



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

17/03/2025

G8 P&C

TO: SALES DEPARTMENT

SUBJECT: Invitation for Bidding n. IFIB 25INV05

The HQ EC Purchasing and Contracting Office has issued an Invitation for International Bidding (IFIB) for the acquisition of heating units for tents with the details below mentioned:

IFB Reference	25INV05
Title	Acquisition of heating units for the EUROCORPS Headquarters Command-post system
Duration	Fiscal years 2025 to 2028
Bid closing date	2 May 2025, 17h00
Available budget (VAT excluded)	802,346 €
Available budget (VAT included)	962,816 €

Please find hereafter the invitation for bidding file, enclosing:

- Invitation for Bid Part I
- Signature Page
- Contract Part II: General Provisions / Administrative Clauses
- Contract Part III: Technical Requirements

HQ EC STRASBOURG
Purchasing & Contracting Office

Mrs. C. Helbling
Tel: 0033 (0)3 88 43 2979
E-mail: g8-contract@eurocorps.org

Yours sincerely,

/// ORIGINAL SIGNED ///

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

SUBJECT: INVITATION FOR BID REFERENCE-IFB 25INV05

ACQUISITION OF HEATING UNITS FOR TENTS
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1. GENERAL

- a. The purpose of this Invitation for International Bidding is to award a firm fixed-price contract for the provision of heating units for tents (45m²). 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.
- b. The maximum amount to be expended under this contract is 962,816 euros, VAT included.

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 "**IFIB**" shall refer the Invitation for International 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.

4. 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.

5. 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.

6. COMPLIANCE STATEMENT

- a. Bidders' bids must be based on maximum compliance with the terms, conditions, and requirements of the bid and its future clarifications and/or amendments.
- b. 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

7. DURATION OF THE CONTRACT

- a. The contract awarded through this IFIB will be effective from the date of notice by the HQ EC, and it shall last 4 years.
- b. Delivery date shall be in accordance with the bidder's offer accepted by HQ EC.

8. 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.

9. PARTIAL BIDDING

- a. Partial bidding is not allowed.

10. BID CLOSING DATE

- a. Bids must be received at HQ EC, Bureau G8-P&C, **not later than 2nd May 2025 at 17 hours (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 14 (Late Bids) hereafter.

11. 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.

12. BIDS SUBMISSION

- a. Bids shall be submitted in the English language. The original certificates required in clause 15 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 from Monday to Thursday
 - between 07:45 – 12:15 on Friday.

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>“NAME AND ADDRESS OF THE BIDDER”</p> <p>INVITATION FOR BIDDING N. 25INV05</p> <p>ENVELOPE A OR ENVELOPE B</p> <p>OFFER FOR HEATING UNITS FOR TENTS</p> <p>DO NOT OPEN / SEALED BID</p> <p>TO BE OPENED BY CONTRACT AWARD COMMITTEE (CAC)</p>

13. 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 un-opened to the bidder, at his expense.

14. 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.

15. CONTENT OF PROPOSALS

- a. The **administrative and technical documentation** shall be submitted in the order specified below.
- b. The proposal shall consist of the following minimum documents:

A. ADMINISTRATIVE DOCUMENTS

The envelope containing these documents shall be sealed and marked as stated in article 12.g here-above

- (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 6 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) **Certificate from national revenue authorities** stating bidder's fulfillment of tax obligations.
- (8) **Certificate from social security authorities** stating bidder's fulfillment of social security contributions/obligations.
- (9) **Certificate from insurer** stating bidder's fulfillment of suitable civil liability insurance.
- (10) **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.
- (11) **A list containing, as a minimum, two (2) contracts successfully performed within the last five (5) years** substantially similar in scope and magnitude to the requirement described in this IFIB.
- (12) **Past Performance questionnaire:** the Past Performance Questionnaire template is available at Annex A-6.
 - (a) For the contracts included in the list as per point 11 above, the bidder shall ask to each of its previous customer(s) to complete the "Past Performance Questionnaire". Once completed, the bidder shall provide the Past Performance Questionnaires to HQ EC as part of its bidding package.
 - (b) By this means it is assessed the Bidder performance in completing past projects to the quality standards required, time performance, within budget, claims history, project management, and product value.

