



EUROCORPSHEADQUARTERS
Quartier Aubert de Vincelles
BP 70082
F – 67020 Strasbourg Cedex

14 APRIL 2025

G8 P&C

TO: SALES DEPARTMENT

SUBJECT: Invitation for Bidding 25SC06

The HQ EC Purchasing and Contracting Office has issued an Invitation for Bidding (IFB) for the development of crisis response planning for Eurocorps Battle Staff Training in the framework of military exercise EUROPEAN BOOST.

IFB Reference: 25SC06

Title : Development of crisis response planning for Eurocorps Battle Staff Training in the framework of military exercise EUROPEAN BOOST

Bid Closing Date: 30 MAY 2025 17h00 Local Time.

Please find attached the following bidding documents:

- Invitation for Bid Part I
- Contract Signature Page
- Contract Part II: General Provisions
- Contract Part III: Statement of Work / Technical Requirements

The point of contact for any issue that may arise related to this Invitation for International Bidding are outlined below:

LTC Ignacio Arés	Chief P&C	03 88 43 23 54	g8-contract@eurocorps.org
CAP. Pauline Kuhn	Deputy Chief P&C	03 88 43 20 95	

Please confirm your intention to take part in this bidding or not via email.

Yours sincerely,

/// ORIGINAL SIGNED ///

LTC Arés Sabater, Ignacio
G8 P&C Section Chief
HQ EC Strasbourg

EUROCORPS HEADQUARTERS STRASBOURG

G8 BRANCH

PURCHASING & CONTRACTING SECTION

**Quartier Aubert de Vincelles – BP 70082 – F - 67020 Strasbourg CEDEX -
FRANCE**



<p>CONTRACT 25SC06 DEVELOPMENT OF CRISIS RESPONSE PLANNING FOR EUROCORPS BATTLE STAFF TRAINING</p>

PART I

INVITATION FOR BIDDING

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1. GENERAL

- a. The purpose of this Invitation for Bidding is to award a firm fixed-price contract for the development of crisis response planning for Eurocorps Battle Staff Training. The contractor must furnish the necessary manpower, management and supervision to provide the referred services in accordance with the provisions of the attached Statement of Work.

2. DEFINITIONS

- a. The term “**Prospective Bidder**” shall refer to the entity that has completed and returned the Enclosure of the transmittal letter of this IFB, and has indicated thereon its intention, without commitment, to participate in the bidding
- b. The term “**IFB**” shall refer the Invitation for Bidding
- c. The term “**Bidder**” shall refer to the bidding entity that has submitted a bid in response to this IFB.
- d. The term “**Contractor**” shall refer to the bidder to whom the contract is awarded.
- e. The term “**Contracting Officer**” designates the official executing this IFB on behalf of the HQ EC.
- f. The term “**days**” as used in this bid shall, unless otherwise stated, be interpreted as meaning calendar days.
- g. The term “**HQ EC**” shall refer to the EUROCORPS Headquarters Strasbourg.
- h. The term “**SOW**” shall refer to Statement of Work.
- i. The term “**COTR**” shall refer to Contracting Officer Technical Representative

3. ELIGIBILITY

- a. At the time of bidding, Bidders must be legally authorized to operate this kind of enterprise in France and comply with the following minimum requirements:
 - (1) Having performed at least two contracts within the last five years substantially similar in scope to the requirements described in this solicitation
- b. The bidder must have granted before the contract award the following EU Security Clearances:
 - (1) Facility Security Clearance – EU SECRET
 - (2) Personnel Security Clearances – EU SECRET

