

ECHA/2011/294

**Assistance for selection of senior and middle
management staff**

Multiple Framework Service Contracts (in cascade)

**Open procurement procedure
Specifications**

Contract notice: OJ 2012/S 94-154456

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1. THE SERVICES (TECHNICAL SPECIFICATIONS)

1.1. BACKGROUND

Established on 1 June 2007, The European Chemicals Agency (hereinafter referred to as ECHA or the Agency) located in Helsinki, Finland is the driving force among regulatory authorities in implementing the EU's groundbreaking chemicals legislation for Registration, Evaluation, Authorization and restriction of Chemicals (REACH) and Classification, Labelling and Packaging of substances and mixtures (CLP).

ECHA helps companies to comply with the legislation, advances the safe use of chemicals, provides information on chemicals and addresses chemicals of concern.

ECHA can be characterized as a recently established public expert and multicultural organization which operates in a highly scientific and technical field relating to chemicals.

The Agency is a multicultural working place with staff of diverse professional backgrounds, originating from all over Europe. All staff members of ECHA are nationals of a Member State of the European Union or a national of the European Economic Area (Iceland, Liechtenstein and Norway). The working language is English. The number of staff is currently five-hundred (500). It is estimated that approximately 100 recruitments will take place in 2012-2015.

It is estimated that during 2012 – 2015 on average five (5) to eight (8) senior and middle management recruitments, per year, will take place.

Currently ECHA is organised in seven (7) directorates overseen by ECHA's Executive Director. Each directorate is managed by a Director. Directorates are divided into units which are managed by Heads of Unit. Units are usually divided into teams.

The Agency currently has approximately 35 staff members working in a senior or middle management position or posts assimilated to management positions, such as:

- Director;
- Head of Unit;
- Chairs of committees (e.g. Member States Committee, Risk Assessment Committee, and Socio-economic Analysis Committee).

In 2012, due to the forthcoming Regulation on Biocidal Products, new unit(s) may be created to take on the tasks imposed to ECHA by this new legislation.

The current organisation chart of ECHA is presented in Annex 4.2.8. More information about ECHA, its structure and activities can be found on the ECHA web site.¹

The purpose of this open procurement procedure is to supply ECHA with assistance during the selection process of senior and middle management staff.

¹ <http://echa.europa.eu>

1.2. DESCRIPTION OF RESOURCES

1.2.1. Human Resources

In order that the selection of senior and middle management of ECHA is administered efficiently and for the smooth implementation of the framework service contract, qualified and experienced experts will be needed.

The tenderer shall provide detailed information about the person(s) that will be involved in the delivery of the contract. This should include: educational and professional background and evidence of thorough knowledge of English language.

The tenderer shall appoint:

- One (1) contract manager who will meet the following minimum requirements:
 - Education:
 - University level education,
 - If the university education is not in Human Resources, the contract manager should have additional certifications related to the field of Human Resources, preferably in the area of selection and recruitment.
 - Professional experience:
 - Seven (7) years professional experience in recruitment of senior or middle management staff.
 - Language knowledge:
 - Knowledge of spoken English at level C1 in the common European framework of reference for languages².

and at least:

- Two (2) assistants who will meet the following minimum requirements:
 - Education:
 - University level education
 - If the university education is not in Human Resources, the assistants should have additional certifications related to the field of Human Resources.
 - At least one of the assistants should be a certified psychologist.
 - Professional experience:
 - Three (3) years professional experience in recruitment of senior or middle management staff, specialised in conducting telephone interviews and assessment centre methods.
 - At least one of the assistants should have two (2) years of experience in Psychology.
 - Language knowledge:
 - Knowledge of spoken English at level C1 in the common European framework of reference for languages.

Relevant professional experience includes work in fields such as:

- Preparation of vacancy notices;
- Screening of applications against given selection criteria;
- Designing of methodology and standards to assess candidates;

²

This form is available at:
http://www.coe.int/T/DG4/portfolio/documents/assessment_grid_english.doc

- Assessing candidates using assessment centre methodology (role analysis, role-plays, psychological and psychometrical tests, etc.);
- Assessing candidates via telephone and face to face interviews;
- Drafting and presentation of reports after assessment.

1.2.2. Facilities

The tender shall provide detailed information about the facilities where the assessment of candidates will take place. This should include: number of rooms, computers, etc. available to be used during the assessment of candidates.

The tender shall have at its disposal at least:

- One (1) interview room.
- One (1) room with at least one (1) computer where the candidates can perform computer based written tests.
- One (1) waiting area for candidates.
- Tele-video conference facilities and equipment.

1.3. DESCRIPTION OF TASKS

1.3.1. Specificities of ECHA's needs for senior and middle management

The competencies ECHA requires for its senior and middle management may include:

- Leadership and decision making
- Strategic thinking
- Motivation and engagement
- Performance management
- Interpersonal skills (including negotiation skills and conflict resolution)
- Problem-solving
- Aptitude for managing people and finance
- Effective communication
- Excellent command of English

Specific posts may require the assessment of other skills, such as process management, or financial management. The competences required will be described in greater detail in each specific order.

Management Selection framework service contract shall be developed and implemented in close cooperation with the ECHA management and Human Resources unit and should be tailored to the specific needs of the Agency.

The main objective of the contract is assisting ECHA throughout the selection processes of senior and middle management staff.

After signing the order form by both parties, the task should comprise the following elements:

1. Advise and assist ECHA during the drafting of the vacancy notices.
2. Attend the kick-off meeting to receive instructions from the Selection Committee on the profile of the desired candidate. The Selection Committee is composed of ECHA staff members appointed by the Executive Director of ECHA to conduct the selection procedure.
3. Pre-screen the applications submitted by candidates, in accordance with the formal requirements, the selection criteria and the assets presented in the vacancy notice for each profile;
4. Prepare a report of the pre-screening of applications, including the ranking of candidates and recommendations, and present it to the Selection Committee;
5. Prepare and send out by email invitation letters to the candidates selected by the Selection Committee to be invited to a telephone interview;
6. Prepare and carry out telephone interviews with the candidates;
7. Prepare a report of the telephone interviews, including the ranking of candidates and recommendations, and present it to the Selection Committee;
8. Prepare and send out the invitation letters to the candidates invited to the assessment centre;
9. Organise and conduct a further evaluation of the candidates via assessment centre method, including psychometric testing;
10. Prepare a report of the assessment centre, including the ranking of candidates and recommendations, and present it to the Selection Committee,
11. Prepare and send out the invitation letters to the candidates invited to a final interview;
12. Draw up recommendations for the Selection Committee on issues to be explored for each candidate during the final interview;
13. Advise and assist the Selection Committee during the final interviews.
14. Provide feedback to the candidates who request it, after the telephone interview and assessment centre phases. The formulation of the feedback should be approved by ECHA in advance.