(c) *Note: HQ EC reserves the right to verify the validity of the information provided in the Past Performance Questionnaires.*

- (13) **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.
- (14) **Bidder's Quality Assurance Plan:** The Bidder shall be compliant with ISO 9001/2015 Quality Management System or equivalent. The quality assurance plan shall be included in the Technical Specifications. Required quality certifications are stated in Part III Section B.2 and B.5.
- (15) The Bidder must provide an administrative and technical point of contact for the duration of the contract, and specify the name, qualification and position of the proposed personnel(s).

B. TECHNICAL OFFER AND PRICE PROPOSAL

- a. Technical Requirements to be evaluated together with the required documentation are specified in Annex A-8 Paragraph 2.e hereto.
- b. The bidder shall demonstrate his overall understanding of the requirements stated in this IFIB 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 IFIB. 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 IFIB.
- (2) Bidders demonstrated availability of the necessary infrastructure, fully qualified, experienced and trained personnel and suitable assets/equipment.
- (3) Bidder's delivery plans and activities on:
- (a) Progress status reporting;
- (b) Open/ongoing/completed Tasks;
- (c) Performance measurement;
- (d) Quality control/assurance.
- c. **Price Proposal** shall be **mandatorily** submitted in accordance with the enclosed PRICE FORMAT (Annex A-5). 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.

- d. The Technical Offer and Price Proposal shall be submitted in another sealed envelope and marked as stated in paragraph 12.g

16. 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 (e-mail is preferable), no later than 14 calendar days prior to the bid closing date.
- 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.

17. BID EVALUATION

- a. The evaluation of Bids and the determination as to the responsiveness and technical adequacy of the services, products and materials 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 15 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.
 - (3) Weighting Evaluation criteria is set-up in Annex A-8.
- 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) Bidders' compliance of administrative requirements listed in clause A.15 compliance of administrative requirements (pass or fail).
 - (2) Evaluation of the Price and Non-Price (technical) factors, only to bidders who has 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 IFIB 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.

- e. Tenders that do not include all the required information will be declared irregular. HQ EC reserves the right to regularise tenders under the same conditions for all candidates.

18. 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.

19. 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.

20. 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.

21. COMMUNICATION

- a. Any administrative communication related to this IFIB, 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 ; Ares.s@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.

22. 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 IFIB 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 favorable 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.

23. 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 ArésSabater
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 IFIB 25INV05, 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 IFIB 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 IFIB must be based on full compliance with the terms, conditions, and requirements of the IFIB 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 IFIB.

ANNEX A-3: EXCLUSION CRITERIA 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: OFFER PROPOSAL

I, _____ the undersigned, as an authorized representative of the Company, do hereby certify that the overall firm fixed offer for, as specified in the Invitation for Bid n. IFIB 25INV05 and in the technical requirements annexed are:

1. Price with transport costs* (DDP Strasbourg, France)**

Delivery time from notice of purchase order : _____ weeks

(Shipping-time: _____ weeks + transport time to DDP Strasbourg FR: _____ weeks).

	UNIT PRICE	VAT (%)	TOTAL
HEATING UNITS			
TRANSPORT COSTS IN EC WAREHOUSE			

2. Price without transport costs* (FCA _____ location in the European Union, city and country to be specified by the Bidder)**

Delivery time from notice of purchase order: _____ weeks

(shipping time: _____ weeks + transport time to FCA _____ : _____ weeks).

	UNIT PRICE	VAT (%)	TOTAL
HEATING UNITS			

The pricing and all other aspects of our original offer will remain valid for 60 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.

