

ANNEX I.A

REFERENCE TABLE

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

Invitation to tender no. ACER/OP/ADMIN/22/2012

<i>Exclusion criteria - means of proof required</i> (see point 16 of tender specifications)	<i>Document reference</i>
A signed and dated declaration of honour with respect to the exclusion criteria.	<i>Document No Page of the tender</i>
<i>Selection criteria - means of proof required</i> (see point 17 of tender specifications)	<i>Document reference</i>
<i>A. Professional capacity</i>	
Identification form	<i>Document No Page of the tender</i>
Financial identification sheet	<i>Document No Page of the tender</i>
Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established.	<i>Document No Page of the tender</i>
Legal entity form	<i>Document No Page of the tender</i>
<i>A. Professional capacity - for legal persons only</i>	<i>Document reference</i>
Legal form	<i>Document No Page of the tender</i>
Copy of the Company's Articles of Association	<i>Document No Page of the tender</i>
Names and duties of managerial staff	<i>Document No Page of the tender</i>

B. Financial and economic capacity (one or more of the following documents)	<i>Document reference</i>
Statements from the bank indicating good financial viability or evidence of professional risk insurance covers;	<i>Document No Page of the tender</i>
Balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;	<i>Document No Page of the tender</i>
A statement of overall turnover concerning the services covered by the contract during the last three financial years.	<i>Document No Page of the tender</i>

C. Technical and professional capacity	<i>Document reference</i>
Details of staff turnover during the last financial year and the total staff turnover.	<i>Document No Page of the tender</i>
Provision, as proof of experience over the last four years, of at least two References for contracts where you provided software products, licenses and services to medium customers	<i>Document No Page of the tender</i>
A statement by the tenderer confirming the takeover of the ongoing maintenance and support agreements for all software products which are under maintenance referred in Annex II to this tender specifications (corporate category) acquired via the previous Agency's software contracts, to ensure transparency and continuity of service.	<i>Document No Page of the tender</i>
A statement allowing the request of products from the "out of the list" category, in which case, best effort will be made to find the requested software product or associated service on the market.	<i>Document No Page of the tender</i>
A statement certifying staff linguistic competence, and the availability of contact points in English language for commercial, technical, and incident communications.	<i>Document No Page of the tender</i>
<u>Tenders including subcontracting:</u> <ul style="list-style-type: none"> – A document stating clearly the identity, roles, activities and responsibilities of the subcontractor(s) and specifying the volume/proportion of the tasks of (each of) the subcontractor(s), as well as the description of the quality control measures he 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) stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract; – <u>In the absence of this</u>, a document stating that the tenderer does not intend to subcontract and that he/she will inform the Agency about any change in this situation. The Agency reserves the right to judge if such change would be acceptable. 	<i>Document No Page of the tender</i>

C. Technical and professional capacity	<i>Document reference</i>
<u>Tenders submitted by a consortium or grouping of service providers:</u> <ul style="list-style-type: none"> – 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 contract; – A letter signed by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience; – A document 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. 	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>

Technical offer	<i>Document reference</i>
A catalogue for all software products, their related yearly maintenance and support services that belong to the channel category which is described in section 2.1.3 of Annex I.A to these tender specifications.	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>
Description of how delivery of ordered software products would be organized.	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>
Indication of the maximum time period (working days) between the reception of an order for a software product and/or license and delivery to the Agency.	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>
Samples of the reports described in section 3.3 of these tender specifications, which shall contain description of all the information and fields mentioned.	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>
A sample of the tenderer's quote which will contain a description of all the information and fields mentioned in the tender documentation.	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>
Description of the procedures that will be followed in the case the Agency requests for a quote for a software which belongs to the "out of list" category which is described in section 2.1.4 of Annex I.A to the tender specifications.	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>
Description of the procedures that will be followed for an easy handover to a potential future Contractor and what will be done in order to guarantee a flawless handover.	<p><i>Document No</i></p> <p><i>Page of the tender</i></p>