1.3.2. Language

Job applications are submitted by candidates in English. The telephone interview and assessment centre, as well as any written and oral communication, will entirely and exclusively be carried out in English.

1.4. DESCRIPTION OF DELIVERABLES

1.4.1. Methodology and approach guidelines

The detailed methodology will be presented by the tenderer. However, the following elements and description of tasks to be carried out by the tenderer during the different phases of the services should be taken into account when presenting the methodology (screening of applications, telephone interviews, assessment centre and final interview).

1.4.1.1. Preparation of the vacancy notice:

During this phase the tenderer must:

Provide advice and propose content, in written, during the drafting phase of the vacancy notice. Propose new ideas to make the vacancy notices clearer and more attractive to candidates, as well as propose ideas which will facilitate the evaluation of the applications.

1.4.1.2. Screening of applications: (estimated number: 40-100 applications per selection)

During this phase the tenderer must:

Screen the applications against the requirements for the job and give further indications whether the eligibility criteria was fully met. If applications do not meet the eligibility criteria, this leads to exclusion of the candidates and the reason thereto must be outlined in the contractor's report. Assess each eligible application in relation to the selection criteria and rank them in accordance with their suitability for the job. On the basis of this ranking, make a recommendation to the Selection Committee on applications that merit further consideration. For each application, provide brief written comments justifying the recommendation on the basis of objective and impartial observations. For applications that are not pre-selected, the service provider must clearly indicate in the pre-screening report the relative weaknesses justifying the recommendation to exclude the application from the selection procedure.

The Selection Committee will decide on those candidates that best match the selection criteria and assets and should participate in a telephone interview.

1.4.1.3. Telephone interviews: (estimated number: 8-12 candidates per selection)

During this phase the tenderer must:

Prepare and send out the invitation letters to the candidates selected by the Selection Committee to be invited to a telephone interview. The template of the invitation letters will be provided to the tenderer during the pre-screening report meeting. Prepare the telephone interview questionnaire to be agreed upon by the Selection Committee during the pre-screening report and conduct telephone interviews with candidates on the basis of the pre-agreed telephone interview questionnaire format. The service provider shall report to the Selection Committee on the results of the telephone interviews, in writing, and make a recommendation on candidates to be invited to the assessment centre. For candidates who are not invited to the assessment centre, the service provider shall clearly indicate in the report the relative weaknesses justifying the recommendation to exclude the application from the selection procedure.

The Selection Committee will decide on the short list of candidates that will be invited to the assessment centre phase.

1.4.1.4. Assessment centre: (estimated number: 5-8 candidates per selection)

During this phase the tenderer must:

Prepare and send out the invitation letters to the candidates selected by the Selection Committee to be invited to the assessment centre phase. The template of the invitation letters will be provided to the tenderer during the telephone interview report meeting. Develop an appropriate, in-depth programme of multiple evaluation techniques, such as interviews, role-plays, psychological tests, English language test, job related written test and other exercises aimed at assessing the applicants' aptitudes and job-specific competencies in relation to the specific requirements of the post in question. Present the assessment programme for the approval of the Selection Committee;

The service provider shall report to the Selection Committee on the results of the assessment centre, in writing. The report will include the ranking of the candidates, and an assessment with recommendations. The assessment of each candidate will include the job-related competencies possessed and a detailed and objective analysis of the candidate in relation to the requirements of the post, mentioned in the vacancy notice. For candidates who are not recommended for the final interview, the service provider will clearly indicate in the assessment centre report the relative weaknesses justifying the recommendations to exclude the application from the selection procedure.

The Selection Committee will decide on the short list of candidates that will be invited for final interviews at ECHA's premises.

1.4.1.5. Final interview: (estimated number: 4-8 candidates per selection)

During this phase the tenderer must:

Prepare and send out the invitation letters to the candidates selected by the Selection Committee to be invited to the final interview. The template of the invitation letters will be provided to the tenderer during the assessment centre report meeting. Propose possible interview questions to the Selection Committee to be used during the final interview in order to allow the Selection Committee to explore further the candidates' motivation, skills and competencies and suitability for the job.

The service provider will be present during the final interviews with the Selection Committee, in order to advise the Selection Committee and detect possible inconsistencies of candidate's performance in relation to their performance during the previous stages of the selection process.

1.4.2. Minimum information to be included in the reports:

REPORT	MINIMUM INFORMATION TO BE INCLUDED
<p>Pre-screening report</p>	<p>The report should include a brief assessment of each candidate with at least the following information:</p> <ul style="list-style-type: none"> • Name of the candidate. • Summary of candidate's background, the most relevant qualifications, and professional experience as described in the vacancy notice.

	<ul style="list-style-type: none"> • Candidate's evaluation regarding each of the formal requirements and selection criteria of the vacancy notice. • Reasons why the candidate is eligible or ineligible with a clear reference to the information presented in the candidate's CV. • Recommendation to invite or not to invite the candidate for a telephone interview. • Proposal of telephone interview questionnaire.
<p style="text-align: center;">Telephone interview report</p>	<p>The report should include a brief assessment of each candidate with at least the following information:</p> <ul style="list-style-type: none"> • Name of the candidate. • Questions asked during the telephone interview and the transcript of the answer given by the candidate. • Summary of candidate's background, the most relevant qualifications and professional experience, as identified during the telephone-interview. • Recommendation to invite or not to invite the candidate for the assessment centre. • Proposal of the assessment centre methodology and materials.
<p style="text-align: center;">Assessment centre report</p>	<p>The report should include a brief assessment of each candidate with at least the following information:</p> <ul style="list-style-type: none"> • Name of the candidate. • Summary of candidate's background, the most relevant qualifications and professional experience. • Psychometric report. • Role-play report. • Recommendation to invite or not to invite the candidate for the final interview. • Proposal of final interview questionnaire.

All the reports should:

- be sent at least 2 days before the reporting meeting with the Selection Committee, in order to allow the members of the Selection Committee to familiarize themselves in advance with the reports and recommendations;
- be presented electronically. The IT applications used for the reports should be based on Microsoft®.

1.4.3. Practical aspects linked to the different phases of the selection process

The contractor will:

- Consult ECHA as to the most cost effective means of assessing all candidates in view of minimising travelling costs, especially in the case of candidates (travelling from outside Europe);
- Present the reports, drawn up at the end of each selection phase, to the Selection Committee and discuss the outcome of the report;
- Carry out the correspondence with all the candidates as requested by the Agency;
- Select and conduct tests and exercises, in particular group exercises, in a manner to avoid any culturally-determined bias, in order to comply with the principle of non-discrimination and equal treatment of all candidates.
- To ensure consistency in the assessment of candidates, the same assessors should, as far as possible, be designated to conduct the same interviews, exercises and tests for all applicants for a particular post.
- Be responsible for checking each applicant's identity before proceeding with the assessment and ensure the surveillance of the testing environment.
- Be available to provide feedback to the candidates, at their request, on their performances in the telephone interview and assessment centre. This feedback is to be delivered exclusively by telephone.