4. NATO SECURITY CLEARANCES

- a. This contract requires/does not require the EU Security Clearances mentioned in the Eligibility Clause above.
- b. All clearances required to execute the contract should be in-place prior to contract award.
- c. The Direction Generale de l'Armement (DGA) is the organ in charge of validating and approving the security clearances in France. Security form to be filled out by the Bidders can be found in DGA webpage :
<https://armement.defense.gouv.fr/securite-et-habilitation/habilitation-des-personnes-morales-et-physiques/procedures-dhabilitation-7>
- d. If the bidder does not own any EU Security Clearance, it shall fill out the security documents included in the abovementioned web page and email them to HQ EC G2X: duong.c@eurocorps.org
 - (1) G2X is the HQ EC Branch in charge of dealing with all Security Clearances. The bidder must contact directly G2X for any doubt that may arise related to this issue.
- e. The security clearance shall remain valid for the entire duration of the contract. It is the contractor's responsibility to seek renewal of expiring clearances in a timely manner to ensure continuation of valid security clearances for all its personnel who will perform the services under the contract awarded as a result of this IFB.

5. AMENDMENT OR CANCELLATION OF BID

- a. HQ EC reserves the right to amend or delete any one or more of the terms, conditions or provisions of the bid prior to the date set for the bid closing. An amendment or amendments to this bid will be written if deemed necessary.
- b. HQ EC reserves the right to cancel, at any time, this bid partially or in its entirety. No legal liability on the part of HQ EC for payment of any sort shall arise and in no event will a cause of action lie with any bidder for the recovery of any costs incurred in connection with preparing or submitting a bid in response hereto. All efforts initiated or undertaken by the bidder shall be done in consideration and acceptance of this fact. If this bid is cancelled prior to the bid opening, the bids already received will be returned un-opened to the senders upon their request.

6. EXTENSION OF BID CLOSING DATE

- a. Any bidder may request the HQ EC Contracting Officer an extension of the bid closing date. However, the request must reach the Contracting Officer, in writing, no later than 14 calendar days prior to the bid closing date and must include a strong justification for the request.
- b. The HQ EC Contracting Officer may grant an extension of the bid closing date at his/her own discretion. If the HQ EC Contracting Officer grants an extension of the bid closing date all the bidders will be granted the same extension.

7. COMPLIANCE STATEMENT

- a. The bidder shall include in its bid the compliance statement at Annex A-2. The bidder shall list thereon, when applicable, all deviations from the provisions of the intended contract. In case of conflict between the compliance statement and the detailed evidence or explanations/comments furnished, the detailed evidence/comments shall take precedence for the actual determination of compliance

8. DURATION OF THE CONTRACT

- a. The contract awarded through this IFB will be effective from the date of last signature by the Parties, and it will be in force until 31 December 2025.

9. VALUE ADDED TAX (VAT)

- a. According to Treaty of Strasbourg (Brussels on 22 November 2004, article 26) in connexion with the Directive 2006/112/CE, 28 November 2006, on the common system of value added tax, HQ EC pays VAT in France.
- b. French companies will charge 20% VAT directly in their invoices.
- c. Foreign companies may charge 20% VAT payable in France or 0% reversed charge.

10. PARTIAL BIDDING

- a. Partial bidding is not allowed.

11. BID CLOSING DATE

- a. Bids must be received at HQ EC, Bureau G8-P&C, **not later than 30 MAY at 17h00 hours (noon, Central European Time)**. At that time and date the bidding will be closed. Any bid received after the aforementioned bid closing date shall be subject to the provisions of paragraph 15 (Late Bids) hereto.

12. BID VALIDITY

- a. Bids submitted shall remain valid for a period of sixty (60) calendar days counted from the bid closing date. HQ EC reserves the right to request an extension of validity if a decision cannot be made within this time. Bidder will be entitled to either grant or deny this extension of validity; HQ EC will automatically consider a denial as a withdrawal of the bid.

