



Specifications attached to the Invitation to Tender

14.CAT.OP.051

**“CAP-Future Information Sharing Solutions
through EU Federated Mission Networking”**

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Introduction to EDA

Pursuant to Council Decision 2011/411/CFSP of 12 July 2011 defining the statute, seat and operational rules of the European Defence Agency and repealing Joint Action 2004/551/CFSP, the mission of the European Defence Agency (hereinafter “EDA” or “the Agency”) is "to support the Council and the Member States in their effort to improve the EU's defence capabilities in the field of crisis management and to sustain the CSDP as it stands now and develops in the future."

Functions and tasks

The European Defence Agency, within the overall mission set out in the Agency's constituent act, is ascribed four functions, covering:

- developing defence capabilities;
- promoting Defence Research and Technology (R&T);
- promoting armaments co-operation;
- creating a competitive European Defence Equipment Market and strengthening the European Defence, Technological and Industrial Base.

All these functions relate to improving Europe's defence performance, by promoting coherence. A more integrated approach to capability development will contribute to better-defined future requirements on which collaborations - in armaments or R&T or the operational domain - can be built. More collaboration will, in turn, provide opportunities for industrial restructuring and progress towards the continental-scale demand and market, which industry needs.

Further information can be found on the Agency's web site at <http://www.eda.europa.eu>

1 Overview of this tender

1.1 Description of the contract

The services required by EDA are described in the terms of reference in part 2 of the present tender specifications.

1.2 Timetable

Summary timetable	Date	Comments
Deadline for request of clarifications from EDA	13/11/2014	
Site visit or clarification meeting (if any)	Not applicable	
Last date on which clarifications are issued by EDA	17/11/2014,	17:00h, Brussels local time
Deadline for submission of tenders	24/11/2014¹	Tenders delivered by hand shall be submitted not later than 17:00h Local Time
Opening session	25/11/2014 ²	At 11:00h Brussels local time
Interviews	Not applicable	
Completion date for evaluation of tenders	Mid of December 2014	Estimate
Signature of contract(s)	End of December 2014	Estimate

1.3 Participation in the tender procedure

Tenderers must not be in any of the exclusion criteria indicated in section 3.1 of these tender specifications and must have the legal capacity to allow them to participate in this tender procedure (see section 3.2.1).

Please note that any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or the EDA during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of his tender and may result in administrative penalties.

¹ The deadline for submission of tenders shall be considered to be the **date of receipt by the Agency of the tender**.

² Maximum one legal representative per participating tenderer may attend the opening session. Tenderers shall inform the Agency of their intention to attend, at least 5 days prior to the opening session.

1.4 Participation of consortia

Consortia, may submit a tender on condition that it complies with the rules of competition.

A consortium may be a permanent, legally-established grouping or a grouping which has been constituted informally for a specific tender procedure.

Such grouping (or consortia) must specify the company or person heading the project (the leader) and must also submit a copy of the document authorising this company or person to submit a tender. All members of a consortium (i.e., the leader and all other members) are jointly and severally liable to the Contracting Authority.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria (see **Section 3** of these tender specifications).

The participation of an ineligible person will result in the automatic exclusion of that person.

1.5 Sub-contracting

The tenderer must indicate clearly, which parts of the work will be sub-contracted.

Sub-contractors must satisfy the eligibility criteria applicable to the award of the contract. If the identity of the intended sub-contractor(s) is already known at the time of submitting the tender, all sub-contractors must provide the required evidence for the exclusion and selection criteria as detailed in **Section 3** of these tender specifications.

If the identity of the sub-contractor is not known at the time of submitting the tender, the tenderer who is awarded the contract will have to seek the EDA's prior written authorisation before entering into a sub-contract.

Where no sub-contractor is given, the work will be assumed to be carried out directly by the bidder.

1.6 Presentation of the tenders

The tenders must comply with the following conditions:

1.6.1 Tenders must be submitted in accordance with the **double envelope system**:

The **outer envelope** or parcel should be sealed with adhesive tape and signed across the seal and carry the following information:

- the reference number of the invitation to tender **14.CAT.OP.051**
- the project title “**CAP-Future Information Sharing Solutions through EU Federated Mission Networking**”
- the name of the Tenderer
- the indication “***Tender - Not to be opened by the internal mail service***”
- the address for submission of tenders (*as indicated in the letter of invitation to tender*)
- the date of posting (*if applicable*) should be legible on the outer envelope.

The outer envelope must contain three inner envelopes, namely, Envelope A, B and C.

The content of each of these three envelopes must be as follows:

Envelope A – Administrative documents

- the **Tender Submission Form** found in **Annex VII**
- the duly filled in, signed and dated **Exclusion Criteria Declaration(s)** as requested in section 3.1 and using the standard template in **Annex IV**
- the duly filled in, signed and dated **Legal Entity Form(s)** as requested in section 3.2 and using the standard template in **Annex V**
- the duly filled in, signed and dated **Financial Identification Form**³ using the template in **Annex VI**
- The **Economic & Financial Capacity** criteria documents as requested in section 3.2
- The **Technical & Professional Capacity** criteria documents as requested in section 3.2 - **One signed original and 3 (three) copies.**
- **Duly authorised signature**, i.e. an official document (e.g. statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the tenderer is duly authorised to do so.
- In case of **consortia**, the consortium agreement or a duly signed and dated consortium statement by each of the consortium members specifying the company or person heading the project and authorised to submit a tender on behalf of the consortium.