The contract manager will:

- Maintain a permanent contact between ECHA and the contractor in all matters relating to the implementation of the framework contract, in particular to the aspects related to the planning, screening of applications, telephone interviews, assessment centre, reports, orders forms and invoicing.
- Deal with any other tasks of an administrative nature that may arise, in connection with implementation of the framework contract.

1.4.4. Meetings with the Selection Committee:

MEETING	AGENDA	DURATION	LOCATION
Kick-Off meeting	<ul style="list-style-type: none"> • Presentation of the vacancy notice to the contractor. (Done by the Selection Committee). • Presentation of the number of applications to be pre-screened. • Confirmation of the final timetable of the selection process. 	Approx. between 1 hour to 2 hours	ECHA's premises at Annankatu 18, 00121 Helsinki, Finland Or Tele-video conference

<p style="text-align: center;">Pre-screening report meeting</p>	<ul style="list-style-type: none"> • Presentation of the pre-screening report per candidate. (Done by the contractor). • Discussion of the recommendations presented by the contractor. • Decision on the candidates to be invited for telephone interviews. • Presentation, discussion and agreement on the telephone interview questionnaire. 	<p style="text-align: center;">Approx. between 1 hour to 2 hours. (Depending on the number of applications received).</p>	<p style="text-align: center;">ECHA's premises at Annankatu 18, 00121 Helsinki, Finland Or Tele-video conference</p>
<p style="text-align: center;">Telephone interview report meeting</p>	<ul style="list-style-type: none"> • Presentation of report on the outcome of telephone interviews, per candidate. (Done by the contractor). • Discussion of the recommendations presented by the contractor. • Decision on the candidates invited to the assessment centre phase. • Presentation, discussion and agreement on the assessment centre methodology and material. 	<p style="text-align: center;">Approx. between 1 hour to 2 hours. (Depending on the number of applications received).</p>	<p style="text-align: center;">ECHA's premises at Annankatu 18, 00121 Helsinki, Finland Or Tele-video conference.</p>
<p style="text-align: center;">Assessment centre report meeting</p>	<ul style="list-style-type: none"> • Presentation of the assessment centre's report, per candidate (Done by the contractor). • Discussion of recommendations presented by the contractor. • Decision on the number of candidates invited to the final interviews. • Presentation, discussion and agreement on the final interview questionnaire. 	<p style="text-align: center;">Approx. between 1 hour or 2 hours. (Depending on the number of applications received).</p>	<p style="text-align: center;">ECHA's premises at Annankatu 18, 00121 Helsinki, Finland Or Tele-video conference</p>
<p style="text-align: center;">Final Interviews</p>	<ul style="list-style-type: none"> • Interview of candidates • Evaluation of the candidates' performance during the final interview. • Presentation, discussion and agreement on the candidates to be placed on the reserve list. 	<p style="text-align: center;">Approx. between 1 hour or 2 hours per candidate.</p>	<p style="text-align: center;">ECHA's premises at Annankatu 18, P.O. Box 400, 00121 Helsinki, Finland</p>

The premises of the different meetings will be agreed by the Selection Committee and the contractor at the kick-off meeting.

2 THE CONTRACT

2.1 THE NATURE OF THE CONTRACT

Framework service contract of assistance services for selection of management staff of the European Chemical Agency.

To that end and under the condition of receiving a sufficient number of tenders, ECHA envisages concluding a "multiple framework contract" with minimum three service providers, in accordance with the specifications and performance terms described in the present document and in the model framework contract (section 4.1). The tenderers judged successful in the tender procedure are placed on a list, ranked according to the result of the tender. The same framework contract is concluded between ECHA and these service providers. The purpose of "multiple framework contracts" is to ensure that one or other of the contractors executes an order. Orders are placed successively (in cascade).

According to the "cascade" allocation principle:

- in the event of an order, the ECHA Human Resources unit (HR unit) will contact the first contractor on the list;
- if the aforementioned first contractor is unable to meet the request, the HR unit will contact the second contractor, then the third contractor;
- in the event of termination of one of the contracts, the list, in decreasing order, will be adapted, although the initial sequence will be retained.

2.2 STARTING DATE OF THE CONTRACT AND DURATION OF THE TASKS

The contract shall enter into force on the date on which it is signed by the last contracting party. A model Framework contract is provided at section 4.1.

The contract shall have an initial duration of twenty-four (24) months. The contract shall be renewed automatically twice, each time for a period of 12 months under the same conditions, unless written notification to the contrary is sent by one of the contracting parties and received by the other contracting parties not later than three (3) months before the expiry of the framework contract.

The maximum duration of the framework contract shall be four (4) years.

Order forms under the framework contract must be signed before the expiry date of the framework contract, but they can be executed up to a maximum of six (6) months after this date.

The execution of the tasks may not start before the contract has been signed.

The period of execution of the tasks may be extended, only with the written agreement of the contracting parties, before the end of the period originally stated in the contract.

2.3 VOLUME OF THE CONTRACT

The foreseen value of the framework service contract, excluding VAT is €800.000 for the whole expected duration of four (4) year.

The above information does not create any commitment on the part of ECHA in terms of the value of the services to be actually ordered. ECHA reserves the right to adjust the value used on the basis of its needs. In no event may the contractor demand a minimum service-provision.

2.4 PLACE OF PERFORMANCE

The tasks are to be performed at the premises designated by the tenderer and agreed by ECHA. Accessibility of premises for candidates invited to the assessment centre is a factor in the quality evaluation of the tender.

If the contractor is able to organize the assessment centre to the same standard of quality in other locations in the European Union and the European Economic Area (Lichtenstein, Switzerland and Norway), this should be indicated in the tender. Ability to deliver the tests in other locations will be considered as an advantage in the assessment of the quality of the tender.

The meetings with the Selection Committee or the Human Resources unit shall be held at ECHA premises in Annankatu 18, P.O. Box 400, 00121 Helsinki, Finland.

2.5 TERMS OF PAYMENT

Payments shall be made in accordance with Articles I.3, I.4 and I.5 of the model framework service contract (Section 4.1.1).

The schedule and the procedure for the approval of payments and the documents to be submitted are described in Articles I.4 and I.5 and in Annex I to the model framework service contract referred to above.

2.6 LIABILITY

2.6.1 Joint Offers

Partners in a joint offer assume joint and several liability towards the Agency for the performance of the contract as a whole.

Statements saying, for instance:

- that one of the partners of the joint offer will be responsible for part of the contract and another one for the rest, or
- that more than one contract should be signed if the joint offer is successful

are thus incompatible with the principle of joint and several liability. The Agency will disregard any such statement contained in a joint offer, and reserves the right to reject such offers without further evaluation on the grounds that they do not comply with the tendering specifications.