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

(*) The delivery option will be chosen and specified by HQ EC in the awarding letter (delivery in HQ warehouse or in a company determined pick-up location by HQ means) nevertheless both PRICE OPTIONS have to be fulfilled by the bidder. (**) INCOTERMS 2020.

ANNEX A-5: PREVIOUS EXPERIENCE

References of current or recent contracts

SUBSTANTIALLY SIMILAR IN SCOPE AND MAGNITUDE TO THE REQUIREMENTS OF THIS IFIB ¹

For each project/contract/agreement, please indicate:

1. Project name	
2. Type of customer (government, civilian/military /international organizations, ONG)	
2. Client's project manager (name, telephone, email)	
3. Quality standards required in the project	
4. Target performance level (from 1 to 5, being 5 the maximum performance level)	
5. Tender price	
5.1 Variations to initial price	
5.3 Final price	
6. Initial completion date	
6.1 Extensions of time granted	
7. % of the project performed by sub-contractors (if any)	

1. Project name	
2. Type of customer (government, civilian/military /international organizations, ONG)	
2. Client's project manager (name, telephone, email)	
3. Quality standards required in the project	
4. Target performance level (from 1 to 5, being 5 the maximum performance level)	
5. Tender price	
5.1 Variations to initial price	
5.3 Final price	
6. Initial completion date	
6.1 Extensions of time granted	
7. % of the project performed by sub-contractors (if any)	

¹Contracts listed may include those entered into by the Government, agencies of state and/or local governments, civilian/military organizations, non-profit entities, international organizations and/or commercial concerns. If the customer is the government/military/International organization, a certificate issued by the competent authority is required.

ANNEX A-6:PAST PERFORMANCE QUESTIONNAIRE

Bidders shall ask their previous customer(s) to complete the "Past Performance Questionnaire". **Once completed, the past performance questionnaires shall be included in the bidder's bid package.**

<p>1. Contractor's Details<i>(the name, address, etc of the company that has <u>provided</u> the goods/services)</i></p>
<p>2. Customer's Details<i>(the name, address, etc of the company which has <u>received</u> the goods/services and, therefore, is filling in this questionnaire)</i></p>
<p>3. Customer's POC:</p> <p>Name: _____ Tel: _____</p> <p>Email: _____ Fax: _____</p>
<p>4. Contract reference/Title:</p>
<p>5. Contract type:</p> <p>() Firm Fixed Price* () Cost Reimbursement*</p> <p style="padding-left: 40px;">() Other* (Please specify)</p> <p>(*) <i>Mark with a "X"</i></p>
<p>6. Period of Performance:</p> <p>From _____ to _____</p>
<p>7. Contract amount:</p> <p>- at the time of award: _____</p> <p>- after modifications: _____</p>
<p>8. Description of Contract Service(s):</p>
<p>9. Complexity of Work: () Difficult* () Routine* (*) <i>Mark with a "X"</i></p>

10. Evaluation Factor	11. Rating (use past performance rating guidelines on next page)	12. Comments (Attach additional sheets, if necessary)
a. Quality of Work, Supplies, Services		
b. Experience/Expertise		
c. Personnel		
d. Ability to oversee and administrate the Contract		
e. Subcontractor Management		
f. Business Relations		
g. Reliability		
h. Timeliness of Performance (was there any delay in the contract execution?)		
i. Liquidated Damages (was there any event generating the need for liquidated damages?)		
j. Customer Satisfaction		
k. Correspondence between requirement and contractor's performance (did any discrepancy occur during the contract execution?)		
i. Cost/Budget Control		
m. Quality Control		
n. Procedures and safety records/standards		
<p>11. Considering all information provided above, please rate the contractor's performance overall (*):</p> <p>() Excellent(5) () Good(4) () Fair(3) () Poor(2) () Unsatisfactory(1)</p>		

(*) Mark with a "X"	
12. Would you select this firm again? Please explain. (Attach additional sheet if necessary.)	
13. Name & Date	15. Signature
14. Title	

PERFORMANCE RATING GUIDELINES

Summarize contractor Performance in each of the rating areas.