³ in case of consortia, only **one** Financial Identification Form for the whole consortium shall be submitted, nominating the bank account into which payments are to be made under the contract in the event that the respective tender is successful

Envelope B – Technical proposal

One signed original and 3 (three) copies of the technical proposal providing all information requested in point 4.2.

Envelope C – Financial proposal

One signed original of the financial proposal based on the format found in **Annex II**.

- 1.6.2** The original tender must be marked “**ORIGINAL**”, and the copies signed in the same way as the original and marked “**COPY**”.
- 1.6.3** Tenders should be drafted in one of the official languages of the European Union, preferably English. Requested documents not available in English should be accompanied by an English courtesy translation. The contract shall be entered into in English.

It is extremely important that tenders be presented in the correct format and include all documents necessary to enable the evaluation committee to assess them. Failure to respect these requirements will constitute a formal error and may result in the rejection of the tender.

1.7 Period during which the tenders are binding

Period of validity of the tenders, during which tenderers may not modify the terms of their tenders in any respect is 120 days after the deadline for the submission of tenders. In exceptional cases, before the period of validity expires, the EDA may ask tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain its tender for a further 60 days from the date of notification that his tender has been recommended for the award of the contract. The further period of 60 days is added to the validity period irrespective of the date of notification.

1.8 Contacts between the EDA and tenderers

Contacts between the EDA and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

A. Before the final date for submission of tenders:

- At the request of the tenderer, the EDA may provide additional information solely for the purpose of clarifying the nature of the contract. Any request for additional information must be made in writing by **e-mail** at procurement@eda.europa.eu or

at the **Fax No.: +32 (0)2 504 29 75** and should indicate the reference number and the title of the tender.

- Requests for additional information received after the deadline for request of clarifications from the EDA as specified in point 1.2 – *Timetable* will not be processed.
- The EDA may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.
- Any additional information including that referred to above will be published on the EDA's website. Please ensure that you visit regularly the site for updates.

B. After the opening of tenders:

- If, after the tenders have been opened, some clarification is required in connection with a tender, or if obvious clerical errors in the submitted tender must be corrected, the EDA may contact the tenderer, although such contact may not lead to any alternation of the terms of the submitted tender.

After the award decision, all tenderers will be informed of the outcome of this procedure by e-mail. It is the tenderer's responsibility to provide a valid e-mail address together with their contact details in their tender and to check their e-mail regularly.

1.9 Visits to EDA premises

No site visit/information meeting at EDA's premises is deemed necessary for this procedure.

1.10 Division into lots

This tender is not divided into lots. The tenderer must be in a position to be able to provide all the services requested.

1.11 Variants

In the absence of any such indication in the terms of reference your tender should not deviate from the services requested.

1.12 New services

In accordance with Article 31 of the Council decision 2007/643/CFSP of 18 September 2007 on the financial rules of the European defence Agency and on the procurement rules and rules on financial contributions from the operational budget of the European defence Agency, the EDA may have recourse to the negotiated procedure without prior

publication of a contract notice for additional contracts involving services similar to those assigned to the party that was awarded this contract.

1.13 Security standards

In the general implementation of its activities and for the processing of tendering procedures in particular, the EDA observes the Council's security rules set out in Council Decision 2013/488/EU of 23 September 2013 on the security rules for protecting EU classified information.

1.14 Contract provisions

In drawing up your tender, you should bear in mind the provisions of the draft contract (see **Annex I** to the present tender specifications). In particular, the draft contract indicates the method and the conditions for payments to the contractor.

2 Terms of Reference

The Terms of Reference will become part of the contract that may be awarded as a result of the tender.

2.1 Introduction: background to the invitation to tender

The EDA supports the European Council and the Member States in their effort to improve the EU's defence capabilities within the Common Security and Defence Policy (CSDP). One constant challenge faced by the Member States contributing to EU-led operations is information sharing and interoperability – particularly in meeting the unique Command and Control (C2) arrangements of CSDP. To enable increased levels of information sharing and C2 interoperability within and between CSDP operations and missions, improved levels of guidance is needed to help national and international organisations provide capabilities that enable satisfactory C2 within coalition operations. In particular, CSDP-implementation of wider initiatives on federated mission networking (FMN) should be the focus of capability development planning. This guidance can then be used by national C2 and CIS planners, the European External Action Service (EEAS), EDA and others to direct prioritised investment in information services and supporting communication infrastructure solutions (including mission-classified and unclassified network infrastructure).