2.6.2 Subcontracting

Certain tasks provided for in the contract may be entrusted to subcontractors, but the main contractor retains full liability towards the Agency for performance of the contract as a whole. Accordingly:

- the Agency will treat all contractual matters (e.g. payment) exclusively with the main contractor, whether or not the tasks are performed by a subcontractor;
- under no circumstances can the main contractor avoid liability towards the Agency on the grounds that the subcontractor is at fault.

During execution of the contract, the contractor will need the Agency's express authorisation to replace a subcontractor with another and/or to subcontract tasks for which subcontracting was not envisaged in the original offer.

Tenderers must inform the subcontractor(s) and include in their sub-contracting documents that Article II.17 of the contract may be applied to sub-contractors.

Once the contract has been signed, Article II.13 of the above-mentioned contract shall govern the subcontracting.

2.7 DATA PROTECTION

Any response to the invitation to tender will require the recording and further processing of personal data (name, address, CV, for example). This data will be processed in accordance with the requirements of Regulation (EC) 45/2001 on the protection of individuals with regard to the processing of personal data by Community institutions and bodies and on the free movement of such data. Except if mentioned otherwise, replies to questions and personal data are necessary for the purpose of assessing a tender according to the specifications of the invitation to tender and will only be processed by the Agency's Data Controller for this purpose. A tenderer may, upon request, obtain the communication of personal data and rectify any inaccurate or incomplete personal data. Any queries concerning the processing of personal data should be addressed to by the Agency's Data Controller. As regards to the processing of personal data, a tenderer has the right to recourse at any time to the European Data Protection Supervisor.

2.8 IMPLEMENTATION OF THE CONTRACT

1. In respect to the cascade system of the framework contract (as stated in part 2.1), ECHA will submit by email an order form to the first ranked contractor, in accordance with the order of priority established at the time of the award of the framework contract. The order form should include the following information:

- List of services or tasks requested to the contractor.
- Job title and grade of the selection.
- Provisional total price of the order.
- Indicative number of candidates to be placed on the reserve list.
- Tentative timetable of the selection (start date, meeting dates, telephone interviews dates, assessment dates and final interview dates).

As the order form is submitted before the actual publication of the vacancy, the total price of the order is provisional and it is estimated on the basis of the assumptions described below.

The number of candidates participating in each phase of the selection process are estimated based on the number of candidates to be placed on the reserve list.

For example, if the provisional number of candidates to be placed on the reserve list for a particular selection is three (3), the following assumptions are made:

- Six (6) candidates may participate in the final interview.
 - Seven (7) candidates may participate in the assessment centre.
 - Nine (9) candidates may participate in the telephone interviews.
 - Fifty (50) candidates may have submitted their application.
2. The contractor should reply to the request for assistance within a maximum of five (5) working days.
- In the absence of reply or in the case of rejection of the order, ECHA will, under the same conditions, approach the second contractor.
 - In the absence of reply of the second contractor or in the case of rejection of the order, ECHA will, under the same conditions, approach the third contractor.
 - Only in the case that none of the contractors accept the order form entirely, ECHA will accept to distribute the same order “in cascade” among the contractors. If the first contractor accepts only part of the order, the unaccepted part will be offered to the next contractor on the list.
 - In the event that no contractor is able to offer the requested services or tasks entirely, ECHA may send out the order form, independent of the multiple framework contract, to other service providers of its choice.
3. In case of acceptance of the order form, the contractor will send the order form back to ECHA, duly signed, within three (3) working days. Once the order form is signed by both parties the assignment can start. The services or tasks should start on the date indicated in the tentative timetable.

3 THE PROCUREMENT PROCEDURE

3.1 PREPARATION AND SUBMISSION OF THE TENDER

3.1.1 Preparation of the tender

3.1.1.1 General

Tenders must be clear and concise, with continuous page numbering, and assembled in a coherent fashion (e.g. bound or stapled, etc.).

Tenders must be written in one of the official languages of the European Union.

Tenders must include the following information:

- all the information and documents requested by the Agency in order to assess the tender;
- the price in euros;

- one specimen signature of an authorised agent (preferably in blue ink) on the Legal Entity Form³, and a statement from the same agent confirming the validity of the tender;
- the name and contact details of a contact person in relation to the submission of the bid.

If this is not included, the tender may be excluded from the procedure for the award of the contract.

Since tenderers will be judged on the content of their written bids, these must make it clear that they are able to meet the requirements of the specifications.

3.1.1.2 Content of the tender

3.1.1.2.1 Section One: Administrative proposal

Eligibility documentation

The competition is open to any physical person or legal entity coming from countries within the EU and any other physical person or legal entity from a third country that has concluded with the Communities a specific agreement in the area of public contracts, under the conditions provided for in that agreement.

In practice, the participation of applicants from third countries that have concluded a bilateral or multilateral agreement with the Communities in the area of public contracts must be allowed, under the conditions provided for in that agreement.

To identify himself the tenderer must fill in a Legal Entity Form⁴ and a Financial Identification Form⁵ (See also section 4.2.1.):

The **Legal Entity Form** is to be signed by a representative of the tenderer authorised to sign contracts with third parties.

The **Financial identification** form shall be duly filled in and signed by an authorised representative of the tenderer and his or her banker.

The above forms must be accompanied by the evidence as indicated at the bottom of each form.

Both joint offers and subcontracting are allowed in response to this call for tenders. Offers may even combine both approaches. In any case, the tender documents must specify very clearly by means of the appropriate forms, detailed hereafter, whether each company involved in the tender is acting as a partner in a joint offer or as a subcontractor (this also applies where the various companies involved belong to the same group, or even where one is the parent company of the others).

All tenderers must provide their legal entity form as well as the evidence indicated at the bottom of that form.

Subcontractors are only obliged to provide the legal entity form without the evidence, and are not required to present the financial identification form.

³ This form is available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

⁴ This form is available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

⁵ The form is available at:
http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

In case of a *joint offer*, only the co-ordinator must return the financial identification form.

In case of a tenderer submitting a joint offer who has already set up a consortium or similar entity for conducting the project in case a contract will be awarded, the tenderer should mention this fact in the tender, together with any other relevant information in this connection.

In case of tenderers submitting a joint offer who have not yet set up a consortium or similar entity, the tenderers should be aware that, in case the tenderers are awarded the contract, the Agency may require the tenderer to give a formal status to this collaboration before the contract is signed.

This can take the form of:

- an entity with legal personality recognized by a Member State; or
- an entity without legal personality but offering sufficient protection of the Agency's contractual interests (depending on the Member State concerned, this may be, for example, a consortium or a temporary association).

In case of tenderers submitting a joint offer, the tenderers are asked to fill in and duly sign one of the attached **powers of attorney**⁶, depending on the set up that has been chosen by the tenderers.