13. BIDS SUBMISSION

- a. Bids shall be submitted in the English language. The original certificates required in clause 16 hereto issued by the bidder's national authorities shall also be delivered in English (together with the original document). In the event of inconsistency between any terms of this contract and any translation thereof into another language, the English language meaning shall control.
- b. Bids may be submitted by mail, courier or hand-carried. Bids hand-carried or delivered there by Commercial courier and parcel-delivery companies are to be handed over on working days between 07:45 – 17:00 hours (Monday to Thursday, 07:45 to 12:15 Friday, local time). The following telephone numbers will be transmitted to the carrier for appointment :

(1) +33 (0)3 88 43 29 79 / +33 (0)3 88 43 29 69 / +33 (0)3 88 43 23 54

- c. Bids submitted by electronic transmission are not permitted and will not be considered. A justification of the date of submission shall be sent to g8-contract@eurocorps.org
- d. The time and date the bid is handed over will be recorded on the envelope or package and the delivery agent will be requested to sign the date/time endorsement, signifying his agreement as to its accuracy.
- e. Bidders shall submit their bids in two sealed envelopes containing the following documentation:
 - (1) Envelope A: Administrative documents.
 - (2) Envelope B: Price Proposal and Technical Offer.

- f. The two envelopes shall be submitted inside a single sealed envelope suitable for mailing and marked with the HQ EC address:

QUARTIER GENERAL DU CORPS EUROPEEN
Quartier Aubert de Vincelles
Bureau G8 – P&C
BP 70082
67020 STRASBOURG CEDEX

- g. The two inside envelopes shall be duly sealed and identified with the following markings:

<p style="text-align: center;">“NAME AND ADDRESS OF THE BIDDER”</p> <p style="text-align: center;">INVITATION FOR BIDDING N. 25SC06</p> <p style="text-align: center;">ENVELOPE A OR ENVELOPE B</p> <p style="text-align: center;">OFFER FOR EUROCORPS BATTLE STAFF TRAINING</p> <p style="text-align: center;">DO NOT OPEN / SEALED BID</p> <p style="text-align: center;">TO BE OPENED BY CONTRACT AWARD COMMITTEE (CAC)</p>
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14. BID WITHDRAWAL

- a. A bidder may withdraw his bid up to the date and time specified for the bid closing, by written or email notice to the Contracting Officer. The bid will be returned unopened to the bidder, at his expense.

15. LATE BIDS

- a. The bidder must make every effort to ensure that its bid reaches HQ EC before or on the exact date and time fixed for the bid closing. Any bid received after this time is considered a late bid. Late bids shall be considered only before the contract has been awarded and on condition that their failure to arrive on time is solely the result of:
- (1) A delay in the government channels, i.e. governmental courier service or mail for which the bidder was not responsible, but only if the bid was sent not later than five (5) calendar days before the bid closing, by Registered Mail or by Certified Mail, for which an official Post Office date stamp or the receipt for certification has been obtained. Note: commercial courier or parcel-delivery companies are not considered to be governmental channel.
 - (1) Mishandling by HQ personnel upon or after receipt.

- b. Other late bids cannot be considered for award; these bids will be treated as non-responsive and will be returned unopened to the bidder, at his expense.

16. CONTENT OF PROPOSALS

- a. The proposal shall consist of the documents listed in paragraphs 16.A and 16.B below, sent in two separate sealed envelopes, as stated in paragraph 13.
- b. Failure to submit any of the documents or evidence listed below will render the tender ineligible.
- c. The contracting authority reserves the right to regularise tenders.
- d. In this case, the decision to regularise will apply to all candidates concerned.

A. ADMINISTRATIVE DOCUMENTS

The envelope containing these documents shall be sealed and marked "Administrative Documents to Bid Ref^a 25SCXX

- (1) A **table of contents** for the entire proposal
- (2) **Bidder's name**, address, Point of Contact, phone number, e-mail address and Internet site (Annex A-1)
- (3) **Compliance Statement** for the intended contract (Annex A-2). For more information on the Compliance Statement please see Paragraph 7 hereto.
- (4) **Exclusion criteria documentation**: the bidder shall provide a declaration on its honor, duly signed and dated (Annex A-3)
- (5) **Power of attorney of the firm's legal representative**, justifying the scope of his/her power, registered in the Trade Register, if it is the case. A photocopy of his/her fiscal identification or passport shall be delivered together with the power of attorney.
- (6) **Proof of a full organizational structure** including official commercial registration in the Country of Origin/Registration, the availability of infrastructure and the list of key management personnel.
- (7) **The bidder demonstrates**:
 - (a) Experience in leading the design and delivery of a CPX/CAX covering strategic, joint operational and tactical echelon aspects,

