the property of the Commission and the Commission shall treat it confidentially.
- The protocol on the Privileges and Immunities or, where appropriate, the Vienna Convention of 24 April 1963 on Consular Relations shall apply to this invitation to tender.

### **2. No obligation to award the Contract**

- Fulfilment of adjudication or invitation to tender procedure shall not involve the Commission in any obligation to award the contract.
- The Commission shall not be liable for any compensation with respect to tenderers whose tenders have not been accepted. Nor shall it be liable in the event of its deciding not to award the contract.

### **3. Joint tenders**

When a consortium/partnership is envisaged three cases can arise:

- I. The offer originates from a consortium already formally set up as a separate and legal entity able to submit its statutes, mode of operation, technical and financial capacity, such as result from the contributions of its various members. It is such a consortium that will bear the technical and financial responsibility for the contract and will present the requested financial guarantee, if applicable.
- II. The offer originates from companies not yet having created a consortium as a separate legal entity but planning to constitute one as referred to in item I, if their joint offer is accepted. In such a situation, the tenderer will have to provide the legal form, the envisaged draft statutes and mode of operation of the consortium, the various technical and financial contributions, letters of intent, as well as the guarantees envisaged, where applicable.
- III. The offer originates from companies not wishing to constitute formally a consortium as a separate legal entity and thus constituting effectively an association. In such a

case, the offer will be submitted in the form of subcontracting (cf. point 4 below), in which case one of the companies shall assume the total responsibility for the offer. This company will sign the contract in its name, the other companies then being regarded as subcontractors of the first.

For joint tenders described in cases I and II above, the information required in

- Part 2, 6.2 (“administrative proposal”)
- Part 3, 1 (“information for assessment of exclusion criteria”) and
- Part 3, 2 (“information for assessment of selection criteria”)

must be provided for **all** members participating in the tender.

For joint tenders described in case III please refer to point 4 below.

#### **4. Subcontractors**

Subcontracting is permitted subject to the following conditions:

- the subcontractor is the sole responsibility of the main contractor;
- tenderers must indicate in their offers the amount of the contract (if any) that they will subcontract to third parties, as well as the identity and availability of the chosen subcontractor(s). The contractor will not subcontract to third parties not identified in the offer as potential subcontractors without prior written authorisation from the Commission;
- the contractor shall not cause the contract to be performed in fact by third parties;
- even where the Commission authorises the contractor to subcontract to third parties, the contractor shall nonetheless remain bound by its obligations to the Commission under the contract;
- the contractor shall ensure that the subcontract does not affect rights and guarantees to which the Commission is entitled by virtue of the contract.

Where the total amount envisaged for subcontracting is above 30% of the total contract value, evidence of the subcontractor(s) ability to perform the tasks entrusted to him/them shall be included in the offer. Such evidence is the same as that also required from the contractor, as described and identified, in Part 3, point 2 below.

Where the total amount envisaged for subcontracting is above 50% of the total contract value, the subcontractor(s) must also, **if and when requested**, present evidence of compliance with the exclusion criteria (as required from the potential contractor) as described in Part 3, point.1 below.

Tenderers should note that the Commission will consider intended subcontracting below 30% of the contract value as an indication that the potential contractor has the resources to complete the tasks under the contract, as well as a factor potentially enhancing the proposed team organisation. Therefore this point will be taken into account in the assessment of the award criterion “project management and availability”.

## **5. Payments**

This contract will be paid on a lump sum basis covering all costs related to deployment services.

### **Lot 1: Continuous availability and deployment to 3 emergencies of a TAST made up of 2 members to support the Mechanism expert team composed of 6 experts**

This contract will be paid on a lump sum basis covering all costs related to the deployment, including standby costs for the whole duration of the contract.

A pre-financing payment of 30% will be paid upon signature of the contract.

A final payment of 70% will be paid upon acceptance by the Commission of the final report. If less than three deployments are carried out by the end of the contract, a lump sum equivalent to 1/3 of the contract amount will be deducted from the total amount due for each non-executed deployment; the final payment will be reduced accordingly. The Commission guarantees at least one deployment to a real life emergency or in an exercise context.

### **Lot 2: Continuous availability and deployment to 2 emergencies of a TAST made up of 6 members to support the Mechanism expert team composed of 8 experts**

This contract will be paid on a lump sum basis covering all costs related to the deployment including standby costs for the whole duration of the contract.

A pre-financing payment of 30% will be paid upon signature of the contract. .

A final payment of 70% will be paid upon acceptance by the Commission of the final report. If less than two deployments are carried out by the end of contract, a lump sum equivalent to 1/2 of the contract amount will be deducted from the total amount due for each non-executed deployment; the final payment will be reduced accordingly. The Commission guarantees at least one deployment to a real life emergency or in an exercise context.