Assign each area a rating of Unsatisfactory, Poor, Fair, Good, Excellent.

Use the following instructions as guidance in making these evaluations.

Note: There is no corresponding guidance for "Customer Satisfaction".

Please use the comments area on the preceding form to justify the rating given "Customer Satisfaction."

Ratings (and related score)	Quality of Work/Supplies/ Personnel/Service	Cost Control	Timeliness of Performance	Business Relations/Sub contractor Mgmt
	-Compliance w/contract requirements -Accuracy of reports -Appropriateness of personnel -Technical excellence	-Within budget -Current, accurate, complete billings -Relationship of negotiated costs to actual -Cost efficiencies -Change orders issued	-Met interim milestones -Reliable -Responsive to technical direction -Completed on time	-Effective Mgmt -Businesslike correspondence -Responsive to contract requirements -Prompt notification of problems -Reasonable/ cooperative -Flexible -Pro-active -Effective SB/SDB Subcontract Program

Unsatisfactory (score = 1)	Non conformances are compromising the achievement of contract requirements	Cost issues are compromising performance	Delays are compromising achievement of contract requirements	Response is not effective
Poor (score = 2)	Non conformances require major agency resources to ensure achievement of contract requirements	Cost issues require major agency resources to ensure achievement of contract requirements	Delays require major agency resources to ensure achievement of contract requirements	Response is marginally effective
Fair (score = 3)	Non conformances require minor agency resources to ensure achievement of contract requirements	Cost issues require minor agency resources to ensure achievement of contract requirements	Delays require minor agency resources to ensure achievement of contract requirements	Response is somewhat effective
Good (score = 4)	Non conformances do not impact achievement of contract requirements	Cost issues do not impact achievement of contract requirements	Delays do not impact achievement of contract requirements	Response is usually effective
Excellent (score = 5)	There are no quality problems	There are no cost issues	There are no delays	Response is effective

Note: an average past performance score of **Good** or higher will be rated with “compliant”

ANNEX A-7:SELECTION CRITERIA AND EVALUATION MATRIX

The criteria that will be used to evaluate bids received in response to this IFIB are listed below:

CRITERIA IN GREEN ARE MANDATORY/ESSENTIAL

Section A - BIDDING/ADMINISTRATIVE CRITERIA					
#	Description	Compliant	Not compliant	Comments/Remarks	Reference(s)
ADMINISTRATIVE DOCUMENTATION					
1	Provision of the Bid Table of Contents				Part I paragraph 15.A.(1)
2	Provision of the bidder's information (name, physical address, point of contact (POC), phone and, e-mail address and internet site (if any)				Part I paragraph 15.A.(2)
3	Compliance Statement				Part I paragraph 15.A.(3)
4	Exclusion criteria documentation				Part I paragraph 15.A.(4)
5	Power of Attorney				Part I paragraph 15.A.(5)
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				Part I paragraph 15.A.(6)
7	Certificate from national revenue authorities stating bidder's fulfilment of tax obligations				Part I paragraph 15.A.(7)
8	Certificate from social security authorities stating bidder's fulfilment of social				Part I paragraph 15.A.(8)

	security contributions/obligations				
9	Certificate from insurer stating bidder's fulfilment of suitable civil liability insurance (with indication of liabilities covered and limits)				Part I paragraph 15.A.(9)
FINANCIAL CRITERIA					
10	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.				Part I paragraph 17.A.(10)
RELEVANT EXPERIENCE AND PAST PERFORMANCE					
11	A list containing, as a minimum, two (2) contracts successfully performed within the last five (5) years substantially similar in scope and magnitude to the requirement described in this IFIB				Part I paragraph 17.A.(11)
12	Provision of Past Performance Questionnaires				Part I paragraph 17.A.(12)
13	The bid is provided in a sealed envelope that contains the bid in its entirety and has glued on it the Mailing Label				Part I paragraph 12.g