- (b) Experience with the EU's decision making process, campaign synchronisation and battle rhythm events from strategic to joint operational and tactical levels
 - (c) Experience with working with a FHQ in a CSDP military operation
 - (d) Familiarity with the AUGUSTIA scenario and ability to integrate data and documents into respective systems.
- (8) **Certificate from national revenue authorities** stating bidder's fulfillment of tax obligations.
- (9) **Certificate from social security authorities** stating bidder's fulfillment of social security contributions/obligations.
- (10) **Certificate from insurer** stating bidder's fulfillment of suitable civil liability insurance.
- (11) **Proof of financial stability/reliability of the bidder** (i.e. letter from a banking institution), to include demonstration that the bidder and its proposed sub-contractor(s) is/are-was/were not subject to bankruptcy over the last three (3) calendar years (This may not be applicable if the bidder is a governmental and/or a non-commercial institution).
 - (a) Note: In case of doubt, HQ EC may request the bidder to deliver the annual nominal accounts or extract of these accounts for the past three financial years published in accordance with the legislation or practice of the country in which the bidder is registered.
- (12) **List of Sub-Contractors (if any)**, specifying area of work, which the Bidder proposes to use for the performance of the contract. If a bidder intends to engage sub-contractor(s), the bidder shall be responsible for the sub-contractors' compliance with the same administrative and technical requirements as the ones required for the bidder.
 - (a) Depending on the nature of the subcontracted activities, sub-contractors might be subject to the same security clearance rules as the bidder.
- (13) **Bidder's Quality Assurance Plan** (compliant, with ISO 9001, ISO 280000 or equivalent standard) to ensure that the requirements of the contract are provided as specified. The plan shall describe the methods for identifying and preventing issues before the level of performance becomes unacceptable.
- (14) Possession by the Bidder's company and proposed personnel of a **current and valid EU SECRET security clearance**. The security clearance shall remain valid for the entire duration of the contract. It is the contractor's

responsibility to seek renewal of expiring clearances in a timely manner to ensure continuation of valid security clearances for all its personnel who will perform the services under the contract awarded as a result of this IFB. **The bidder shall provide as part of its administrative submission copies of the certificate of security clearance (or an equivalent Bidder's declaration/certification signed by an authorized Bidder's representative) for any of its personnel proposed for the performance of the contract.**

B. TECHNICAL OFFER AND PRICE PROPOSAL

- a. **The bidder shall demonstrate his/her overall understanding of the requirements** stated in this IFB as well as a general understanding of the HQ EC environment in which the services will have to be performed in case of an award of a contract. This shall outline the bidder's intentions and method, which will be employed in meeting the requirements stated in this IFB. The bidder shall not merely restate the introductory paragraphs and/or the content of the SOW but shall state/explain in a narrative, concrete manner and with appropriate level of detail how the requirements will be met by the bidder in case of an award of a contract. This shall include but not be limited to:
 - (1) Bidder's plans and activities on how to ensure customer's satisfaction in managing and executing the requirements included in this IFB.
 - (2) Bidders demonstrated availability of the fully qualified, experienced and trained personnel and suitable assets/equipment
- b. **The bidder shall provide a list of key personnel** proposed for the performance of the contract, in accordance with requirements detailed in Part III Technical Specifications. Bidders must specify name, qualification, and intended position of the proposed personnel, as well as the resumes of bidder's key personnel to show that personnel possess the educational background, experience required to perform their tasks as established in this solicitation.
- c. **Price Proposal** shall be **mandatorily** submitted in accordance with requirements enclosed in Annex A-4. The basic breakdown on this format is not strictly limited therefore Bidders may expand on line items provided in the price format by adding sub-line items as deemed necessary. However the basic presentation shall not change. **Prices shall be quoted in EURO currency and using two (2) decimal numbers.** The amount of Value Added Tax shall be specified separately, in according to the rules stated in the clause 9.
- d. The Technical Offer and Price Proposal shall be submitted in another sealed envelope as stated in article 13.

