

ANNEX B

REFERENCE TABLE

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

Invitation to tender no. ACER/OP/ADMIN/17/2012

Exclusion criteria - means of proof required (see point 15 of tender specifications)	<i>Document reference</i>
A signed and dated declaration of honour with respect to the exclusion criteria and absence of conflict of interest.	<i>Document No Page of the tender</i>

Selection criteria - means of proof required (see point 16 of tender specifications)	<i>Document reference</i>
A. Professional capacity	<i>Document reference</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>
A. Professional capacity - for legal persons only	<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	<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>

	<i>Document reference</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 two (2) financial years.	<i>Document No Page of the tender</i>

C. Technical and professional capacity	<i>Document reference</i>
A statement of the average annual manpower and the number of managerial staff over the last two (2) years.	<i>Document No Page of the tender</i>
A detailed description of the tenderer's organisational structure (managerial and operational staff), infrastructure and resources available for the performance of the work required (premises, equipment, etc.)..	<i>Document No Page of the tender</i>
A description of the services provided in 2010 and 2011 in the subject areas covered by the contract, indicating the amount(s), date(s) and recipient(s), including the information on the total invoiced amount, similar to the supplies as described in these tender specifications, which shall be at least EUR 100.000,00 in 2010 and 2011 respectively.	<i>Document No Page of the tender</i>
CV of staff proposed for the implementation of this contract, with the following minimum qualifications: excellent knowledge of English language and very good communication and organisational skills.	<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; – In the absence of this, 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. 	<i>Document No Page of the tender</i>

	<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. 	<i>Document No</i> <i>Page of the tender</i>

<i>Technical tender - means of proof required</i> (see point 14 of tender specifications)	<i>Document reference</i>
Official catalogue, in print and in electronic version, accompanied by a price list for all items included in the catalogue	<i>Document No</i> <i>Page of the tender</i>
Samples and/or colour pictures of items, as specified in Annex A to these tender specifications. Each sample and/or colour picture has to be properly marked with a reference number of the item.	<i>Document No</i> <i>Page of the tender</i>
Detailed description of customer services (i.e. availability of the contact person assigned for the contract, after sale services, etc.).	<i>Document No</i> <i>Page of the tender</i>
Detailed description of delivery policy, with minimum response time for normal and urgent deliveries.	<i>Document No</i> <i>Page of the tender</i>
Detailed description of return policy indicating the minimum response times, including the approach for resolving issues when the Agency is not satisfied with a certain product.	<i>Document No</i> <i>Page of the tender</i>