**ANNEX I.A**

**REFERENCE TABLE**

(this reference table must be completed and attached to the offer)

**Invitation to tender no. ACER/OP/ADMIN/07/2016**

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| ***Exclusion criteria - means of proof required*** (see section 16 of Annex I - Tender specifications) | *Document reference* |
| Dully filled in, signed and dated declaration on honour on exclusion criteria. | *Document No …………**Page ………of the tender* |

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| ***Selection criteria - means of proof required*** (see section 17 of Annex I - Tender specifications) | *Document reference* |
| ***17.1 For BOTH LOTS - Legal capacity*** |  |
| Form “Identification of the tenderer” | *Document No …………**Page ………of the tender* |
| Financial identification form | *Document No …………**Page …… of the tender* |
| Legal entity form | *Document No …………**Page …… of the tender* |
| Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established. | *Document No …………**Page …… of the tender* |
| ***17.2.1 FOR LOT 1 ONLY - Economic and financial capacity***  |  |
| Evidence of valid professional risk insurance cover(s) concerning the services covered by the FWC with a detailed description of the covers and restrictions in English. The professional risk insurance cover shall have a limitation of **at least EUR 100,000 per claim**. The Contractor’s professional risk insurance cover(s) shall remain valid for a period of twelve (12) months after the FWC expires or after the FWC is terminated.Evidence to be provided: The tenderer shall provide a sworn statement that in case of the award of the FWC and prior to the signature of the FWC he/she will provide a certified copy of a valid professional risk insurance cover(s) concerning the services covered by the FWC with a detailed description of the covers and restrictions in English with the professional risk insurance cover of **at least EUR 100,000 per claim**, stating also that the Contractor’s professional risk insurance cover(s) shall remain valid for a period of twelve (12) months after the FWC expires or after the FWC is terminated.  | *Document No …………**Page …… of the tender* |
| A statement of overall turnover and turnover concerning the services covered by the Contract during the last two (2) years. The turnover concerning the services covered by the Contract should amount to **at least EUR 300,000 per yearfor the last two (2) years**. | *Document No …………**Page …… of the tender* |
| ***17.2.2 FOR LOT 2 ONLY - Economic and financial capacity***  | *Document reference* |
| Evidence of valid professional risk insurance cover(s) concerning the services covered by the FWC with a detailed description of the covers and restrictions in English. The professional risk insurance cover shall have a limitation of **at least EUR 100,000 per claim**. The Contractor’s professional risk insurance cover(s) shall remain valid for a period of twelve (12) months after the FWC expires or after the FWC is terminated.Evidence to be provided: The tenderer shall provide a sworn statement that in case of the award of the FWC ad prior to the signature of the FWC he/she will provide a certified copy of a valid professional risk insurance cover(s) concerning the services covered by the FWC with a detailed description of the covers and restrictions in English with the professional risk insurance cover of **at least EUR 100,000 per claim**, stating also that the Contractor’s professional risk insurance cover(s) shall remain valid for a period of twelve (12) months after the FWC expires or after the FWC is terminated.  | *Document No …………**Page ……of the tender* |
| A statement of overall turnover and turnover concerning the services covered by the Contract during the last two (2) years. The turnover concerning the services covered by the Contract should amount to **at least EUR 480,000 per year the last two (2) years**. | *Document No …………**Page ……of the tender* |
| ***17.3.1 FOR LOT 1 ONLY - Technical and professional capacity*** | *Document reference* |
| The average annual manpower of at least 50 employees, excluding the managerial staff, over the last two (2) years.Evidence to be provided: A statement of the average annual manpower, indicating separately the managerial staff, for the last two (2) years. | *Document No …………**Page ……of the tender* |
| Provision of services of the type as requested in this tender for a total invoiced amount (i.e. total amount effectively invoiced to the customer(s)) of **at least EUR 300,000.00 in each of the years 2014 and 2015.**Evidence to be provided: Name(s) of customer(s), a brief description of services undertaken, total financial volume of the contract(s) upon initial signature and total financial volume of the contract(s) effectively delivered (i.e. total amount effectively invoiced to the customers) in the years 2014 and 2015. | *Document No …………**Page ……of the tender* |

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| The team delivering the services shall include as a minimum at least two (2) experts for each profile as defined below. Each of the proposed experts must fulfil the minimum levels of qualifications and professional experience applicable for a respective profile as described below.Each member of the proposed team must have the following minimum levels of qualification:Minimum levels of qualification for the **Team Leader and project manager**:* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least five (5) years' professional experience in work related to the field of SharePoint projects (the professional experiences had to be gained after obtaining the required qualification).
* Excellent knowledge of English (at least level C1).
* Very good writing and communication skills.

Minimum levels of qualification for the **expert SharePoint Architect**:* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least five (5) years' professional experience in work related to the field of SharePoint Architecture implementation (the professional experiences had to be gained after obtaining the required qualification).
* A valid certification for Microsoft Certified SharePoint professional 2007 or later version (e.g. Microsoft Certified Solutions Expert SharePoint certification Certification, Microsoft Certified Professional Developer (MCPD) certifications, etc.).
* A good knowledge of English language (at least level B2).

Minimum levels of qualification for the **expert SharePoint Developer**:* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least three (3) years' professional experience covering at least half of the following fields: development experience in SharePoint Designer, InfoPath forms, Visual Studio, web parts, templates, and/or complex web applications based on ASP.NET/.NET framework and using functionalities of the Microsoft SharePoint 2010 platform (the professional experiences had to be gained after obtaining the required qualification).
* A valid certification for certification for Microsoft Certified SharePoint professional 2007 or later version (e.g. Microsoft Certified Solutions Expert SharePoint certification Certification, Microsoft Certified Professional Developer (MCPD) certifications, etc.).
* A good knowledge of English language (at least level B2).