17. REQUEST FOR CLARIFICATION

- a. Bidders must seek any clarification as soon as possible. Such requests for clarification must be submitted to the HQ EC Contracting Officer in writing, not later than 14 calendar days prior to the bid closing date. The contact e-mail address for any clarification is the following : g8-contract@eurocorps.org
- b. When a bidder requests clarification, the Contracting Officer will send the clarification to all eligible bidders after which all questions and answers will be formally incorporated into the Bid.

18. BID EVALUATION

- a. The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services offered shall be the responsibility of HQ EC and shall be based on information provided by bidders. HQ EC will not be responsible for searching, locating or confirming any information, which is not clearly identified and available in the bid.
- b. Contract will be evaluated taking into account the following criteria:
 - (1) Selection criteria: assessment of financial and administrative documents in accordance with paragraph 16 above (pass or fail)
 - (2) Award criteria: Rather than automatically accepting the lowest price, the contract evaluation process applies weighting for skills, quality, experience and previous performance in a manner to ensure value for money. To determine the Lowest Price Technically Acceptable offer, the CAC assessment will be based on the following weighting criteria:
 - (a) Cost/Price criteria.(lowest price tender) (60%)
 - (b) Relevant experience and examples of past productions (10%)
 - (c) Understanding of the project and proposed methodology (15%)
 - (d) Team dedicated to the performance of the contract (15%)
- c. During the evaluation, HQ EC may request bid clarification from the Bidder. No changes in the technical specifications or in the prices is allowed once the bid has been opened.
- d. Evaluation Phases will be as follows:
 - (1) Bidder's compliance of administrative requirements listed in clause 16 compliance of administrative requirements (pass or fail).
 - (2) Evaluation of the Price and Non-Price (technical) factors, only to bidders who have passed the abovementioned evaluation process. This phase consists of two steps:

- (a) Assessment of bid, technical submission: by the HQ EC Contract Award Committee Experts.
 - (b) Assessment of bid, price proposal: to bidders whose technical submission has been assessed compliant with the IFB requirements
- (3) At the end of the evaluation process, the Lowest Price, Technically Compliant bidder will be proposed by the HQ EC Contract Award Committee for contract award.

19. CLARIFICATION OF BIDS DURING BID EVALUATION

- a. During the entire bid evaluation process HQ EC reserves the right to discuss any bid with the bidders in order to clarify what is being offered and to resolve any potential areas of non-compliance.

20. PRE-AWARD SURVEY

- a. If after the bid submission, one or more bidder(s) is/are considered for an award of a contract, HQ EC reserves the right to conduct a survey of the bidder(s) technical, financial and facility capabilities, to include contacting appropriate National/International authorities. Bidders found responsible to have provided false documentation or information will be debarred and, therefore, denied from doing business with HQ EC.

21. AWARD

- a. EC Contract Award Committee will award the contract to the Bidder whose conforming proposal represent the most economical solution to EC, and demonstrates that the Bidder can fully accomplish IFB requirements.
- b. HQ EC reserves the right to negotiate the final terms and conditions of the contract before making the award.

