



Specifications attached to the Invitation to Tender

14.CAT.OP.076

“Technology Watch Pilot Study”

CONTENTS

INTRODUCTION TO EDA.....	4
1 OVERVIEW OF THIS TENDER.....	5
1.1 DESCRIPTION OF THE CONTRACT	5
1.2 TIMETABLE	5
1.3 PARTICIPATION IN THE TENDER PROCEDURE	5
1.4 PARTICIPATION OF CONSORTIA	6
1.5 SUB-CONTRACTING	6
1.6 PRESENTATION OF THE TENDERS	6
1.7 PERIOD DURING WHICH THE TENDERS ARE BINDING	8
1.8 CONTACTS BETWEEN THE EDA AND TENDERERS	8
1.9 VISITS TO EDA PREMISES	9
1.10 DIVISION INTO LOTS	9
1.11 VARIANTS.....	9
1.12 NEW SERVICES	9
1.13 SECURITY STANDARDS.....	10
1.14 CONTRACT PROVISIONS.....	10
2 TERMS OF REFERENCE.....	11
2.1 INTRODUCTION: BACKGROUND OF THE INVITATION TO TENDER	11
2.2 SCOPE OF THE CONTRACT	12
2.3 USE OF THE RESULTS.....	15
2.4 OUTLINE OF THE SERVICES REQUIRED.....	15
2.5 MANAGEMENT AND CONTRACTUAL DELIVERABLES	16
2.5.2 <i>Meetings</i>	17
2.5.3 <i>Deliverables</i>	18
2.6 SPECIFIC SECURITY ISSUES	19
2.7 VOLUME OF THE CONTRACT.....	19
2.8 DURATION OF THE CONTRACT	19
2.9 PLACE OF DELIVERY/EXECUTION.....	19
2.10 TERMS OF PAYMENT	19
2.11 VARIANT SOLUTIONS	19
3 EXCLUSION AND SELECTION CRITERIA.....	21
3.1 EXCLUSION CRITERIA	21
3.2 SELECTION CRITERIA	22
3.2.1 <i>Legal capacity</i>	22
3.2.2 <i>Economic & Financial capacity</i>	22
3.2.3 <i>Technical and professional capacity</i>	23
4 AWARD OF THE CONTRACT	24
4.1 TECHNICAL EVALUATION	24
4.2 TECHNICAL PROPOSAL	26
4.3 TECHNICAL QUALITY THRESHOLD.....	26
4.4 FINANCIAL EVALUATION	26

4.5	FINANCIAL PROPOSAL	26
4.6	CHOICE OF THE SELECTED TENDER	27
	ANNEX I - DRAFT CONTRACT	28
	ANNEX II - MODEL FINANCIAL OFFER	29
	ANNEX III - CURRICULUM VITAE	30
	ANNEX IV - DECLARATION ON EXCLUSION CRITERIA	31
	ANNEX V - LEGAL ENTITY FORM	33
	ANNEX VI - FINANCIAL IDENTIFICATION FORM.....	34
	ANNEX VII - TENDER SUBMISSION FORM.....	35
	ANNEX VIII – ECONOMIC AND FINANCIAL CAPACITY	38

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
Launch date	18/08/2014	
Deadline for request of clarifications from EDA	30/09/2014	
Site visit or clarification meeting (if any)	Not applicable	
Last date on which clarifications are issued by EDA	03/10/2014, 17:00h, Brussels local time	
Deadline for submission of tenders	10/10/2014¹	Tenders delivered by hand shall be submitted not later than 17:00h Local Time
Opening session	13/10/2014 ²	At 11:00h Brussels local time
Interviews	Not applicable	
Completion date for evaluation of tenders	Mid of November 2014	Estimate
Signature of contract(s)	Mid 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).

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.

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.

1.4 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.076**
- the project title "**Technology Watch Pilot Study**"
- 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.

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

Variants are authorised. Please refer to Section 2.11.

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 of the invitation to tender

EDA has a large number of activities that rely on a systematic understating of evolving technical trends and their effect on future European Defence Capabilities, both long and short term. Within the programme of work EDA is proposing to establish a Technology Watch activity from 2015. This study proposes a pilot project for that activity.

This will provide the input for the EDA process of evaluation of technologies. This process can be described in three phases: identification and collection of technology trends, assessment of technologies' importance, an action/prioritization if appropriate. **This study will address the first element (identification and collection of technology trends).**

The process, tool and output need to be consistent with the size of EDA, i.e. an organisation of approximately 120 people, of who approximately 15 will use this information on a regular basis internally. However the information will be made available to EDA Member States, and to other interested stakeholders on a case by case basis.

The idea of technology watch and horizon scanning in general terms is well established. In the context of this activity these expressions are used in a general sense to mean the identification of technology potentially relevant to the military domain. This could be new technology or existing technology applied in new ways. The main point is that in planning future activity EDA and its Member States need to have a wide and systematic view of the technical landscape.

EDA needs a process of collecting information systematically tailored to the EDA context. This tender calls for the design and testing of a technology watch and horizon scanning activity. This will be achieved by:

- The identification of best practices,
- The development of a process adapted to an organisation of EDA's size, and also taking into account the need for a dissemination and coordination framework with other entities performing this kind of work, and
- The production of a working prototype repository populated as fully as possible from open sources.

The main challenge is seen to be automating the collection and first order prioritisation, to limit the volume of information in the repository, in order that all this then be subject to subsequent expert evaluation.

The output of this trial will test the usefulness of a generalised long-term technology watch process for EDA. If successful, the intention is that this activity becomes an on-going activity for EDA.

Furthermore, the tool will need to provide an output suitable for import into the EDA Capability Development Tool. The taxonomy and format will be provided to the successful contractor.