### **Lot 3: Continuous availability and deployment to 2 emergencies of a TAST made up of 12 members to support the Mechanism expert team composed of 12 experts**

This contract will be paid on a lump sum basis covering all costs related to the deployment including standby costs for the whole duration of the contract.

A pre-financing payment of 30% will be paid upon signature of the contract. .

A final payment of 70% will be paid upon acceptance by the Commission of the final report. If less than two deployments are carried out by the end of contract, a lump sum equivalent to 1/2 of the contract amount will be deducted from the total amount due for each non-executed deployment; the final payment will be reduced accordingly. The Commission guarantees at least one deployment to a real life emergency or in an exercise context .

#### **For all lots:**

The Commission reserves the right to waive the pre-financing payments whenever applicable, or to request a financial guarantee should it be deemed necessary.

The Commission is exempt from all taxes and dues, including value added tax, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities with regard to its financial contribution under the contract.

## 6. Content of the tender

All tenders must be presented in three sections:

### 6.1. Financial proposal

- A financial proposal duly dated and signed by the person authorized to sign it on behalf of the organization. The price must be quoted in Euro using the template in annex 2, including for the countries, which do not form a part of the Euro zone. For the tenderers of countries, which do not form a part of the Euro zone the amount of offer cannot be revised due to exchange rate's movements. The choice of exchange rate belongs to the tenderer, who assumes the risks or opportunities associated with these exchange rate movements.
- The price must be a fixed amount, inclusive all expenses.
- The price will not be subject to revision.
- For guidance purposes, the maximum budget allocation for all lots to this contract is fixed at **€700.000 (seven hundred thousand Euro)**:

*Lot 1: Continuous availability and deployment to 3 emergencies of a TAST made up of 2 members to support the Mechanism expert team composed of 6 experts*

***A maximum of €130.000 (one hundred and thirty thousand Euro) in total***

*Lot 2: Continuous availability and deployment to 2 emergencies of a TAST made up of 6 members to support the Mechanism expert team composed of 8 experts*

***A maximum of €200.000€ (two hundred thousand Euro) in total***

*Lot 3: Continuous availability and deployment to 2 emergencies of a TAST made up of 12 members to support the Mechanism expert team composed of 12 experts*

***A maximum of €370.000€ (three hundred and seventy thousand Euro) in total***

- The price quotation must be signed by the tenderer or his duly authorised representative.
- The price must be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities of 8 April 1965 (OJEC L 152 of 13 July 1967). Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption. For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT is to be shown separately. In case of doubts about the applicable VAT system, it is the tenderer's responsibility to contact his national authorities to clarify the way in which the European Community is exempt from VAT.
- The offer shall remain valid for a period of 10 months, as from the deadline for submission of offer.

## 6.2. Administrative proposal

- An administrative information form containing information on the full name of the organization, legal status, address, person to contact, person authorized to sign on behalf of the organization, telephone number, and facsimile number, as well as relevant bank details. The form must be duly dated, signed and stamped by the person authorized to sign on behalf of the company, and by the bank (see annex 1);
- A legal entity form (see annex 3), proof of enrolment (certificates) in one of the professional or trade registers, in country of establishment;
- If the tenderer is a natural person; she/he will be required to provide proof of her/his status as a self-employed person. To this end she/he must supply details of her/his social security cover and situation with regards to VAT regulation;
- A declaration of the candidate's eligibility; certifying that he/she is not in one of the situations listed in articles 93 and 94 of the Financial Regulation of the European Communities (Official Journal L 390 of 30/12/2006) (see annex 4);
- Documents relating to the selection criteria (see part 3, point 2.1. Financial and Economic capacity);
- The service provider's educational and professional qualifications and those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services (curriculum vitae presented on the EU standard form, which can be downloaded from the following address - <http://europass.cedefop.europa.eu/europass/home/vernav/Europasss+Documents/Europass+CV/navigate.action> together with a consolidated overview of CVs in an excel table;
- A list, preferably in English or French of the principal studies, services contracts, consultancy work, surveys, publications or other work previously carried out during the past three years, indicating the name of the client and stating which, if any, were done for the European Commission;
- Tenders from consortia of firms or groups of service providers must specify the role, qualifications and experience of each member (see also part 3, points 1, 2 and 3 – exclusion, selection and award criteria).

## 6.3. Technical proposal

A contract proposal with the methodology to fulfil the requirements mentioned in Part 1, point 3. The tender should give indications on the theoretical background used, the methodology used in the work that will be undertaken and on its appropriateness for this purpose, in conformity with the guidelines included in the approach. It should also give indications on the data to be used and their reliability.