22. COMMUNICATION

- a. Any administrative communication related to this IFB, between a prospective bidder and HQ EC shall be through one of the following Contracting Officers:

LTC Ignacio Arés	Chief P&C	03 88 43 23 54	g8-contract@eurocorps.org
CAP. Pauline Kuhn	Deputy Chief P&C	03 88 43 20 95	g8-contract@eurocorps.org

- b. There shall be no contact with other HQ EC personnel. This is to maintain all bidders on equal and competitive footing.
- c. For Security issues, the bidder must contact directly with G2X:

OR-9 Duong, Christian	G2X	03 88 42 21 24	Duong.c@eurocorps.org
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23. ZERO TOLERANCE POLICY

- a. All HQ EC Purchasing and Contracting personnel observes a "zero tolerance" policy and does not accept any type of gift or any offer of hospitality. Bidders are therefore expected not to offer any gift or hospitality during any phase of the acquisition process (i.e. pre-award, award, post-award).
- b. By submitting a bid in response to this IFB the bidders implicitly certify that neither the bidders nor their agents or representatives have offered or given any gratuity whatsoever to any HQ EC personnel with a view to securing a contract or favourable treatment with regard to the award, modification or execution of any contract under this solicitation.
- c. The Contracting Officer may, by registered letter, terminate any contract awarded as a result of this solicitation at no cost to HQ EC without notice if it is found, after an investigation that gratuities such as, but not limited to entertainment and gifts were offered or given by the Contractor to HQ EC personnel with the respect to the award of any contract under this solicitation, or to the taking of any decision regarding its execution.

24. RESTRICTION ON DISCLOSURE AND USE OF DATA

- a. Bidders that include in their bids data that they do not want disclosed to the public for any purpose, or used by HQ EC except for evaluation purposes must mark the title page with the following legend:

"This bid includes data that shall not be disclosed outside HQ EC and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this bid. If, however, a contract is awarded to this Bidder as a result of -- or in connection with - the submission of this data, HQ EC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit HQ EC right to use information contained in this data if it is obtained from another source without restriction."

Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid."

- b. Bidders that include in their bids data that they do not want disclosed to the public for any purpose, or used by HQ EC except for evaluation purposes must mark the title page with the following legend:

“This bid includes data that shall not be disclosed outside HQ EC and shall not be duplicated, used, or disclosed - in whole or in part - for any purpose other than to evaluate this bid. If, however, a contract is awarded to this Bidder as a result of -- or in connection with - the submission of this data, HQ EC shall have the right to duplicate, use, or disclose the data to the extent provided in the resulting contract. This restriction does not limit HQ EC right to use information contained in this data if it is obtained from another source without restriction.”

Mark each sheet of data it wishes to restrict with the following legend:

“Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this bid.”

///ORIGINAL SIGNED///

LTC Ignacio Arés Sabater

Purchasing and Contracting Section Chief

G8 P&C

HQ EC Strasbourg

ANNEX A-1: NAME OF BIDDER

This Bid is prepared and submitted on behalf of the legal corporate entity specified below:

FULL NAME OF CORPORATION: _____

DIVISION (IF APPLICABLE): _____

SUB DIVISION (IF APPLICABLE): _____

OFFICIAL MAILING ADDRESS: _____

VAT ID (IF E.U. COMPANY): _____

E-MAIL ADDRESS: _____

PHONE NO: _____

POINT OF CONTACT REGARDING
THIS BID:

NAME: _____

POSITION: _____

E-MAIL: _____

TELEPHONE: _____

ALTERNATIVE POINT OF
CONTACT:

NAME: _____

POSITION: _____

E-MAIL: _____

TELEPHONE: _____

DATE

STAMP & SIGNATURE OF AUTHORISED
REPRESENTATIVE

ANNEX A-2: COMPLIANCE STATEMENT

It is hereby stated that we have read and understand all documentation issued as part of the IFB Reference **25SC06**, that all the data provided for the evaluation of this contest is true and correct, and that our proposal submitted in response to the referred solicitation is fully compliant with the provisions of the IFB and the intended contract with the following exception(s):

Clause Reference	Description of Deviation

(if necessary add one or more pages)

It is hereby confirmed that in case of an award of a contract, our Firm shall be able to start contract performance as of the awarding date.