If the tenderer envisages *subcontracting*, the tender must include:

- a document⁷ clearly stating the roles, activities and responsibilities of the proposed subcontractor(s), and the reasons why subcontracting is envisaged;
- a letter of intent⁸ by each proposed subcontractor stating its intention to collaborate with the tender if the tenderer wins the contract and their willingness to accept the tasks and the terms and conditions set out above, in particular article II.17 of the model framework service contract.

Exclusion criteria documentation

Tenderers or their representatives shall provide a **declaration on their honour**⁹, duly signed and dated in which they:

-state whether or not they are in one or more of the situations referred to in Articles 93 and 94 of the Financial Regulation and detailed in the form;

-undertake to submit to the Agency any additional document relating to the exclusion criteria, that the Agency considers necessary to perform its checks, within seven calendar days following the receipt of the Agency's request.

Where the bid constitutes a joint offer, each entity must provide the form. Where the total amount envisaged for subcontracting is above 50% of the total contract value, the potential subcontractor(s) must also provide the form (as required from the potential contractor). The same applies regarding the requirement to present evidence of compliance with the exclusion criteria.

⁶ See Section 4.2.1.

⁷ To be provided in free format

⁸ See Section 4.2.1.

⁹ See Section 4.2.2.

By returning the above-mentioned form, duly signed, tenderers confirm that they have been notified of the following points.

Administrative or financial penalties may be imposed by the Agency on tenderers who are in one of the cases of exclusion provided for in Articles 93 and 94 of the Financial Regulation after they have been given the opportunity to present their observations.

These penalties are detailed in Article 96 of the Financial Regulation and Articles 133a and 134b of the Regulation laying down the rules for the implementation of the Financial Regulation.

Selection criteria documentation

General

This part of the tender concerns the criteria and evidence relating to the technical and professional capacity and economic and financial capacity of the tenderer(s) involved in the bid. It should also contain any other document that the tenderer(s) wish(es) to include by way of clarification. The evidence for the selection criteria shall be assessed in the second stage of the evaluation of the tenders¹⁰.

An economic operator may rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. In that case, evidence must be provided that it will have at its disposal the resources necessary for performance of the contract, for example by producing a clear undertaking on the part of those entities to place those resources at its disposal.

In case of joint offer or sub-contracting, the tenderer(s) must stipulate the role, qualifications and experience of each service provider and, where relevant, the monitoring arrangements that exist between them.

In the above cases the Agency will carry out a consolidated assessment of the capacity of the entities of the consortium on the following basis:

Joint Offers

For the selection criteria of economic and financial capacity a consolidated assessment (all members of the consortium together) shall be made.

The technical and professional capacity will be assessed in relation to the combined capacities of all members of the consortium, as a whole.

Sub-contracting

For the selection criteria of economic and financial capacity a consolidated assessment of tenderer/s plus subcontractor/s shall be made, to the extent that the subcontractor puts its resources at the disposal of the tenderer/s for the performance of the contract.

The technical and professional capacity will be assessed in relation to the combined capacities of the tenderer/s and the subcontractor, as a whole, to the extent that the subcontractor puts its resources at the disposal of the tenderer/s for the performance.

For the purpose of the consolidated assessment, the entities (tenderer/s or sub-contractor/s) of the consortium which contribute to the aggregated capacity, as stated in the tender, shall provide the relevant documentary evidence described below in proportion to their contribution to the overall capacity of the consortium.

¹⁰ See Section 4.2.3

In addition, all tenderers are informed that they may be asked to prove that they are authorised to perform the contract under national law, as evidenced by inclusion in a professional or trade register or a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

Evidence of the economic and financial capacity of the service provider(s)

This proof is to be provided by submitting the completed Financial and Economic Capacity Overview Form¹¹, as well as a full copy of the tenderer's annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks when applicable) of the last three years, as approved by the general assembly of the company and, where applicable, audited and/or published. These documents must be certified by the tenderer.

If, for some exceptional reason which the Agency considers justified, a tenderer is unable to provide one or other of the above documents, he or she may prove his or her economic and financial capacity by any other document which the Agency considers appropriate. In any case, the Agency must at least be notified of the exceptional reason and its justification in the tender. The Agency reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

All tenderers must provide proof of their economic and financial capacity. If several service providers are involved in the bid, each of them, in principle, must have and show that they have the necessary economic and financial capacity to perform the tasks assigned to them in the tender. The same applies to subcontractors whose tasks are equal to or exceed 30% of the contract.

Evidence of the technical and professional capacity of the service provider(s)

The ability of service providers to perform services will be assessed in particular with regard to their know-how, efficiency, experience and reliability.

By submitting a tender, each legal entity involved therein accepts the possibility of a check being carried out by the Agency on its technical capacities and, if necessary, on its research facilities and quality control measures.

Evidence of the technical and professional capacity of the providers involved in the tender must be furnished on the basis of the following documents:

a) Evidence for selection criterion 2.1:

This evidence should be provided by submitting a copy of a declaration or certificate of enrolment in a professional or trade register.

b) Evidence for selection criterion 2.2:

This evidence should be provided through the presentation of the CVs of each staff member involved in the implementation of the contract (in Europass format¹²)

The presented CVs must possess at least the minimum education, professional experience and language knowledge described in the section 1.2.

c) Evidence for selection criterion 2.3:

¹¹ See Section 4.2.3

¹² Europass CV:
<http://europass.cedefop.europa.eu/europass/home/vernav/Europass+Documents/Europass+CV/navigate.action>

This evidence should be provided by submitting a list of at least seven (7) service contracts with multinational companies executed in the last three (3) years) of an amount, nature and scope similar to the services to be carried out under this tender.

The list of the main services shall be accompanied by a minimum of three (3) relevant project references¹³ with the value, dates and place, as well as a description of the content.

The information provided shall not exceed 2 pages (size DIN-A4) per contract.

d) Evidence for selection criterion 2.4:

This evidence should be provided by submitting a detail description of the facilities and equipments.

The facilities and equipment described must contain at least the minimum requirements shown in the section 1.2.2.

3.1.1.2.2. Section Two: Technical proposal

Qualitative award criteria documentation

Please note that, to grant equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. As a consequence, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also, that proposals deviating from the technical specifications may be rejected for non-conformity.

The technical specifications and the tenderer's bid shall be integral parts of the contract and will constitute annexes to the contract.

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 only result in a very low score. In addition, if certain essential points of these specifications are not expressively covered by the tender, the Agency may decide to give a zero mark for the relevant qualitative award criteria.

- Assessment basis for award criterion AW1:

A detailed description of the proposed procedure to assist ECHA during the selection process of senior and middle management positions taking into account ECHA's needs.

- Assessment basis for award criterion AW2:

A detailed description of the methodology used to assess the candidates during the telephone interview and in assessment centre.