### Establish the tenderer's identity

- The tenderer should detail the competence, experience and the means at his disposal, which would allow the tasks foreseen in the contract to be carried out.
- A list of previous work carried out over the past 3 years must be included.

- If a consortium is formed for the execution of the tasks presented in this call for tender, then please explain the roles of each partner in the consortium. (For the administrative details in relation to joint tenders, please refer to Part 2, point 3).
- If sub-contracting is envisaged, please clearly indicate which tasks are concerned, the % that this represents of the total value of the offer, and the name and address of the sub-contractor(s), if known at this stage.

### **Implementation of the contract**

Describe the methodology to be applied to carry out each of the tasks foreseen in the contract.

### **Managing the contract**

The tenderer's availability during the period of the execution of the tasks must be clearly demonstrated, and explain how the project will be managed.

## PART 3: ASSESSMENT AND AWARD OF A CONTRACT

The assessment will be based on each tenderers bid.

All the information will be assessed in the light of criteria set out in these specifications. The procedure for the award of the contract will concern only admissible bids and it will be carried out in three successive phases. The first step is to check that the tenderers are not excluded in any way from taking part in the tender procedure. The second step is to check the tenderer's capacity (financial and technical) to perform the contract and the final step is to assess the quality of the offers against the award criteria.

In the case of joint tenders, the exclusion, selection and award criteria will be applicable to all the members of the consortium. The same principle will also be applied in the case where there are sub-contractors. The bid must clearly identify the subcontractors and document their willingness to accept the tasks and thus acceptance of the terms and conditions set out in Part 2.1. Tenderers must inform the subcontractors that Article II.17 of the standard contract will be applied to them. Once the contract has been signed, Article II.13 of the above mentioned contract shall govern subcontractors.

### 1. Exclusion criteria

Tenderers must declare on their honour that they are not in one of situations referred to in articles 93 and 94 a) of the Financial Regulation. Tenderers or their representatives must therefore fill in and sign the form in Annex 4 to these specifications. Hereby agreeing to submit to the Commission, **if and when requested to do so**, those certificates or documents demonstrating that the tenderer is not in any of the situations described under points (a), (b), (d) and (e) below:

These articles are as follows:

*Article 93:*

*1. Applicants or tenderers shall be excluded if:*

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;*
- (b) They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;*
- (c) They have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;*
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;*
- (e) They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;*
- (f) They are currently subject to an administrative penalty referred to in [Article 96\(1\)](#).*

*Article 94*

*A contract shall not be awarded to candidates or tenderers who, during the procurement procedure for this contract:*

- (a) are subject to a conflict of interest;*
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or fail to supply this information;*
- (c) find themselves in one of the situations of exclusion, referred to in [Article 93\(1\)](#), for this procurement procedure.*

## **2. Selection criteria**

Only those tenders fulfilling all the selection criteria will be examined in the light of the award criteria. The selection criteria are set out below

### **2.1. Financial and economic capacity** may be shown by means of the following:

A simplified balance sheet and profit and loss account, exclusively based on the annex 5 form attached to these specifications;

In the event that the tender is unable to complete the form as proposed above one of the *following alternatives would be acceptable:*

- a. financial statements for the last two financial years;  
**OR**
- b. declaration concerning the sales turnover related to the field associated with the invitation to tender during the last three financial years;  
**OR**
- c. other substantiating documents if the candidate or tenderer cannot, for valid reasons, provide those indicated above

### **2.2. Technical and professional competence:**

Experience as evidenced by the qualifications, both educational and professional, of the service provider or contractor and those of the firm's managerial staff and, in particular those of the person or persons responsible for carrying out the service/work. Curriculum vitae must be provided.

A reference list of relevant previous projects (including relevant deployments of TAST whenever applicable) over the past 3 years must be provided, indicating the sums involved, dates, recipients, public or private.

Finally, full compliance of TAST with Commission Decision 2008/73/EC, Euratom and registration by the relevant competent national civil protection authority in the CECIS database. The registration in CECIS and compliance with the abovementioned Decision are a prerequisite for obtaining a positive assessment under this criterion.

### **2.3. Authorisation to perform the contract**

A tenderer must prove that he is authorised to perform the contract under national law, as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

### **2.4. Access to the market**

A tenderer must indicate in which State they have their headquarters or domicile and to present the supporting evidence normally acceptable under their own law.

## **3. Award criteria**

Further to the price quoted for the contract, the following award criteria will be applied:

### **Award criterion 1 – Understanding (max points 40)**

This criterion is used to assess the degree to which the tenderer demonstrates a clear understanding of objectives and tasks of the service to be provided and to assess whether the tenderers have taken into consideration all aspects involved. .