The concept of FMN is being established as the main approach by NATO and other international organisations to interoperate in future coalition responses to conflict resolution. Consequently, the implications of FMN in theory and as practiced needs to be integrated in how Member States develop C2 capabilities in the future for use within the framework of CSDP.

With an understanding of the application of FMN principles to CSDP, comes the need to scrutinise acquisition/armament processes within nations and EEAS to identify and prioritise the activities available to capability planners and acquisition staff to increase the ability of C2 capabilities to interoperate in coalition environments. This scrutiny and associated findings can be used to propose improvements in both national and international armament/acquisition processes – with the focus on C2 and related capabilities.

2.2 Scope of the Contract

The scope of the contract is to take stock of the multilateral efforts to enable pMS to implement the principles of FMN within CSDP C2 and associated information and communication services.

The contractor will focus on military C2 within and between EU HQs and other CSDP entities (such as tactical military formations, training mission staff, civilian missions). Due regard will be

given to the practical realities realised within recent CSDP operations but, subject to EEAS cooperation, the contractor will also take due regard of the emerging C2 plans within the civilian domain.

Using the Capability Development Plan (CDP) and allied processes as a baseline reference the scope of the study should specifically identify and address the diverse ingredients that make-up successful C2 by addressing an appropriately diverse set of lines of capability development:

- Concepts and Doctrine
- Organisational constraints
- Personnel requirements and training needs
- Technological factors (such as relatively short refresh cycle when compared with other capabilities)
- Information assurance (and associated constraints)
- Legal arrangements and other forms of international agreements.

2.3 Use of the Output

The findings from this contract will be used to inform the future EDA/pMS *Information Superiority*-related strategic context documents, influence and justify the EDA Work Programme, and improve the granularity and quality of the EDA Collaborative Database (CODABA) that in turn contributes to the EU Capability Development Plan. There is also the expectation that the work will reveal innovative ways to better incorporate information sharing criteria within national programmes by demonstrating the potential benefits of doing so. And in-turn, recommending practical ways to link multilateral collaborative programming arrangements with national procedures.

The findings will also be a useful reference for those managing multilateral strategic research agendas through identifying particular research and system technology development opportunities that are managed between R&T entities, capability planners, and national armaments organisations.

2.4 Services Required

The contractor shall draw upon capability development and defence acquisition competences to progress the following two main requirements:

2.4.1 Implementation of CSDP C2 Capability through Federated Mission Networking

Based on the information-sharing lessons drawn from coalition operations, the concept of federated mission networking (FMN) is currently in the process of being applied. Building on the close examination of the lines of capability development⁴ required for the implementation of FMN, the contractor should recommend and justify practical projects by pMS, EEAS, EDA and other international organisations to better position pMS to integrate and take advantage of FMN principles within the operational context of CSDP. In doing so, reference should be made to existing activities by CSDP entities to address the challenges of command and control (C2) and information sharing within coalition operations.

It is expected that the projects will be described in the format and terminology of programme and project management products such as business cases and/or programme benefits/blueprint design and expressed within a '*CSDP C2 Information Strategy*' that takes due regard of the realities of multilateral defence planning constraints combined with an appreciation of the industry market place and associated planning needs.

National C2 information programmes have a life-cycles and generic and specific analysis will reveal opportunities to influence national programmes and enhance the detail, relevance and utility of the CDP, CODABA (and other sources of MoD planning guidance) when applied to the information domain.

The majority of EU Member States are members of NATO and it is assumed that they will be planning for current and future networks to federate within both EU, NATO and other multilateral missions. Due regard should be made of the political, security and technical implications of non-NATO entities seeking to interoperate within a CSDP FMN environment.

The C2 Information Strategy should propose a detailed approach for practical capability implementation and address the following:

2.4.1.1 Within the context of FMN, the peculiarities and features of CSDP operations and missions should be highlighted though identifying opportunities and risks to be managed within capability programmes.

2.4.1.2 Through liaison with the EU Military Staff and Operation HQ in Northwood, examine the EU's ATALANTA Classified Mission Network (ACMN) with regards to mission-classified information exchange in support of CSDP operations, and examine the solutions used for the sharing of unclassified information. Conclusions from the design, operation and support of ACMN and other information-sharing solutions should be collated and analysed, and the implications described for how pMS should prepare C2 and information-sharing capabilities for future operations.

⁴ (Doctrine/Concepts, Organisation, Training, Materiel, Leadership/knowledge, People, Facilities, Interoperability)

- 2.4.1.3** Related to the previous analysis, and taking stock of the shape and size of current CSDP operations and missions, provide recommendations on what standing CIS capabilities and preparatory actions should be put in place to meet future CSDP C2 challenges in a timely manner.

The Tender should propose how this analysis could be conducted to enable credible guidance and recommendations to be derived within a CSDP C2 Information Strategy.