- Assessment basis for award criterion AW3:

A detailed template of the reports that will be presented to the Selection Committee or Human Resources of ECHA, after each of the different phases of the selection process.

¹³ See template "Contract Reference Form" in Section 4.2.3

- Assessment basis for award criterion AW4:

A detailed description of the composition of the assigned team, of the organisation of the work within the team and how the assigned tasks of the framework service contract will be carried-out.

3.1.1.2.3 Section Three: Financial proposal

Tenderers must use the price reference table (Price Grid per task)¹⁴ to formulate their financial proposal, as well as the financial form (Offer for scenario)¹⁵.

The price grid will be annexed to the framework contract and forms bases for the unit prices to be used in the context of order forms.

The total price of this scenario will serve as a base for assesment purposes during the evaluation.

The tenderers attention is drawn to the following points:

- prices must be expressed in euros;
- prices should be quoted free of all duties, taxes and other charges, i.e. also free of VAT, as the Communities are exempt from such charges in the EU 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 Agency 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 tenderers responsibility to contact his national authorities to clarify the way in which the European Community is exempt from VAT;
- prices shall not be conditional and be directly applicable by following the technical specifications.
- prices shall be fixed and not subject to revision for the first period of 24 months laid down in the contract. From the second period of execution of the tasks, as at each renewal, the amount may be revised upwards or downwards. This revision will be made only if one of the contracting parties requests it by registered mail received by the other party not later than three (3) months before the anniversary of the date on which the contract was signed.

All tenders must contain all the information and all the supporting documents required by these specifications. In the absence of the required information or documents, the Agency may disqualify the bid. The Agency reserves the right, however, to request additional evidence in relation to the bid submitted for evaluation or verification purposes within a time-limit stipulated in its request.

¹⁴ See section 4.2.4

¹⁵ See section 4.2.4

3.1.1.3 Form of the tender

The tender must be submitted under double sealed cover.

The outer envelope should bear the address as mentioned below.

The inner envelope should be addressed to the Financial Unit R1 and marked "*Invitation to tender No ECHA/2011/294*" and "*Not to be opened by the internal mail service*". If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across the tape. The inner envelope must also contain three sealed envelopes, one containing the administrative proposal, the second the technical proposal and the third the financial bid. Each of these envelopes must clearly indicate the content. The administrative proposal, the technical proposal and the financial bid must be submitted, in duplicate (one set of originals and one set of copies) and a third set in electronic format compatible with Microsoft applications (on CD ROM).

3.1.2 *Submission of the tender*

3.1.2.1 General terms and conditions for submission

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.

The tenderer's bid, in conjunction with the technical specifications, shall be an integral part of the contract and will constitute annexes to the contract.

Once the Agency has accepted the tender, it shall become the property of the Agency and the Agency shall treat it confidentially.

The Agency shall not reimburse expenses incurred in preparing and submitting tenders.

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.

Variants are not allowed.

The offer must remain valid for a period of six (6) months following the final date for submitting tenders (see below). During this period, tenderers must maintain all the conditions of their bids.

The tendering procedure shall not involve the Agency in any obligation to award the contract.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure. This decision must be substantiated and the tenderers notified.

No compensation may be claimed by tenderers whose tender has not been accepted, including when the Agency decides not to award the contract.

3.1.2.2 Requirements for submission

Tenders may be:

- a) either sent by registered mail, posted no later than 09/07/2012, (date as postmark); to the following address:

*European Chemicals Agency (ECHA)
 Invitation to tender No: ECHA/2011/294
 Finance Unit R1
 PO Box 400
 Annankatu 18
 00121 Helsinki
 Finland*

- b) or sent by courier services, no later than 09/07/2012 (date of deposit slip), to the following address:

*European Chemicals Agency (ECHA)
 Invitation to tender No: ECHA/2011/294
 Finance Unit R1
 Annankatu 18
 00120 Helsinki
 Finland*

- c) or delivered by hand, in person or by an authorised representative no later than 16:00 hours Helsinki time on 09/07/2012, (date of acknowledgement of receipt by the Agency) to the address mentioned above.

Tenderers shall observe precisely the above indications in order that tenders reach their specified destination in due time.

Evidence of timely submission by post or courier service will be constituted by the date of the postmark or the date of the deposit slip. In the case of hand-delivery, the signed and dated receipt will serve as evidence.

Late delivery will lead to the exclusion of the tender from the award procedure for this contract. Offers sent by e-mail or by fax will also be non admissible. Envelopes found open at the opening session will also lead to non admissibility of the tender. Consequently, tenderers must ensure that their bids are packed in such a way as to prevent any accidental opening during its mailing.

3.2 CONTACT BETWEEN THE TENDERER AND THE AGENCY

In principle, no contact is permitted between the Agency and the tenderers during the contract award procedure:

However, in exceptional circumstances contact may be made on the tenderers' initiative before the final date for the receipt of bids, in order (and only for this reason) to clarify the nature of the contract.

Such requests for further information may be made only in writing with the subject indication, « ECHA/2011/294» to the following e-mail address:

opencalls@echa.europa.eu

The Agency is not bound to reply to requests for additional information made less than five working days before the deadline for submission of tenders.

Insofar as it has been requested in good time, the questions raised and the additional information provided by the Agency will be published on the website at:

<http://www.echa.eu/web/guest/about-us/procurement>

All tenderers are advised to take note of the fact that no additional information will be sent (neither by post nor by e-mail) regarding new information that has become available. Therefore, all tenderers are kindly requested to visit the above-mentioned website frequently prior to submitting bids.

Similarly, contact may in exceptional circumstances be made on the Agency's initiative:

- before the final date for the receipt of bids, in order to inform interested parties of an error, a lack of precision, an omission or any other material shortcoming in the drawing up of the documents of the invitation to tender;
- or, after the opening of bids, where a bid requires clarification or in order to correct material errors made in drawing up a bid.

Please note that in any event such contact may not result in a modification of the terms of the bid. In case the Agency deems it appropriate to provide additional information it will be published on the website mentioned above.

3.3 OPENING OF THE TENDER

Tenders will be opened at 10:00 on 16/07/2012 at the following location:

*Office address:
European Chemicals Agency (ECHA)
Annankatu 18
00120 Helsinki
Finland*

A representative of each tenderer may attend the opening of the bids. Tenderers wishing to attend are requested to notify their intention by sending an e-mail at least 3 working days in advance to the above-mentioned e-mail address. This notification must be signed by an authorised representative of the tenderer and specify the name of the person who will attend the opening of the bids on the tenderer's behalf.

3.4 EVALUATION OF THE TENDERS

The evaluation will be based on each tenderer's bid. In addition, the Agency reserves the right to use any other information from public or specialist sources.

All the information will be assessed in the light of the criteria set out in these specifications. The procedure for the award of the contract, which will concern only admissible bids, will be carried out in three successive stages.