### **Award criterion 2 – Methodology (max points 30)**

This criterion assesses the suitability and strength of the proposal as measured against the requirements of the tender specifications in terms of technical content and completeness, the originality of ideas (where appropriate) and the suitability of methods proposed to fulfil the needs of the contracting authority as laid down in the invitation to tender.

### **Award criterion 3 – Project management and availability (max points 30)**

This criterion relates to the quality of the tender with regard to managing a contract of this nature and the availability of resources for the completion of contractual tasks on a 24/7 basis.

Since the evaluation of tenders will be based on the quality of proposed services, tenders should elaborate on all points addressed by these specifications in order to score as many points as possible. The mere repetition of mandatory requirements set out in these specifications, without going into details or without giving any added value will not result in a high score. Moreover, if essential points of these specifications are not expressly covered by the tender, the Commission may decide to give a zero score for the relevant qualitative award criteria.

## **4. Points**

A points system to evaluate the award criteria relating to the technical value of the offers will be applied.

A maximum of 40 points can be awarded under criterion 1, a maximum of 30 points can be awarded under criterion 2, and a maximum of 30 points can be awarded under criterion 3. Minimum thresholds are set up under this system of points as technical sufficiency levels:  
Successful tenderers will have to score a minimum of 24, 18 and 18 points under criteria 1, 2 and 3, respectively, and a minimum of 65 points in total.

## **5. Budget**

The maximum budget, excl. VAT (including fees, travel and all other costs), per lot is indicated below:

*Lot 1: Continuous availability and deployment to 3 emergencies of a TAST made up of 2 members to support the Mechanism expert team composed of 6 experts*

€130.000

*Lot 2: Continuous availability and deployment to 2 emergencies of a TAST made up of 6 members to support the Mechanism expert team composed of 8 experts*

€200.000

*Lot 3: Continuous availability and deployment to 2 emergencies of a TAST made up of 12 members to support the Mechanism expert team composed of 12 experts*

€70.000

The Commission is exempt from all taxes and dues, including value added tax, pursuant to the provisions of Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities with regard to its financial contribution under the contract.

The price quoted must be a firm, non-revisable price and must be quoted in Euro.

Having examined the tenders from a technical point of view, the evaluation committee will proceed considering which is the economically most advantageous offer taking into account **only those tenders that have obtained at least 65 out the 100 points that are available for the technical quality of the bid, and 24, 18 and 18 points under criteria 1, 2 and 3, respectively**. The evaluation committee will then proceed with the financial comparison of the tenders retained for further consideration according to the ranking procedure below.

#### **6. Ranking of the tenders and award of the contract.**

The bid offering the best value for money will be chosen, provided that the minimum number of points cited above is achieved. Best value for money will be calculated as follows:

- All bids that do not reach the stated technical sufficiency levels for each individual award criteria will not be considered for contract award.
- All bids that have passed the individual levels and score 65 or higher are deemed to be technically sufficient. Then the **price is divided by the total number of points awarded to obtain the price-quality ratio. The award of the contract will be made in accordance with the lowest ratio.**

The Commission reserves the right not to select any tender if the amounts tendered exceed the budget envisaged for this project.

#### **7. Opening of tenders**

The tenders received will be opened on **30/09/2009 at 10h30** in the Commission building at **Avenue de Beaulieu 5, B-1160 Brussels**.

One authorised representative of each tenderer (with proof of identity) may attend the opening of tenders (no expenses will be paid with this regard by the Commission).

#### **8. Information for tenderers**

After the award decision has been taken, the Commission will inform tenderers about any decision not to award a contract, including grounds for it, or to recommence the procedure.

**ANNEX 1 - ADMINISTRATIVE INFORMATION FORM**

**Organisation or individual:**

NAME: .....

ADDRESS: .....

HEADQUARTERS: .....

**PERSON AUTHORISED TO SIGN CONTRACT:**

Name and position: .....

**PERSON FOR ROUTINE CONTACT:**

Name and position: .....

Telephone and fax number: .....

**BANK DETAILS:**

NAME OF ACCOUNT HOLDER: .....

ADDRESS OF ACCOUNT HOLDER: .....

NAME OF BANK: .....

ADDRESS OF BANK AGENCY: .....

ACCOUNT N°: .....

(BLZ, SORT CODE, ?): .....

I.B.A.N. CODE: .....