2.4.2 Information Capability Acquisition Implications of FMN

Based on the work to derive a C2 Information Strategy, the contractor is required to conduct an analysis of how pMS can better acquire communications and information capabilities. The expected product is an '*CSDP C2-Information Acquisition Guide*' with the objective of providing national and international capability armaments staff with guidance on how to achieve the conceptual benefits of FMN with particular focus on:

- 2.4.2.1** Describing generic and particular MOD/organisational processes within the multinational environment and highlighting the differences between multilateral procurement of information and communication services, systems and technologies when compared with conventional defence platforms. The aim being to recommend particular national and international procurement activities that will increase the efficiency and effectiveness of FMN-associated acquisition activity.

- 2.4.2.2** Studying, analysing and recommending how multilateral and comprehensive information interoperability is best specified and justified within international and national projects. It is envisaged that this would include:

- 2.4.2.2.1** Reporting on the methodology for generation, use and application of technical architectural frameworks and supporting standards-based specifications.

- 2.4.2.2.2** Scrutiny of how the current Common Staff Target/Common Staff Requirement programme arrangements used by EDA capability project teams (detailed at Annex A) should be applied to national ICS programmes to help implement FMN (to include gating / approvals processes, programme and project management methods, business case / benefits management,

and involvement of industry and national governance arrangements).

2.4.2.2.3 A case study of at least three national/international projects to provide the evidence for a more optimal international acquisition process.

2.4.3 Project Management

The contractor shall use a structured project management method to deliver the products of the analytical study (PRINCE2 or a similar pre-stated APM methodology should be used). Particular emphasis shall be placed within the Tender on proposed product descriptions to be agreed within the contract. The contractor shall recommend a suitable breakdown of work packages and project stages that meets the contract arrangements and within constraints of resource availability. Given the information needed to support the analysis within the project, the Tender should detail a strategy explaining how credible information research will be conducted and highlighting both project risks and expectations for government provided information.

2.5 Contractual Deliverables and Meetings

2.5.1 Management

The contractor shall be responsible for the overall management of the project performance and for an appropriate coordination with the EDA including, but not limited to:

- Coordination with the EDA and its representatives for the contract;
- Management of external sources of information;
- Preparation of the meetings, workshops and deliverables.

The contractor shall use a structured project management method (PRINCE 2 or similar).

2.5.2 Meetings

1. Project Initiation Meeting: Undertaken at EDA premises. The Contractor shall present the Project Initiation Document with associated proposals for contract management, planning delivery/presentation of resulting products.

2. Progress Meetings: Routine monthly progress meetings are required with ad hoc meetings arranged in accordance with project management products. Proposal for meetings by VTC,

telephone conference or face-to-face should be provided (with associated Project resource implications).

4. Final presentation: In connection with the delivery of the CSDP C2 Information Strategy and CSDP C2-Information Acquisition Guide the Contractor shall give a final presentation at the EDA, which will be directed to the combined CIS and C2-Information Project Team Meeting. The approval of the deliverables will be decided after the presentation.

2.5.3 Deliverables

All deliverable product documents should comprise 5 hard-paper copies and one electronic copy (CD/DVD, MS Office/pdf). The following deliverables (products) are required:

Product Description	Schedule	Quality Criteria
Project Initiation Document	Initial draft: with tender proposal. Final draft: 3-weeks after kick-off meeting.	PRINCE2 (or equivalent)
CSDP C2 Information Strategy	Tender to propose schedule of draft review process. Final draft: not later than 9-months after kick-off meeting.	Use of programme and project management taxonomy. Coherence with FMN conceptual principles.
CSDP C2-Information Acquisition Guide	Tender to propose schedule of draft review process. Final draft: not later than 9-months after kick-off meeting.	Provision of guidance based on evidence drawn from credible industry and technical experience. Delivered on time using ideas and language with clarity accuracy and brevity – supported by evidence where appropriate.

2.6 Specific Security Issues

The overall classification of the contract is CONFIDENTIEL UE/EU CONFIDENTIAL.

It is anticipated that the majority of correspondence, analysis and reports will be at the unclassified level.

For details about the elements of contract to which security classification is assigned refer to draft Contract, Annex III, Appendix II.

2.7 Volume of the contract

The maximum contract value is 100,000.00 EUR (VAT excluded). No pre-financing or interim payment shall be made. Final payment shall be made upon acceptance of all the Deliverables defined in Section 2.5.3 above.

2.8 Duration of the contract

Estimated contract implementation period: 10 months.

2.9 Place of delivery/execution

Products shall be delivered to the EDA premises in Brussels, Belgium. Meetings shall normally be held at EDA premises, unless otherwise indicated in this document or agreed between the two parties.

2.10 Variant solutions

Not applicable.

3 Exclusion and selection criteria

3.1 Exclusion criteria

Participation to this tender is only open to tenderers who are not in one of the situations listed below:

- a) bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) have been convicted of an offence concerning their professional conduct by a judgement which has the force of res judicata;
- c) have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in a serious breach of contract for failure to comply with their contractual obligations.

In addition to the above, contracts may not be awarded to tenderers who, during the procurement procedure:

- are subject to a conflict of interest;
- 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.

Means of proof required

Tenderers, **including all consortium members and all sub-contractors where applicable**, shall provide a declaration on their honour (see model in **Annex IV**), duly signed and dated, stating that they are not in one of the situations referred to above.