Section B - TECHNICAL CRITERIA					
#	Description	Compliant	Not compliant	Comments/Remarks	Reference(s)
1	List of Sub-Contractors (if any) , specifying area of work, which the Bidder proposes to use for the performance of the contract				Part I paragraph 15.A.(13)
2	Bidder's Quality Assurance Plan (compliant, as a minimum, with ISO 9001 or equivalent standard) to ensure that the requirements of the contract are provided as specified.				Part I paragraph 15.A.(14)
3	Provision of technical specification and documentation				Part III

Section C –PRICE PROPOSAL					
#	Description	Compliant	Not compliant	Comments/Remarks	Reference(s)
1	Bidder has provided its Technical offer and Price Proposal <u>IN A SEALED ENVELOPE</u>				Part I paragraph 12.g

ANNEX A-8: BID EVALUATION WEIGHTED CRITERIA
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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) Normalizing 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. SELECTION 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 to this is based on the following subjects:
- (1) Relevant experience and past Performance
 - (2) Technical skills
 - (3) Technical evaluation
 - (4) Price.

		CRITERIA	%
Non-price	40%	Relevant experience and past performance	5%
		Technical skills and proposed training	5%
		Technical evaluation	30%
Price	60%		

c. *Relevant Experience and past performance*

- (1) Previous experience and past performance 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.
- (2) Criteria to be assessed:
 - (a) The bidder's previous experience in manufacturing heating units for tents comparable to the tendered project;
 - (b) Satisfaction of previous clients regarding the management of the project and project outcome, based on Past Performance Questionnaire (Annex A-6).

d. *Technical Skills and proposed training*

- (1) The competence of key management, professional and technical personnel that the Bidder proposes to employ on the project.

(a) The information required should include the following details of the proposed project management team:

- (i) Names;
- (ii) Function;
- (iii) Technical expertise; and
- (iv) CV's

(2) The proposed training to EC personnel in Strasbourg

e. Technical evaluation

(1) The technical offer of the Bidder will be assessed on the basis of the technical specifications detailed in Part III of this IFIB.

(a) Non-conformities to non-essential technical specifications proposed in the technical offer of the Bidder will be taken into account by the Contracting Authority and will result in a score according to article 3.c below.

f. Price

(1) The price is the sum that HQ EC would be required to pay to the Bidder for the work or service provided. This must include all costs over the duration of the contract. Depending on the contract, this could include:

- (a) Fixed capital cost;
- (b) Variable tender costs during the contract period;
- (c) Special adjustments during the contract period;
- (d) Maintenance costs; and
- (e) Operating costs.

3. CONTRACT 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. Scoring "Non-Price" Criteria

(1) The evaluation procedures are as follows:

(a) Point score for each criterion

- (i) Relevant experience and past performance: from 0 (poor) to 5 (excellent) in increments of 1;
- (ii) Technical skills and proposed training: from 0 (poor) to 5 (excellent) in increments of 1;
- (iii) Technical evaluation: from 0 (poor) to 10 (excellent) in increments of 2.

(b) Addition of the individual scores for each non-price criterion

(c) **Weigh the individual scores** for each non-price criteria according to the pre-determined weightings.

- (d) 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 $9 \times 20\% = 1.80$.
- (e) **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.
- (f) The following formula is applied to normalise the non-price scores:

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

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

- (2) 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

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

d. **Scoring Price**

- (1) Scores for price are based on the following method: (Note that the lower the price, the higher the score.)

WEIGHTED PRICE	60	TENDER 1	TENDER 2	TENDER 3
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

$$\text{Normalised price score} = \frac{\text{lowest tender price} \times 10}{\text{tender price}}$$

e. **Total Scores**

			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
WEIGHTED 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

f. **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).