Signature of Contractor

Official Stamp and Signature  
of Contractor's Bank

## **ANNEX 2 - FINANCIAL OFFER TEMPLATE**

**(FOR GUIDANCE PURPOSES ONLY)**

### **PRICE AND ESTIMATED BUDGET BREAKDOWN**

#### **Calculation of the costs**

| <b>Name</b>   | <b>Staff on payroll</b> |                       | <b>Other statute</b> | <b>Time in %</b> | <b>Total year /</b> | <b>TOTAL</b> |
|---|-------------------------|-----------------------|----------------------|------------------|---------------------|--------------|
|   | <b>Gross salary</b>     | <b>Social charges</b> |                      |                  |                     |              |
| ...   |                         |                       |                      |                  |                     |              |
| ... etc.  |                         |                       |                      |                  |                     |              |
| <b>Staff costs</b>  |                         |                       |                      |                  |                     |              |
| <b>Infrastructure</b>   |                         |                       |                      |                  |                     |              |
| <b>Overhead costs including office material and consumables</b> |                         |                       |                      |                  |                     |              |
| <b>Office Equipment</b>   |                         |                       |                      |                  |                     |              |
| <b>Travel/Missions</b>  |                         |                       |                      |                  |                     |              |
| <b>Sub-contracting</b>  |                         |                       |                      |                  |                     |              |
| <b>Company x</b>  |                         |                       |                      |                  |                     |              |
| <b>Company y</b>  |                         |                       |                      |                  |                     |              |
| <b>Company z</b>  |                         |                       |                      |                  |                     |              |
| <b>Other</b>  |                         |                       |                      |                  |                     |              |
| <b>TOTAL COSTS in EURO</b>                                      |                         |                       |                      |                  | <b>€</b>            |              |

## **ANNEX 3 - LEGAL ENTITY FORM**

This form can be downloaded from

[http://ec.europa.eu/budget/execution/legal\\_entities\\_en.htm](http://ec.europa.eu/budget/execution/legal_entities_en.htm)

## **ANNEX 4**

### *DECLARATION ON EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTERESTS*

Name of the organisation/individual:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form:

Position:

- representative legally authorised to represent the tenderer vis-à-vis third parties and acting on behalf of the aforementioned company or organisation *[please tick box if applicable]*

**hereby certifies that** *[please tick one of the two boxes]*

- they
- the company or organisation that they represent:
- a) are/is not bankrupt or being wound up, is not having their affairs administered by the court, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have/has not been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) have/has not been found guilty of grave professional misconduct proven by any means which the Commission can justify;
- d) have/has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have/has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) are/is currently not subject to an administrative penalty referred to in [Article 96\(1\)](#).

**In addition, the undersigned declares on their honour:**

- g) that on the date of submission of the tender, they, the company or organisation they represent and the staff proposed for this tender are not subject to a conflict of interests in the context of this invitation to tender; the undersigned undertakes to inform the Commission without delay of any change to this situation after the date of submission of the tender;

- h) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete;
- i) **that, if and when requested, they will provide the evidence required under point 1, part 3 of the Specifications.**

Full name:

Date

Signature:

## ANNEX 5

### Explanation – please read carefully before completing the financial capacity form

#### **Simplified balance sheet and profit and loss account**

Candidates shall indicate if they are a profit or a non profit making company / organisation.

Within the form, financial data based on the company's /organisation's balance sheet are collected in a standardised form. Please find below a correspondence table giving an explanation on the regrouping of different accounts respecting the [4th Accounting Directive](#). You should complete this form carefully. Given its complexity, it is recommended that the form be completed by a professional accountant or an auditor. The data reported will be used to evaluate the financial viability of the company/organisation. Thus it is very important that data reported are accurate. The Commission may wish to cross check the data with those reported in the official certified accounts. For this purpose the Commission reserves the right to ask for further documentation during the evaluation process.

**The amounts have to be filled out in euros** ([use the exchange rate of the closing date of the accounts](#)).

#### **Abbreviations t-1 and t0**

The abbreviation *t0* represents the last certified historical balance sheet and profit and loss account; *t-1* is the balance sheet prior to the last certified one. Consequently, the *closing date t0* is the closing date of the last certified historical balance sheet; the *closing date t-1* is the closing date of the balance sheet prior to the last one. *Duration t0* is the number of months covered by the last historical balance sheet. *Duration t-1* is the number of months covered by the penultimate certified historical balance sheet.