Minimum levels of qualification for the **expert SharePoint Administrator**:* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least three (3) years' professional experience covering the following fields: system administration experience in Windows 2008/2012 systems (Internet Information Services (IIS) / Active Directory), Microsoft SharePoint 2010 and SQL Server (the professional experiences had to be gained after obtaining the required qualification).
* A good knowledge of English language (at least level B2).

Evidence to be provided: A detailed description of the human resources available for the performance of the work required, including subcontractors. The tenderer shall include CVs showing clearly their qualifications and professional experience within the relevant business area. The tenderer shall provide **at least two (2) CVs for each profile** as described below, clearly indicating the profile on each CV. | *Document No …………**Page ……of the tender* |
| ***17.3.2 FOR LOT 2 ONLY - Technical and professional capacity*** | *Document reference* |
| The average annual manpower of at least 25 employees, excluding the managerial staff, over the last two (2) years.Evidence to be provided: A statement of the average annual manpower, indicating separately the managerial staff, for the last two (2) years. | *Document No …………**Page ……of the tender* |
| Provision of services of the type as requested in this tender for a total invoiced amount (i.e. total amount effectively invoiced to the customer(s)) of **at least EUR 480,000.00** **in each of the years 2014 and 2015**.Evidence to be provided: Name(s) of customer(s), a brief description of services undertaken, total financial volume of the contract(s) upon initial signature and total financial volume of the contract(s) effectively delivered (i.e. total amount effectively invoiced to the customers) in the years 2014 and 2015. | *Document No …………**Page ……of the tender* |
| The team delivering the services shall include as a minimum at least three (3) experts for each profile as defined below. Each of the proposed experts must fulfil the minimum levels of qualifications and professional experience applicable for a respective profile as described below.Each member of the proposed team must have the following minimum levels of qualification:Minimum levels of qualification for the **Team Leader and project manager**:* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least three (3) years’ professional experience in a role of a team leader and project manager in projects related to software development.
* At least two (2) years’ professional experience in software development.
* Excellent knowledge of English (at least level C1).
* Minimum levels of qualification for the **expert Java Developer**:
* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least five (5) years’ professional experience in the work related to the field of Java development and more specifically with designing and building scalable applications in Core Java and experience with at least two of the following technologies:
* development frameworks (e.g. Spring, Hibernate),
* Java Enterprise Edition J2EE,
* service oriented architectures (SOAP, REST),
* integration technologies and frameworks like JSP, JSTL, JMS, JNDI, JDBC, JAXB, Maven, log4j and Junit.
* At least two (2) years’ of professional experience in developing:
* systems with XML-related technologies such as XSD, XPath, XQuery, XSLT, etc.,
* database applications based on MySQL or ORACLE RDBMS and
* applications within Apache Tomcat servlet container architecture.
* A good knowledge of English language (at least level B2).

Minimum levels of qualification for the **expert PHP developer**:* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least five (5) years' professional experience related to the implementation of applications based on PHP language and with building dynamic web pages using HTML5, CSS3 and JavaScript.
* At least three (3) years’ professional experience with at least two of the following technologies:
* PHP-based Content Managements Systems,
* Database applications and MySQL RDBMS,
* MVC structure and frameworks,
* LAMP architecture (Linux, Apache, MySQL, PHP).
* Within the five (5) years’ professional experience at least two (2) years’ professional experience with SOAP and REST technologies.
* A good knowledge of English language (at least level B2).

Minimum levels of qualification for the **expert Web Designer**:* Completed university studies of at least three (3) years’ duration attested by a diploma relevant to the scope of the services requested.
* At least five (5) years' professional experience related to building web-based applications based on HTML 5, CSS3, and JavaScript, including frameworks (e.g. Bootstrap, JQuery, AngularJS).
* At least two (2) years’ professional experience with web applications interface design including UX, responsive design, usability testing.
* At least two (2) years’ professional experience with interface graphical design, including knowledge of Adobe Creative.
* A good knowledge of English language (at least level B2).

Evidence to be provided: A detailed description of the human resources available for the performance of the work required, including subcontractors. The tenderer shall include CVs showing clearly their qualifications and professional experience within the relevant business area. The tenderer shall provide **at least three (3) CVs for each profile** as described below, clearly indicating the profile on each CV. | *Document No …………**Page ……of the tender* |
| ***17.4 FOR BOTH LOTS – Sub-contracting*** | *Document reference* |
| **For those tenders including subcontracting**, the tenderer must submit:* A declaration of the tenderer, duly signed and dated, stating clearly the identity and roles of the subcontractor(s) as well as the description of the quality control measures the tenderer intends to apply on the tasks to be carried out by (each of) the subcontractor(s).
* A letter of intent by (each of) the subcontractor(s), duly signed and dated, stating the unambiguous undertaking to collaborate with the tenderer if the latter wins the FWC and the extent of the resources that it will put at the tenderer’s disposal for the performance of the FWC.

In the absence of subcontracting:* A declaration of the tenderer, **duly signed and dated**, stating that he does not intend to subcontract and that he will inform the Agency about any change in this situation. The Agency reserves the right to judge if such change would be acceptable.
 | *Document No …………**Page ……of the tender* |
| ***17.5*** ***FOR BOTH LOTS - Tenders submitted by a consortium or grouping of service providers*** | *Document reference* |
| For those tenders submitted by a consortium or grouping of service providers, the tender must contain:* A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/…), or the legal form their cooperation will take, should they be awarded the FWC;
* A letter **dated and signed** by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience;
* A document **dated and signed** by all members specifying the lead of the consortium or grouping of service providers and authorising the appointed lead of the consortium or grouping of service providers to submit the offer.
 | *Document No …………**Page …… of the tender* |