Nota bene:

The tenderer to whom the contract is to be awarded shall provide, within 15 days following notification of award and preceding the signature of the contract, the following documentary proofs to confirm the declaration referred to above:

- For points a), b) and e) 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.
- For point d) a recent certificate issued by the competent authority of the State concerned.

Where the document or certificate referred to above is not issued in the country concerned, 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.

The tenderers will be waived of the obligation to submit the documentary evidence above mentioned if such evidence has already been submitted for the purposes of another procurement procedure launched by the European Defence Agency and provided that the documents are not more than one year old starting from their issuing date 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 in a previous procurement procedure, specifying the reference of the call for tender for which the documents have been provided, and confirm that no changes in his situation have occurred.

3.2 Selection criteria

The tenderers must submit evidence of their legal, economic, financial, technical and professional capacity to perform the contract.

3.2.1 Legal capacity

Requirement

The tenderers, **including all consortium members and all sub-contractors where applicable**, are asked to prove that they are authorised to perform the contract under their national law as evidenced by inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

Evidence required

Each tenderer, **including every consortium member and every sub-contractor where applicable**, shall provide a duly filled in and signed **Legal Entity Form** (see **Annex V**) accompanied by the documents requested therein.

Economic operators already registered as a legal entity with the European Defence Agency (i.e. they are or have been contractors of EDA) are not obliged to provide the documents requested on the condition that the legal entity details of the tenderer have not changed . In such case economic operators are to provide reference of the last contract awarded by EDA”.

3.2.2 Economic & Financial capacity

Requirement

The tenderer, **including every consortium member where applicable**, must be in a stable financial position and have the economic and financial capacity to perform the contract.

Evidence required

Proof of economic and financial capacity shall be furnished by the tenderer, including every consortium member, as follows:

Where publication of the Balance sheet is required under the law of the country where the economic operator is established, the tenderer shall complete and include in the offer a financial statement form (Annex VIII) to these tender specifications.

Please observe the following aspects in completing this financial statement (Annex VIII):

- It should be certified by means of a signature of the chief accounting officer of the tendering organisation
- EDA has the right during the tendering process and before awarding the contract to request further evidence on the tenderer's compliance with the economic & financial capacity requirement, in which case balance sheets and profit & loss accounts for the past financial years may be requested.
- In the case of a consortium submitting an offer, the financial statement should be included in the offer for all consortium partners.
- In the case of a physical person the financial statement should be included in the offer for where only the lines 16 and 17 need to be filled in and the financial statement can be signed by the physical person only.

If, for some exceptional reason which the EDA considers justified, the tenderer is unable to provide the information requested by the contracting authority, he may prove his economic and financial capacity by any other means which the EDA considers appropriate. EDA reserves the right to ask sub-contractors to prove their financial capacity should their share of work is substantial.

3.2.3 Technical and professional capacity

Requirement(s)

To successfully conduct the contract the tenderer shall provide evidence of:

- Capability development experience of C2 information solutions in the multinational defence industry with involvement in at least 3 projects delivered in this field in the last 5 years;
- Having participated in at least 3 multilateral CIS projects or national CIS projects with demonstrable multinational interoperability outputs (within the last 5 years);
- Project team members with proven multinational defence C2 and CIS acquisition experience (min. of 3 years professional experience in the above field)
- Project team members with an involvement in the development of federated mission networking (min. of 3 years professional experience in the above field)
- Project manager with project management qualifications (PRINCE2 APM or other recognized PM qualification)
- The potential main contractor, and potential co-contractors and subcontractors which may be provided with EUCI at level CONFIDENTIEL UE/ EU CONFIDENTIAL, must hold a Facility Security Clearance (FSC) with safeguarding capabilities, before the awarding of the contract, up to and including the level of CONFIDENTIEL UE/ EU CONFIDENTIAL.
- Potential co-contractors and subcontractors, whose personnel may be granted access to EUCI at level CONFIDENTIEL UE/ EU CONFIDENTIAL, must hold a FSC (no need for safeguarding capabilities), before the awarding of the contract, up to and including that level.
- Tenderers' personnel involved in the contract, which may have access to EUCI at level CONFIDENTIEL UE/ EU CONFIDENTIAL must be cleared at that level, before being provided with or granted access to EUCI at that level.

Evidence required

The following documents or information must be presented as evidence of compliance with the technical and professional capacity:

- A list of relevant services and/or projects (such as contracts, studies, etc.) performed by the contractor with a list of publications (where applicable) corresponding in terms of scope and complexity to the services required within this call for tender and clearly showing the requested experience above
- A list of CVs of the project team members (the team delivering the service), clearly showing the knowledge and experience required above. The use of Europass CV template found in Annex III is strongly recommended.

