

## ANNEX A

### REFERENCE TABLE

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

#### Invitation to tender no. ACER/OP/ADMIN/19/2012

<b><i>Exclusion criteria - means of proof required</i></b> (see point 16 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>

  

<b><i>Selection criteria - means of proof required</i></b> (see point 17 of tender specifications)	<i>Document reference</i>
<b><i>A. Professional capacity</i></b>	<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>
<b><i>Professional capacity – only for legal persons</i></b>	<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>B. Financial and economic capacity</b>	<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 (3) financial years.	<i>Document No ..... Page ..... of the tender</i>
<b>C. Technical capacity</b>	<i>Document reference</i>
A statement of the average annual manpower and the number of managerial staff over the last three years.	<i>Document No ..... Page ..... of the tender</i>
List of contracts performed during the last three (3) years, similar to the services as described in these tender specifications, for a total invoiced amount of at least EUR 100,000.00 in 2010 and 2011 respectively.	<i>Document No ..... Page ..... of the tender</i>
At least three (3) references of international institutions with a seat in Ljubljana to which the tenderers are/have provided interim services during the last three (3) years.	<i>Document No ..... Page ..... of the tender</i>
The number of interim staff provided in 2011.	<i>Document No ..... Page ..... of the tender</i>
The number of individuals per category presently available in the tenderer's database.	<i>Document No ..... Page ..... of the tender</i>
The language skills of interim staff in the tenderer's database.	<i>Document No ..... Page ..... of the tender</i>
Between two (2) to four (4) CVs, for indicative purposes, of individuals presently available per category.	<i>Document No ..... Page ..... of the tender</i>
If applicable - 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 including subcontracting:</u> <ul style="list-style-type: none"> <li>– 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).</li> <li>– 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.</li> </ul>	<i>Document No .....</i> <i>Page ..... of the tender</i>
<u>Tenders submitted by a consortium or grouping of service providers</u> <ul style="list-style-type: none"> <li>– 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;</li> <li>– A letter signed by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience;</li> <li>– 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.</li> </ul>	<i>Document No .....</i> <i>Page ..... of the tender</i>