| BALANCE SHEET                       | CORRESPONDANCE 4 <sup>th</sup> ACCOUNTING DIRECTIVE                               |  |
|-------------------------------------|---|--|
| ASSETS                              | ASSETS / 4 <sup>th</sup> ACCOUNTING DIRECTIVE (Article 9)                         |  |
| <b>1. Subscribed capital unpaid</b> | <b>A. Subscribed capital unpaid</b>   | A. Subscribed capital unpaid (including unpaid capital)  |
| <b>2. Fixed assets</b>              | <b>C. Fixed Assets</b>  |  |
| 2.1. Intangible fixed assets        | B. Formation expenses as defined by national law<br>C. I. Intangible fixed assets | B. Formation expenses as defined by national law<br>C.1.1. Cost of research and development<br>C.1.2. Concessions, patents, licences, trade marks and similar rights and assets, if they were: (a) acquired for valuable consideration and need not be shown under C (I) (3); or (b) created by the undertaking itself<br>C.1.3. Goodwill, to the extent that it was acquired for valuable consideration<br>C.1.4. Payments on account       |
| 2.2. Tangible fixed assets          | C.II. Tangible fixed assets   | C.II.1. Land and buildings<br>C.II.2. Plant and machinery<br>C.II.3. Other fixtures and fittings, tools and equipment<br>C.II.4. Payment on account and tangible assets in course of construction  |
| 2.3. Financial assets               | C.III. Financial assets   | C.III.1. Shares in affiliated undertakings<br>C.III.2. Loans to affiliated undertakings<br>C.III.3. Participating interests<br>C.III.4. Loans to undertakings with which the company is linked by virtue of participating interest<br>C.III.5. Investments held as fixed assets<br>C.III.6. Other loans<br>C.III.7. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value) |
| <b>3. Current assets</b>            | <b>D. Currents assets</b>   |  |
| 3.1. Stocks                         | D.I. Stocks   | D.I.1. Raw materials and consumables<br>D.I.2. Work in progress<br>D.I.3. Finished products and goods for resale<br>D.I.4. Payment on account  |
| 3.2.1. Debtors due after one Year   | D.II. Debtors, due and payable after more than one year                           | D.II.1. Trade debtors<br>D.II.2. Amounts owed by affiliated undertakings<br>D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest<br>D.II.4. Others debtors<br>D.II.6. Prepayments and accrued income  |
| 3.2.2. Debtors due within one year  | D.II. Debtors due and payable within a year                                       | D.II.1. Trade debtors<br>D.II.2. Amounts owed by affiliated undertakings<br>D.II.3. Amounts owed by undertakings with which the company is linked by virtue of participating interest<br>D.II.4. Others debtors<br>D.II.6. Prepayments and accrued income  |
| 3.3. Cash at bank and in hand       | D.IV. Cash at bank and in hand  | D.IV. Cash at bank and in hand   |

|                           |                     |   |
|---------------------------|---------------------|---|
| 3.4. Other current assets | D.III Investments   | D.III.1. Shares in affiliated undertakings<br>D.III.2. Own shares (with an indication of their nominal value or, in the absence of a nominal value, their accounting par value)<br>D.III.3. Other investments |
| <b>Total assets</b>       | <b>Total assets</b> |   |

| <b>LIABILITIES</b>   | <b>LIABILITIES / 4th ACCOUNTING DIRECTIVE (Article 9)</b>                           |   |
|--|---|---|
| <b>4. Capital and reserves</b>                               | <b>A. Capital and reserves</b>  |   |
| 4.1. Subscribed capital                                      | A.I. Subscribed capital<br>A.II. Share premium account                              | A.I. Subscribed capital<br>A.II. Share premium account  |
| 4.2. Reserves  | A.III. Revaluation reserve<br>A.IV. Reserves  | A.III. Revaluation reserve<br>A.IV.1. Legal reserve, in so far as national law requires such a reserve<br>A.IV.2. Reserve for own shares<br>A.IV.3. Reserves provided for by the articles of association<br>A.IV.4. Other reserves  |
| 4.3. Profit and loss brought forward from the previous years | A.V Profit and loss brought forward from the previous years                         | A.V Profit and loss brought forward from the previous years   |
| 4.4. Profit and loss for the financial year                  | A.VI. Profit or loss for the financial year   | A.VI. Profit or loss for the financial year   |
| <b>5. Creditors</b>  | <b>C. Creditors</b>   |   |
| 5.1.1 Long term non-bank debt                                | B. Provisions for liabilities and charges (> one year)<br>C. Creditors (> one year) | B.1. Provisions for pensions and similar obligations<br>B.2. Provisions for taxation<br>B.3. Other provisions<br>C.1. Debenture loans, showing convertible loans separately<br>C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks<br>C.4. Trade creditors<br>C.6. Amounts owed to affiliated undertakings<br>C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests<br>C.8. Other creditors including tax and social security<br>C.9. Accruals and deferred income |
| 5.1.2. Long term bank debt                                   | C. Creditors "credit institutions" (> one year)                                     | C.2. Amounts owed to credit institutions<br>C.5. Bills of exchange payable  |
| 5.2.1. Short term non-bank Debt                              | B. Provisions for liabilities and charges (= one year)<br>C. Creditors (= one year) | B.1. Provisions for pensions and similar obligations<br>B.2. Provisions for taxation<br>B.3. Other provisions<br>C.1. Debenture loans, showing convertible loans separately<br>C.3. Payments received on account of orders in so far as they are not shown separately as deductions from stocks<br>C.4. Trade creditors<br>C.6. Amounts owed to affiliated undertakings<br>C.7. Amounts owed to undertakings with which the company is linked by virtue of participating interests<br>C.8. Other creditors including tax and social security<br>C.9. Accruals and deferred income |
| 5.2.2. Short term bank debt                                  | C. Creditors "credit institutions" (= one year)                                     | C.2. Amounts owed to credit institutions<br>C.5. Bills of exchange payable  |
| <b>Total liabilities</b>                                     | <b>Total liabilities</b>  |   |