- A commitment⁵ from the tenderers and the subcontractors already identified that they hold or are in condition to obtain by the date of the awarding, where required, a Facility Security Clearance (FSC) at the level CONFIDENTIEL UE/EU CONFIDENTIAL, and that they will appropriately safeguard the confidentiality of all classified information in their possession or coming to their notice throughout the duration of the contract and after termination or conclusion of the contract, in accordance with the basic principles and minimum standards of security laid down in the Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU) and the contract-specific security requirements that will be mentioned in the Security Aspect Letters (SAL) of the future contract;
- EDA, as Contracting Authority, shall receive, by the date of the awarding, confirmation from the National Security Authority (NSA)/ Designated Security Authority (DSA) or any other competent security authority of the EU Member State in which the potential contractor or subcontractor concerned is registered, as appropriate in accordance with the abovementioned requirements, that a Facility Security Clearance (FSC) at the appropriate level has been issued⁶. Therefore, the tenderers and potential subcontractors are requested to fill out the form found in Annex IX and submit it together with their tender;
- Any other document which could demonstrate tenderer's technical and professional capacity according to the requirements set in this paragraph.

The technical and professional capacity will be assessed in relation to the combined capacities of all the Consortium members (leader and member(s)) and the subcontractor(s), if any, as a whole.

4 Award of the contract

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

The contract shall be awarded to the tenderer submitting the tender offering the best value for money (best quality-price ratio).

4.1 Technical evaluation

The quality of each technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below.

⁵ In accordance with Article 22 (a) of Directive 2009/81/EC of the European Parliament and of the Council of 13 July 2009 on the coordination of procedures for the award of certain works contracts, supply contracts and service contracts by contracting authorities or entities in the fields of defence and security, and amending Directives 2004/17/EC and 2004/18/EC

⁶ Point 11, Title III of Council Decision of 23 September 2013 on the security rules for protecting EU classified information (2013/488/EU).

Number	Quality Criteria	Details of Quality Criteria	Maximum percentage
1.	Project management	<ul style="list-style-type: none"> Proposed structured project management method. Internal structure/organisation of the team (roles, responsibilities and interactions). Balance of the team (i.e technical, practical and acquisition competences) Division of labour between the team members (leader, experts, etc.) and the proportion of time each will dedicate to the study, review cycles of the output, quality reviews of the deliverables In case of a consortium, the work share between consortium entities should also be provided Description of key contributions from any sub-contracting arrangements foreseen (if applicable) Estimated man hours devoted to each WP and assigned experts. 	20
2.	Conduct and provision of external assistance, information gathering and analysis	<p>Detail within the Proposal that explains how the WPs will be developed with an emphasis on the validity/credibility/accuracy of the WP outputs.</p> <ul style="list-style-type: none"> Use of background information and management of external information resources. Coordination with EDA. Risk management tools for capturing technical, financial and planning risks 	35
3.	Quality of the technical proposal when compared with the technical specification	<p>Detail within the Proposal that shows the understanding of the acquisition process within the multinational command and control information environment, and associated expertise of the technical systems and services.</p> <ul style="list-style-type: none"> Identification and rationale of the important items. Selection of optimal approach/methodology 	35

		to achieve outputs. • Readability and clarity of the Technical Offer	
4.	Risk management and mitigation	Identification within the Proposal of risks that threaten the quality of the contracted outputs and detail of proposed mitigation measures.	10
Total			100

Interviews

The Evaluation Committee does not expect to conduct any interviews.

4.2 Technical proposal

The Tenderers shall present evidence that they are capable to deliver a high quality of support and written deliverables. Tenderers shall also include in their tender all detailed information and documentation to allow the Evaluation Committee to assess all the quality criteria mentioned above. The Evaluation Committee reserves the right not to attribute points when insufficient evidence is provided.

To do so, tenderers shall include in their bids, an executive summary listing the key points developed in the proposal with reference to the appropriate sections in the proposal and the addressed criteria.

Tenderers should also include in their bids:

- a) A detailed Programme Management Plan: describing tasks, milestones, interdependencies and the associated schedule
- b) A description of the reference methodologies and approaches proposed to be applied for the conduct of the study
- c) Indicate clearly all consortium members/ sub-contractors (where applicable) and their specific roles & responsibilities/ proportion of work. The respective subcontractor or consortium partner should be clearly specified for each part or task.
- d) A description of the roles and responsibilities of the experts involved in delivering the service (whose CV's are required under section 3.2.3)
- e) Other information in order to assess the criteria established in 4.1

4.3 Technical quality threshold

Only tenders scoring 70 points or more (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated.

4.4 Financial evaluation

The evaluation will be made on the basis of the price offered in the model financial offer (Annex II) and based on the following formula:

$$\text{Financial Score for "offer X"} = (\text{cheapest bid price received/price of "offer X"}) * 100$$

Where a maximum budget is mentioned in these tender specifications, any tenderer submitting a financial proposal exceeding this budget will be rejected.

4.5 Financial proposal

- The financial proposal should be presented in the format found in **Annex II**.
- Prices must be quoted in **EURO** and include all expenses necessary to perform the contract.
- The price quoted is fixed and is subject to **NO revision**.
- Prices must be quoted free of all duties, taxes and other charges (including VAT) as the EDA is exempt from such charges under Article 3 of the Protocol on the Privileges and Immunities of the European Union.
- Costs incurred in preparing and submitting tenders are borne by the tenderer and shall not be reimbursed.