Only bids meeting the requirements of one stage will be examined in the next stage.

The aim of each of these stages is:

1. to check, in the first stage (exclusion criteria), whether tenderers can take part in the tendering procedure and, where applicable, be awarded the contract;
2. to check, in the second stage (selection criteria), the technical and professional capacity and economic and financial capacity of each tenderer who has passed the exclusion stage;
3. to evaluate on the basis of the award criteria the technical and financial tenders and establish a ranking list, by order of merit, of all tenders having passed the exclusion and selection stages, as well as the quality thresholds set for the evaluation of the award criteria.

Stage 1 – application of exclusion criteria

In accordance with Articles 93 and 94 of the Financial Regulation, tenderers shall be excluded from the selection and award procedures if they do not satisfy criteria a) to f) specified in the exclusion criteria form¹⁶.

Furthermore, contracts may not be awarded to tenderers who, during the procurement procedure are subject to a conflict of interest (criteria g) or are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information (criteria h) or fall into one of the situations as specified under criteria a) to f).

Stage 2 - application of selection criteria

These criteria will be assessed on the basis of the documents indicated¹⁷.

<u>SELECTION CRITERIA</u>
1. FINANCIAL AND ECONOMIC CAPACITY
Sufficient economic and financial capacity to perform the contract in terms of a minimum annual turnover of at least EUR 500.000 over the last three (3) years.
2. TECHNICAL AND PROFESSIONAL CAPACITY
2.1 Professional capacity to provide the services relevant to the Contract: - A declaration or certificate of enrolment in a professional or trade register.
2.2 Necessary and skilled human resources to provide the services. The education and professional experience of the service provider, in particular those of the contract manager and the two (2) assistants.
2.3 Previous successful performance in the last three (3) years of at least seven (7) service contracts (with customers operating on international level) of an amount, nature and scope similar to the services to be carried out under this tender.
2.4 Appropriate facilities and equipment required to perform the services.

¹⁶ See section 4.2.2

¹⁷ See section 4.2.3.

A consolidated assessment shall be made for joint offers (all members of the consortium together), and in case of subcontracting (tenderer plus subcontractor), to the extent that those entities put their resources at the disposal of the tenderer for the performance of the contract, as evidenced by a clear undertaking on the part of those entities.

Stage 3 - application of award criteria

The contract will be awarded to the most cost-effective tender (offers the best value for money). The following award criteria will be applied:

No	Qualitative award criteria	Weighting (maximum points)
1.	Quality of the procedure to assist ECHA during the selection process of senior and middle management positions, to ensure best match of candidates to the job (throughout the year, including when the volume of requests is high, or the services are requested on a short notice).	30
2.	Quality (clarity, completeness, relevance, flexibility, logical structure, etc.) of the methodology proposed to assess the candidates during the telephone interview and assessment in an assessment centre.	30
3.	Quality (clarity, completeness, logical structure, readability, etc.) of the templates of reports proposed.	20
4.	Quality of the organisation of the work within the proposed team and composition of the proposed team.	20
Total number of points		100

The selected tender is assessed according to the above qualitative award criteria and the weighting applicable to each criterion.

Tenders scoring less than 70 % in the overall points total or less than 50% in the points awarded for a single criterion will be excluded from the rest of the assessment procedure.

The contract will be awarded to the tender which is the most cost-effective (offers the best value for money) on the basis of the ratio between the total points scored and the price.

Final Evaluation	
	$1000 * (\text{Total Quality Points} / \text{Price})$

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 only result in a very low score. In addition, if certain essential points of these specifications are not expressively covered by the tender, the Agency may decide to give a zero mark for the relevant qualitative award criteria.

3.5 AWARD OF THE CONTRACT

The Agency will inform tenderers of decisions reached concerning the award of the contract, including the grounds for any decision not to award a contract or to cancel the procedure.

If a written request is received from any non successful tenderer, the Agency will inform the tenderer of the reasons for their lack of success and of the name of the successful tenderer.

However, certain information may be withheld where its release would impede law enforcement or otherwise be contrary to the public interest, or would prejudice the legitimate commercial interests of economic operators, public or private, or might prejudice fair competition between them.

The procurement procedure may be concluded by a contract signed by the parties. In this case, the General Terms and Conditions applicable to service contracts referred to below shall apply.

After the period of validity of the tender has expired, conclusion of the contract shall be subject to the tenderer's agreement in writing.

The Agency shall not sign the contract or framework contract with the successful tenderer until a standstill period of 14 calendar days has elapsed, running from the day after the simultaneous dispatch of the notification letters to the tenderers informing them of the award decision.

During the standstill period, the Agency will request the tenderer proposed for award to provide the evidence on exclusion criteria defined in Articles 93 and 94 of the Financial Regulation. If this evidence was not provided or proved to be unsatisfactory, the Agency reserves the right to cancel the award procedure or to change the award decision to the benefit of the next best ranked tenderer on condition that he satisfies with the provision of the evidence on exclusion.

The tenderer to whom the contract is to be awarded shall provide, within the 15 days following the receipt of the letter informing him of the proposed award of the contract and preceding the signature of the contract, the following evidence confirming the declaration of honour:

- 1 The Agency shall accept as satisfactory evidence that the tenderer to whom the contract is to be awarded is not in one of the situations described in point (a), (b) or (e) of Article 93(1) of the Financial Regulation, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- 2 The Agency shall accept, as satisfactory evidence that the tenderer is not in the situation described in point (d) of Article 93(1) of the Financial Regulation, a recent certificate issued by the competent authority of the State.
- 3 Where the document or certificate referred to in paragraph 1 and 2 is not issued in the country concerned and for the other cases of exclusion referred to

in Article 93 of the Financial Regulation, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

- 4 Depending on the national legislation of the country in which the tenderer is established, the documents referred to in paragraphs 1, 2, and 3 shall relate to legal persons and/or natural persons including, where necessary, company directors or any person with power of representation, decision-making or control in relation to the tenderer or tenderer. This would be the case when the national legislation concerned gives juridical responsibility of the acts committed by a legal entity (moral persons) to their legal representatives. The tenderer shall provide information on the ownership or on the management, control and power of representation of the legal entity whenever necessary for the proper understanding of the evidence submitted or whenever the Agency requests it.
- 5 Where they have doubts as to whether tenderers are in one of the situations of exclusion, the Agency may itself apply to the competent authorities referred to in paragraph 3 to obtain any information they consider necessary about that situation.
- 6 The Agency may waive the obligation of a tenderer to submit the documentary evidence referred to in paragraphs 1 and 2 if such evidence has already been submitted to it for the purposes of another procurement procedure and provided that the issuing date of the documents does not exceed one year and that they are still valid. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided to the Agency in a previous procurement procedure and confirm that no changes in his situation have occurred. He shall indicate in its tender all the references necessary to allow the Agency services to check this evidence.