Date:

Signature:

Name & Title:

Company:

Company Bid
Reference:

(*) Bidders' response to this IFB must be based on full compliance with the terms, conditions, and requirements of the IFB and its future clarifications and/or amendments. The bidder may offer variations in specific implementation and operational details, provided that the functional and performance requirements are fully satisfied. In case of conflict between the compliance statement and the detailed evidence or explanations/comments furnished, the detailed evidence/comments shall take precedence for the actual determination of compliance. HQ EC reserves the right to not accept the variations offered by the Bidder and, therefore, disqualify the Bidder from this IFB.

ANNEX A-3: NON-EXCLUSION FORM

The undersigned (name of the signatory of this form, to be completed), representing (name of the firm), declares that the company or organization that he/she represents:

1. Is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulation.
2. Has not been convicted of an offence concerning its professional conduct by a judgment which has the force of res judicata
3. Has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity

Full name:

Date:

Signature:

ANNEX A-4:PRICE PROPOSAL

Mr/Ms _____, authorized representative of the Company, certifies that the prices offered are fixed and firm.

The pricing and all other aspects of our original offer will remain valid sixty (60) calendar days starting from the bid closing date.

The prices offered include all the expenses in connection with this contract; therefore, no additional sums will be received from the Purchaser for any cost that it could deem as necessary for the performance of the contract unless otherwise specified in the contract or individual task orders.

	PRICE	TOTAL
JOPG Phase		
EC European Boost Phase		
	TOTAL	
	VAT (%)	
	TOTAL + VAT	

I hereby declare that I have fully understood the content and the purpose of the SOW (Statement of Work) with respect to the required quality standards.

Name: Date: Signature + Stamp

ANNEX A-5 : SELECTION CRITERIA

This criteria are evaluated on a pass or fail basis.

SECTION A – ADMINISTRATIVE DOCUMENTS					
#	Description	Compliant	Not compliant	Comments	Reference(s)
1	Table of contents				Part 1 Paragraph 16.A
2	Annex A-1 : Bidder's information				
3	Annex A-2 : Compliance Statement				
4	Annex A-3 : Exclusion criteria documentation				
5	Power of Attorney				
6	Commercial registration				
7	Past Experience in required areas of expertise				
8	Certificate from national revenue authorities				
9	Certificate from social security authorities				
10	Certificate of insurance				
11	Proof of financial stability				
12	List of sub-contractors specifying area of work				
13	Quality assurance plan				
14	EU Secret facility clearance and personal clearances				
SECTION B – TECHNICAL OFFER					
1	Provision of a technical offer and a price proposal in a sealed envelop				Part 1 Paragraph 16.B
2	List of personnel for the performance of the contract, in accordance with requirements described in Part III technical specifications				
3	Annex A-4 signed and price proposal in accordance with requirements				

ANNEX A-6 : BID EVALUATION

1. PRINCIPLES

- a. The weighted criteria Bid Evaluation Process is based on the following principles:
 - (1) Selection criteria that reflects the critical elements of the project and that can be assigned a weighting;
 - (2) Weightings that reflect the relative importance of selection criteria;
 - (3) Scores that are based on information submitted with the tender bid; and
 - (4) Normalising the non-price criteria and the offer price before applying the weightings to allow for the true effect and advantage of the weighting system

2. RULES FOR BID EVALUATION

- a. A Contract Award Committee will assess the bids in accordance with the procedures noted below.
- b. The bids are scored according to the information provided. Only that information submitted at the time of close of bid and lodged with the bid shall be used in the evaluation.
- c. Rather than automatically accepting the lowest price, this bid evaluation process applies weighting for skills, quality, and experience in a manner to ensure value for money.
- d. Scoring Price criteria :
 - (1) The price is the sum that HQ EC would be required to pay to the Bidder for the service provided. This must include all costs over the duration of the contract.
 - (2) The price must be detailed in accordance with Annex A-4.
 - (3) Scores for price are based on the following method:

$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$
- e. Scoring non-price criteria :
 - (1) **Add the individual scores for each non-price criterion.**
 - (2) **Weigh the individual scores** for each non-price criteria according to the pre-determined weightings.
 - (a) The weighted score is calculated by multiplying the score by the weight. In the example given below, the weighted score for tender 1, criteria 1 is calculated as $9 \times 20\% = 1.80$.