4.6 Choice of the selected tender

The most economically advantageous tender is established by weighing technical quality against price on a **70/30** basis.

The consolidated score for each candidate shall be calculated as follows:

$$\text{Consolidated score} = \text{Technical Score} * 0,7 + \text{Financial Score} * 0,3$$

ANNEX I - DRAFT CONTRACT

ANNEX II - MODEL FINANCIAL OFFER

Prices should be all-inclusive; the Agency will not pay expenses for any additional costs incurred from the execution of the contract.

Financial proposals exceeding the amount indicated in Section 2.7 shall be excluded outright.

Name of Tenderer:	
--------------------------	--

TOTAL COST OF ASSIGNMENT, INCLUDING ALL ASSOCIATED EXPENSES AND EXCLUDING VAT :	€
--	----------

Name: (of the Tenderer or authorised representative)	Signature:	Date:

ANNEX III - CURRICULUM VITAE

To be downloaded from the following URL address:

<http://europass.cedefop.europa.eu/en/documents/curriculum-vitae/templates-instructions>

ANNEX IV - DECLARATION ON EXCLUSION CRITERIA

(To be completed and signed by each Consortium member and by each Sub-contractor, where applicable)

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number/ID Card No.:

VAT number:

Declares on oath that the individual/company/organisation mentioned above is not in any of the situations mentioned below:

- a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) they have been convicted of an offence concerning their professional conduct by a judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the EDA can justify;
- d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) they have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) following another procurement procedure or grant award procedure financed by the European Union or the Agency's general budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.
- g) they are subject to a conflict of interest;
- h) they 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

Full name:

Date & Signature:

ANNEX V - LEGAL ENTITY FORM

To be downloaded from the following URL address:

http://ec.europa.eu/budget/info_contract/legal_entities_en.htm

ANNEX VI - FINANCIAL IDENTIFICATION FORM

To be downloaded from the following URL address:

http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

ANNEX VII - TENDER SUBMISSION FORM

14.CAT.OP.051

“CAP-Future Information Sharing Solutions through EU Federated Mission Networking”

One signed original of this tender submission form must be supplied.

1. SUBMITTED by (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities submitting this tender	Nationality ⁷
Leader		
Member 2		
Etc ... ⁸		

2. SUBCONTRACTORS (if applicable)

	Name(s) of the legal entity or entities identified as sub-contractor(s)	Nationality
Sub-contractor 1		
Etc ... ⁹		

⁷ Country in which the legal entity is registered

⁸ If this tender is being submitted by an individual legal entity, the name of the legal entity should be entered as “Leader” (and all other lines should be deleted)

⁹ Add / delete additional lines for sub-contractors as appropriate

3. CONTACT PERSON for this tender (to act as focal point for all communication which may take place between the EDA and the Tenderer)

Name and position	
Organisation	
Address	
Telephone	
Fax	
e-mail	

4. STATEMENT

I, the undersigned, being the authorised signatory of the above Tenderer (including all consortium members, in the case of a consortium), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender specifications for the tender procedure referred to above.

We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the tender procedure except with the prior written authorisation of the EDA. We are also aware that the consortium members would have joint and several liability towards the EDA concerning participation in both the above procedure and any contract awarded to us as a result of it.

Our tender is subject to acceptance within the validity period stipulated in point 1.7 of the Tender Specifications and is made up of the following documents:

ENVELOPE A - ADMINISTRATIVE DATA:	
▪ This Tender Submission Form	<input type="checkbox"/>
▪ The duly filled in, signed and dated Exclusion Criteria Declaration(s) by every legal entity identified under point 1 and point 2 of this Tender Submission Form	<input type="checkbox"/>
▪ The duly filled in, signed and dated Legal Entity Form (<i>using the standard template referred to in Annex V to the Tender Specifications</i>) and the supporting documents requested therein, by every legal entity identified under point 1 and point 2 of this tender submission form	<input type="checkbox"/>
▪ The duly filled in, signed and dated Financial Identification Form (<i>using the standard template in Annex VI to the Tender Specifications</i>) to nominate the bank account into which payments would be made in the event that our tender is successful	<input type="checkbox"/>
▪ Documents proving the economic and financial status (as requested in point 3.2.2 of the Tender Specifications) of every legal entity identified under point 1 and point 2 of this tender submission form	<input type="checkbox"/>
▪ Documents proving our technical and professional capacity (as requested in point 3.2.3 of the Tender Specifications) - One signed original and three copies	<input type="checkbox"/>
▪ Duly authorised signature , i.e. an official document (<i>statutes, power of attorney, notary statement, etc.</i>) proving that the person who signs on behalf of the Tenderer is duly authorised to do so	<input type="checkbox"/>
▪ Our consortium agreement/ duly signed and dated consortium statement by each of the consortium members specifying the company or person heading the project and authorised to submit a tender on behalf of the, as requested in point 1.4 of the tender specifications	<input type="checkbox"/>
ENVELOPE B - TECHNICAL PROPOSAL (one signed original and three copies and providing all information requested in point 4.2 of these specifications).	<input type="checkbox"/>
ENVELOPE C - FINANCIAL PROPOSAL (one signed original using the template in Annex II), which is submitted in a separate, sealed envelope.	<input type="checkbox"/>