4 ANNEXES

4.1 CONTRACTUAL DOCUMENTATION

4.1.1 Model Framework Contract

ANNEX I - Tender Specifications

ANNEX II - Contractor's Tender (No of [*complete*])

ANNEX III - Order Form

4.2 PROCUREMENT DOCUMENTATION

4.2.1 Eligibility documentation

4.2.1.1 Identification of the Tenderer

4.2.1.2 Subcontractor / Letter of Intent

4.2.1.3 Power of Attorney

4.2.2 Exclusion criteria documentation

4.2.2.1 Exclusion Criteria Form

4.2.3 Selection criteria documentation

4.2.3.1 Financial and Economic Capacity Overview Form

4.2.3.2 Contract Reference Form

4.2.3.3 European Curriculum Vitae Format

4.2.4 Award criteria documentation

4.2.4.1 Financial Offer

4.2.5 Checklist of documents to be submitted

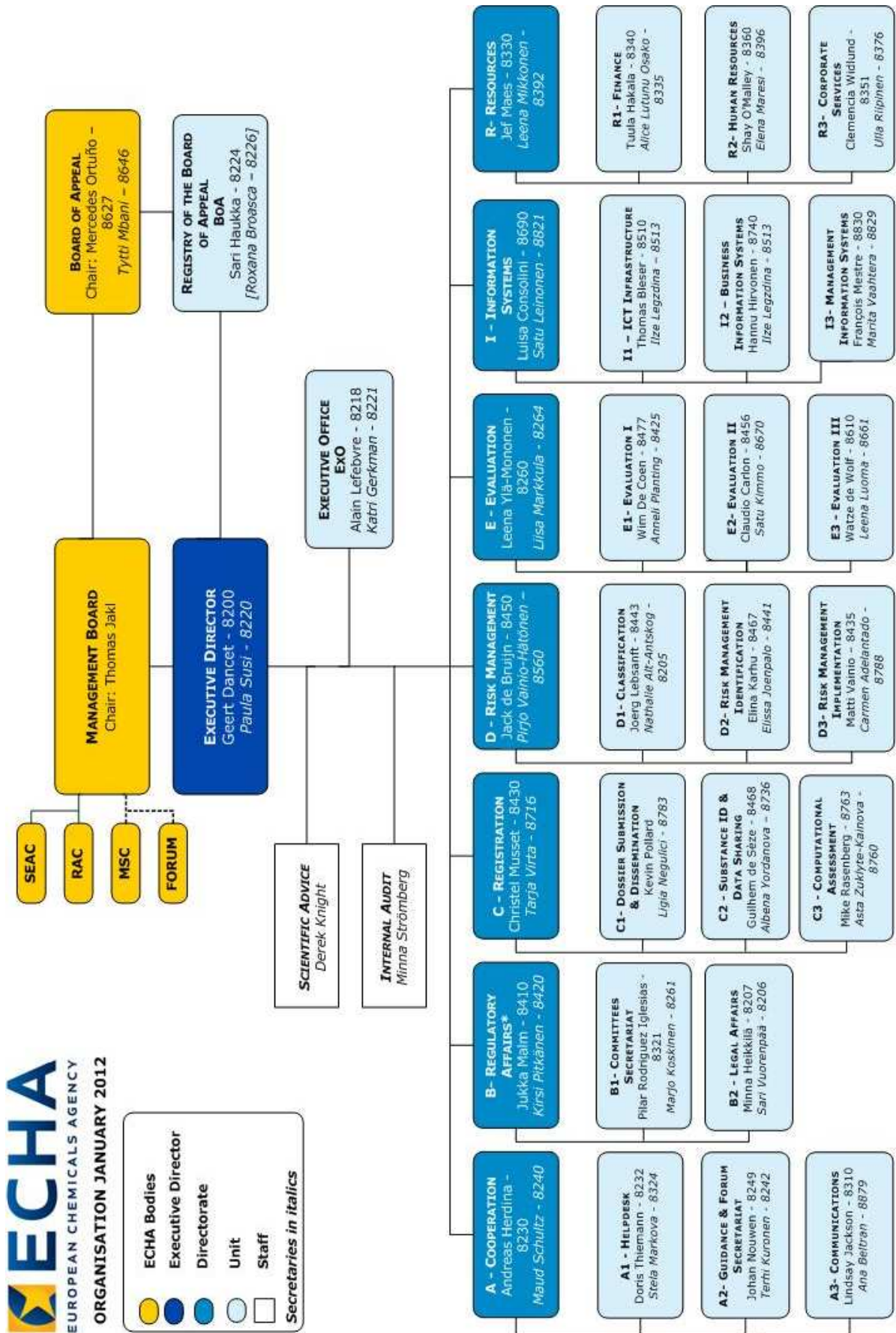
The purpose of the table below is to facilitate the preparation of the tender by providing an overview of the documents that must be included (marked by ■) depending on the role of each economic operator in the tender (coordinator/group leader in joint bid, partner in joint bid, single contractor, main contractor, subcontractor). Some of the documents are only relevant in cases of joint bids or when subcontractors are involved. Additional documents might be necessary depending on the specific characteristics of each tender.

Description	Section	Coordinator or group leader in joint bid	All partners in joint bid	Single or Main contractor	Sub-contractor
Power of attorney of partners in joint bid indicating the group leader (see Section 4.2.3)	1		■		
Letter of intent of subcontractor (see Section 4.2.1)	1				■
Legal Entity Form (see Section 4.2.1) Download the form from : http://ec.europa.eu/budget/execution/legal_entities_en.htm	1	■	■	■	■
Supporting documents for the Legal Entity File Form	1	■	■	■	
Financial Identification form (see Section 4.2.1) Download the form from: http://europa.eu.int/comm/budget/execution/ftiers_en.htm .	1	■		■	
Exclusion Criteria form (see Section 3.3 and Section 4.2.2)	2	■	■	■	■
Evidence of Economic and financial capacity (see Section 2.2.2.1 and Section 4.2.3)	3	■	■	■	
Evidence of Technical and professional capacity (see Section 2.2.2.1 and Section 4.2.4) Go to the following page to fill in the CV: http://europass.cedefop.europa.eu/europass/previous.action?locale_id=1	3	■	■	■	■
Evidence of Technical and professional capacity: project reference form (see Section 2.2.2.1 and Section 4.2.3)	3	■			

The following Sections must be provided in the bid, their absence would mean rejection of the bid for incompleteness:

Description	Section	Coordinator or single tenderer
Technical Proposal (see Section 2.2.2.2)	4	■
Financial Proposal (see Section 2.2.2.3)	5	■

4.2.6 ECHA Organizational chart (September 2011)



* INCLUDING COORDINATION OF REGULATORY OPINION- AND DECISION-MAKING