- (b) **The sum of non-price scores for each tender is then normalised to 10.** Normalising is a transformation applied uniformly to each element in a set of data so that the set has some statistical property.

- (c) The following formula is applied to normalise the non-price scores:

$$\frac{\text{Sum of non-price score for each tender} \times 10}{\text{Highest sum of non-price scores}}$$

- (d) **This score is then adjusted for the total weighting of all the non-price criteria** to obtain the overall weighted non-price score.

- (3) The example below shows how the weighted score is calculated and to normalise non-price scores:

			TENDER 2	TENDER 3	TENDER 1
CRITERIA	WEIGHT %				
1	20	SCORE	9,00	8,00	9,00
		WEIGHTED SCORE	1,80	1,60	1,80
2	10	SCORE	7,00	8,00	7,50
		WEIGHTED SCORE	0,70	0,80	0,75
3	10	SCORE	7,00	6,00	9,00
		WEIGHTED SCORE	0,70	0,60	0,90
TOTAL WEIGHTED SUM		40			
TOTAL NON-PRICE CRITERIA			3,20	3,00	3,45
NORMALISED NON-PRICE			9,28	8,70	10,00
WEIGHTED NON-PRICE			3,71	3,48	4,00

- (4) The highest non-price total score is given a score of 10 and the other sums are ranked accordingly in proportion.

f. Total score :

			TENDER 1	TENDER 2	TENDER 3
CRITERIA	WEIGHT %				
1	20	SCORE	9,00	8,00	9,00
		WEIGHTED SCORE	1,80	1,60	1,80
2	10	SCORE	7,00	8,00	7,50
		WEIGHTED SCORE	0,70	0,80	0,75
3	10	SCORE	7,00	6,00	9,00
		WEIGHTED SCORE	0,70	0,60	0,90
TOTAL WEIGHTED SUM		40			
TOTAL NON-PRICE CRITERIA			3,20	3,00	3,45
NORMALISED NON-PRICE			9,28	8,70	10,00
WEIGHTHED NON-PRICE			3,71	3,48	4,00
WEIGHTED PRICE		60			
PRICE OFFER			1.282.000,00	1.333.000,00	1.925.000,00
NORMALISED PRICE			10,00	9,62	6,66
TOTAL WEIGHTED PRICE			6,00	5,77	4,00
TOTAL SCORE			9,71	9,25	8,00

g. Equivalency Rule

- (1) When the difference between the first and second ranked scores is less than 3% the lowest price tender of the two is taken as the preferred tender unless there are extraordinary reasons for not doing so (The “3% rule” is based on a statistical review of the variances in the subjectivity).

3. **SELECTED WEIGHTED CRITERIA**

- a. Rather than automatically accepting the lowest price, this contract evaluation process applies weighting for skills, quality, experience and previous performance in a manner to ensure value for money
- b. The weighted criteria applied are the following:
 - (1) Price criteria (60%)
 - (a) The price must be detailed in accordance with Annex A-4.
 - (2) Relevant experience (10%)
 - (a) Previous experience of the Bidder in relation to the fields of expertise required to achieve the intended outcomes of the project. Recent experience is more valuable than historic experience.
 - (3) Understanding of the project and proposed methodology (15%)
 - (a) The procedures or methods the Bidder proposes to use to achieve the specified end results, or the special processes detailed in tender documents.
 - (b) The Bidder should be able to demonstrate its capability to bring the contract to a satisfactory conclusion by describing the methodology of approach to accomplish the project’s required outcomes.
 - (4) Team dedicated to the performance of the contract (15%)
 - (a) Presentation of the proposed team which should consist of at least one project manager and the relevant subject matter experts to accomplish the project
 - (b) Details regarding name, CVs, technical expertise, background and description of the role assigned in the project for each team member