| <b>PROFIT AND LOSS ACCOUNT</b>                                 | <b>PROFIT AND LOSS ACCOUNT / 4<sup>TH</sup> ACCOUNTING DIRECTIVE (Article 23)</b>                       |  |
|--|---|--|
| <b>6. Turnover</b>   | <b>1. Net turnover</b>  | 1. Net turnover  |
| 7. Variation in stocks   | 2. Variation in stock of finished goods and in work in progress   | 2. Variation in stocks of finished goods and in work in progress   |
| 8. Other operating income                                      | 3. Work performed by the undertaking for its own purposes and capitalized.<br>4. Other operating income | 3. Work performed by the undertaking for its own purposes and capitalized<br>4. Other operating income   |
| 9. Costs of material and consumables                           | 5. (a) Raw materials and consumables<br>5. (b) Other external charges                                   | 5. (a) Raw materials and consumables<br>5. (b) Other external charges  |
| 10. Other operating charges                                    | 8. Other operating charges  | 8. Other operating charges   |
| 11. Staff costs  | 6. Staff costs  | 6. (a) Wages and salaries<br>6. (b) social security costs, with a separate indication of those relating to pensions  |
| <b>12. Gross operating profit</b>                              | <b>Gross operating profit .</b>   |  |
| 13. Depreciation and value adjustments on non financial assets | 7. Depreciation and value adjustments on non financial assets   | 7. (a) Value adjustments in respect of formation expenses and of tangible and intangible fixed assets<br>7. (b) Value adjustments in respect of current assets, to the extent that they exceed the amount of value adjustments which are normal in the undertaking |

|  |  |  |
|--|--|--|
|  |  | concerned  |
| <b>14. Net operating profit</b>                                | <b>Gross operating profit - Depreciation and value adjustments on non-financial assets</b> |  |
| 15. Financial income and value adjustments on financial assets | Financial income and value adjustments on financial assets                                 | 9. Income from participating interests<br>10. Income from other investments and loans forming part of the fixed assets<br>11. Other interest receivable and similar income<br>12. Value adjustments in respect of financial assets and of investments held as current assets |
| 16. Interest paid  | Interest paid  | 13. Interest payable and similar charges   |
| 17. Similar charges  | Similar Charges  |  |
| <b>18. Profit or loss on ordinary activities</b>               | <b>Profit or loss on ordinary activities</b>   | 15. Profit or loss on ordinary activities after taxation   |
| 19. Extraordinary income and Charges                           | Extraordinary income and charges   | 16. Extraordinary income<br>17. Extraordinary charge   |
| 20. Taxes on profits   | Taxes  | 14. Tax on profit or loss on ordinary activities<br>19. Tax on extraordinary profit or loss<br>20. Other taxes not shown under the above items   |
| <b>21. Profit or loss for the financial year</b>               | <b>Profit or loss for the financial year</b>   | 21. Profit or loss for the financial year  |

**Annex 5 FORM to be completed**

**Simplified balance sheet and profit and loss account for the determination of financial capacity**

|                  |                      |              |                      |                      |                      |
|------------------|----------------------|--------------|----------------------|----------------------|----------------------|
| Applicant name   | <input type="text"/> | Type company | of                   | <input type="text"/> | <input type="text"/> |
|                  | <input type="text"/> |              | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Closing date t0  | <input type="text"/> | Duration t0  | <input type="text"/> | <i>months</i>        |                      |
| Closing date t-1 | <input type="text"/> | Duration t-1 | <input type="text"/> | <i>months</i>        |                      |