Signed on behalf of the Tenderer

Name	
Signature	
Date	

ANNEX VIII – ECONOMIC AND FINANCIAL CAPACITY

(Please fill in the excel file uploaded together with the tender documents)

Information on financial capacity of the tenderer			
The numbers in the below cells must be indicated in ABSOLUTE VALUES (i.e. as full amounts and not in			
The exchange rate to be used for the conversion of the amounts should be the monthly accounting rate of the			
Tenderer name:			
Begin and end of the financial year (eg: 1/1/n - 31/12/n):			
Asset	2013	2012	2011
Long term assets (assets convertible in cash in > than 1 year)	€ 0	€ 0	€ 0
Short term assets (current assets convertible in cash in ≤/ < than 1 year)	€ 0	€ 0	€ 0
Total assets (TOTAL ASSETS SHOULD EQUAL TOTAL LIABILITIES)	€ 0	€ 0	€ 0
Liabilities	2013	2012	2011
Own capital (Equity)	€ 0	€ 0	€ 0
Long term debts (to be repaid in > than 1 year)	€ 0	€ 0	€ 0
Short term debts (to be repaid in ≤/ < than 1 year)	€ 0	€ 0	€ 0
Total liabilities (TOTAL LIABILITIES SHOULD EQUAL TOTAL ASSETS)	€ 0	€ 0	€ 0
Profit and loss account data	2013	2012	2011
Turnover (sales revenue realized from the day-to-day operations of the entity)	€ 0	€ 0	€ 0
Turnover in the filed of the call for tenders	€ 0	€ 0	€ 0
Depreciation & amortisation	€ 0	€ 0	€ 0
EBITDA (Earnings before interest, taxes, amortisation, depreciation)	€ 0	€ 0	€ 0
Net profit (Earnings after interest, taxes, amortisation, depreciation)	€ 0	€ 0	€ 0
Main indicators	2013	2012	2011
Operational profit margin (EBITDA/turnover)			
Return on Equity: Rentability of own capital (net profit/own capital)			
Net working capital (current assets - current liabilities)			
Current ratio (current assets/current liabilities)			
Debt ratio - indebttness (debts/total liabilities)			
Declaration by the Chief Accounting Officer of the tenderer:			
From my position of the Chief Accounting Officer of the tenderer,			
1. I confirm that the information presented in this simplified financial statement are correct and are taken from the official financial statements either finally approved, or from the preliminary financial statements in case these are not yet finally approved (applicable only to the last year statements).			
2. I confirm that I am aware that, in the case we are successful tenderer, EDA, before signing the contract, may ask and verify the official financial statements for the last 3 years.			
3. I confirm that I have been informed that, under the Procurement rules of the EDA (Council Decision No 2007/643/CFSP of 18 September 2007), tenderers found guilty of false declarations may be subject to administrative and financial penalties in accordance with the conditions laid down in that Decision. In particular, I am aware that the information from this simplified financial statement must be in compliance with the official financial statements which EDA may verify before signing the contract.			
Name of Chief Accounting Officer of the tenderer:			
Date:			
Signature:			

Annex IX

INFORMATION SHEET FOR POTENTIAL CONTRACTOR(S) / SUBCONTRACTOR(S)* TENDER PROCEDURE N°. -----

I, (name of the legal entity submitting this tender), the undersigned, declare the below information I provide for this tender is true and complete.

REQUEST

I.	<u>Facility particulars</u>
----	-----------------------------

1. Full facility name :
.....
2. Full facility physical address :
.....
3. Mailing address (if different from 2) :
.....
4. Zip code / city / country :
.....
- 5 Security officer
Name :
Phone # :
Fax # :
e-mail :

II. Security requirements **

- ☐ **Holds or is in condition to hold a FSC before the awarding date of the contract**
- At level ☐ Secret-UE / EU Secret
☐ Confidential UE / EU Confidential
- With safeguarding of classified documents :
- ☐ yes,
At level ☐ Secret-UE / EU Secret
☐ Confidential UE / EU Confidential
- ☐ no.
- ☐ **Does not need a FSC since it will not be provided with or granted access to classified information at level Confidential UE / EU Confidential or above**
- ☐ **Complies with the Security requirements to handle Restreint UE/EU Restricted information at its premises.**
- ☐ **Will not be provided with classified information at Restreint UE/EU Restricted level.**

REMARKS :

SIGNATURE ON BEHALF OF THE TENDERER

Name : Date :

* Please use one form per contractor/subcontractor:

** Please tick the appropriate box(es)

Annex A

(see attached)