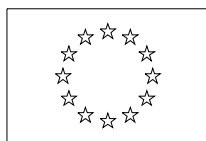
| <b>Balance sheet</b>                             |                      |                      |
|--|----------------------|----------------------|
| <b>Assets</b>                                    | <b>t0 (in Euro)</b>  | <b>t-1 (in Euro)</b> |
| 1. Subscribed capital unpaid                     | <input type="text"/> | <input type="text"/> |
| <b>2. Fixed assets (2.1+2.2+2.3)</b>             | <b>0</b>             | <b>0</b>             |
| 2.1 Intangible fixed assets                      | <input type="text"/> | <input type="text"/> |
| 2.2 Tangible fixed assets                        | <input type="text"/> | <input type="text"/> |
| 2.3 Financial assets                             | <input type="text"/> | <input type="text"/> |
| <b>3. Current assets (3.1+3.21+3.22+3.3+3.4)</b> | <b>0</b>             | <b>0</b>             |
| 3.1 Stocks                                       | <input type="text"/> | <input type="text"/> |
| 3.2.1 Debtors due after one year                 | <input type="text"/> | <input type="text"/> |
| 3.2.2 Debtors due within one year                | <input type="text"/> | <input type="text"/> |
| 3.3 Cash at bank and in hand                     | <input type="text"/> | <input type="text"/> |
| 3.4 Other current assets                         | <input type="text"/> | <input type="text"/> |
| <b>Total assets (1+2+3)</b>                      | <b>0</b>             | <b>0</b>             |

| <b>Liabilities</b>                               | <b>t0 (in Euro)</b>  | <b>t-1 (in Euro)</b> |
|--|----------------------|----------------------|
| <b>4. Capital and reserves (4.1+4.2+4.3+4.4)</b> | <b>0</b>             | <b>0</b>             |
| 4.1 Subscribed capital                           | <input type="text"/> | <input type="text"/> |
| 4.2 Reserves                                     | <input type="text"/> | <input type="text"/> |
| 4.3 Profit and loss brought forward              | <input type="text"/> | <input type="text"/> |
| 4.4 Profit and loss for the financial year       | <input type="text"/> | <input type="text"/> |
| <b>5. Creditors (5.11+5.12+5.21+5.22)</b>        | <b>0</b>             | <b>0</b>             |
| 5.1.1 Long term non-bank debt                    | <input type="text"/> | <input type="text"/> |
| 5.1.2 Long term bank debt                        | <input type="text"/> | <input type="text"/> |
| 5.2.1 Short term non-bank debt                   | <input type="text"/> | <input type="text"/> |
| 5.2.2 Short term bank debt                       | <input type="text"/> | <input type="text"/> |
| <b>Total liabilities (4+5)</b>                   | <b>0</b>             | <b>0</b>             |

| <b>Profit and loss</b> |                      |                      |
|------------------------|----------------------|----------------------|
|                        | <b>t0 (in Euro)</b>  | <b>t-1 (in Euro)</b> |
| 6. Turnover            | <input type="text"/> | <input type="text"/> |
| 7. Variation in stocks | <input type="text"/> | <input type="text"/> |

|  |          |          |
|--|----------|----------|
| 8. Other operating income                                      |          |          |
| 9. Costs of material and consumables                           |          |          |
| 10. Other operating charges                                    |          |          |
| 11. Staff costs  |          |          |
| <b>12. Gross operating profit (6.+7.+8.-9.-10.-11.)</b>        | <b>0</b> | <b>0</b> |
| 13. Depreciation and value adjustments on non-financial assets |          |          |
| <b>14. Net operating profit (12.-13.)</b>                      | <b>0</b> | <b>0</b> |
| 15. Financial income and value adjustments on financial assets |          |          |
| 16. Interest paid  |          |          |
| 17. Similar charges  |          |          |
| <b>18. Profit/loss on ordinary activities (14+15.-16.-17.)</b> | <b>0</b> | <b>0</b> |
| 19. Extraordinary income and charges                           |          |          |
| 20. Taxes on profit  |          |          |
| <b>21. Profit/loss for the financial year (18.+19.-20.)</b>    | <b>0</b> | <b>0</b> |

## **ANNEX 6**



**EUROPEAN COMMISSION**  
DIRECTORATE-GENERAL ENVIRONMENT

DIR F- RESOURCES  
ENV.F.2 – Finance

*(Please fill in your address)*

---

### **ACKNOWLEDGEMENT OF YOUR TENDER**

**Our reference: ENV.A.3/SER/2009/0064**

**Your reference:**

We wish to confirm the receipt and opening of your offer<sup>1</sup>. Your offer will now be evaluated by the Commission and its experts. You will be informed of the result in due course.

We thank you for your interest.

MarketsTeam  
DG ENV.F.2

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<sup>1</sup> Your personal contact data has been recorded in a database used by the Markets Team of unit ENV.F2 for the administrative management of offers. The Commission is bound by Regulation 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies. For more information, and to exercise your rights to access and eventually correct data concerning you, please don't hesitate to contact us.

## **ANNEX 7**

### CHECK LIST

1. Administrative information form filled in
2. Financial offer duly signed
3. Legal entity form completed and signed
4. Declaration of the candidate's eligibility regarding exclusion criteria, completed, signed and dated
5. Supporting documents for selection criteria
6. Acknowledgement form with candidate's address
7. Technical bid
8. Possible annexes