The priority is to gather information from English language sources, but gathering information from sources in other languages would also be useful.

2.2 Scope of the contract

This contract seeks to produce an adapted horizon scanning methodology, which could be based on existing methodologies and should exploit activities already taken place in EDA Member States. It is anticipated that an adapted methodology is required to take into account the specific scope of the EDA use of technology watch, the anticipated size and scope of the user base, and the required outputs.

It also looks for the development of a trial tool supporting the proposed horizon scanning activity that will have to provide specific outputs (technology trends summaries, reports on specific technologies, etc.).

Long term supportability

The contractor shall further identify the issues and costs in relation to the long term maintenance of the activity, relating to:

- Data gathering and updates to content;
- Infrastructure costs.

If the demonstration is successful, it is intended that there will be a subsequent competitive contract to develop the concept further.

Functional Requirements

The methodology to be proposed for the technology watch activity has to be manageable taking into account EDA CapTechs resources and different ways of work. The methodology has to be scalable, in order to adjust the technology watch workload to the EDA needs at any time.

The methodology will have to increase the technology awareness of the organization, in the areas covered by the CapTechs, but also highlight new emerging technologies that would be interesting for Defence.

Although the technology identification does not have to be focused on Defence specific

technologies, the methodology will have to consider Defence specificities.

On the IT tool, it will have to collect information from open-sources, and will have to be able to be updated with new information automatically on a regular basis.

With the collected information, the tool will have to be able to compile it in order to produce different outputs, such as periodic reports on technological trends, on demand queries and reports, etc. supporting different EDA activities (see section 2.3. Use of the Results).

The tool has to be user-friendly, providing a simple interface and needs to be open to further development of its functionalities.

IT specific requirements

It is assumed that:

- 1) There will be a web interface of some kind to allow data entry and report generation;
- 2) As well as having predefined reports the data should also be queryable.
- 3) All information will be from public domain sources. For the purposes of this contract, the information will be hosted by EDA but accessible externally. External access to Member States and other interested parties will be granted by EDA on a case by case basis.
- 4) Since the solution will be hosted by EDA, the following requirements have to be addressed:
 - Deployment
 - EDA's infrastructure is based on Microsoft technologies therefore we will not support solution based on Apache, JAVA, PHP, Linux... Deployment should be very well documented and the deployment process duration should not exceed 4 hours if executed by a trained ICT professional;
 - The selected Contractor has to provide EDA on-site support in case EDA IT Department consider it necessary during a period of 6 months.
 - Technology
 - The code of the solution should be preferably developed using the latest Microsoft .NET Framework using C#.NET;
 - If needed, the selected Contractor can take advantage of the existing EDA SharePoint based infrastructure;
 - Apart from the above, non-proprietary software shall be used;
 - The cost of any additional software licences, etc. shall be identified.

- Documentation. The selected Contractor should provide the following documentation:
 - Infrastructure requirements: How much CPU, memory, bandwidth, storage is needed? What kind of storage?
 - Functional and Non-functional Requirements documentation;
 - Solution architecture and deployment architecture;
 - Solution design (motivated design decisions);
 - Operations manual (user administration, troubleshooting, monitoring, backup, disaster recovery);
 - Logging – meaning of log file entries is documented;
 - User manual.
- Minimum one day of on-site technical training should be provided.
- Code quality:
 - Automated tests should be available (unit tests, integration tests);
 - The developer should follow Microsoft's best practice in code notation, code commenting as well as secure code guidelines. In case a specific code notation convention other than the one recommended by Microsoft is used, the details of the code notation and practice should be provided.
- IT Security
 - EDA will validate the application for IT security issues using the known OWASP security flows;
 - Authentication, Authorisation and user management should be based on EDA Identity Management System, details will be provided to the contractor;
- Testing
 - The selected Contractor will agree with EDA on response times and number of concurrent users;
 - A penetration test will be performed by EDA and any recommendations coming from it should be implemented by the Contractor.
- Ownership
 - EDA will be the owner of the source code of the tool, as well as the IP rights on modification and distribution of the code and solution as it desires.
- Support
 - 6 months support, including on-site support in case of a need (when problems cannot be solved by phone or email).

- Please note that EDA do not allow remote connection to their infrastructure.

It is anticipated that the population of the tool will be automated, but there should be the provision for manual updates by users both internal and external to EDA. Changes to the data shall be tracked.

Close cooperation with EDA IT Department will be needed throughout the whole development phase.

2.3 Use of the Results

As mentioned previously, the output of this activity will test the usefulness of a generalised long-term technology watch process for EDA.

The output, that will be the base of the identification and collection of technology trends, will be used as background information on technologies for Defence, to be used in the following phases of this activity (assessment of technologies' importance, an action/prioritization if appropriate) which will be performed separately by EDA and its Member States.

Specifically, it is intended that the final output will provide a common baseline of information to produce the following reports from the tool:

- Monthly summary of technology trends;
- A common input to the new CDP tool and respective updates;
- Input to the process to update the EDA Critical Defence Technologies list;
- Input to the process to update the EDA Strategic Research Agendas and any other related documents.

It will be also used for EDA CPS directorate to provide an additional input to the revised Capability Development Plan 2014 Priorities and Pooling and Sharing projects.

2.4 Outline of the services required

The nominal work packages (WP) are as follows:

WP number	WP tentative name
WP.1	Identification of best practices on technology watch & foresight/horizon scanning.
WP.2	Development of an adapted methodology and process.
WP.3	Development of a prototype IT tool to gather technology watch information and support the technology assessment.

WP number	WP tentative name
WP.4	Trial population of tool (scope and outputs).
WP.5	User Training for CapTech moderators/EDA staff (approx. 15 participants).
WP.6	Training and support for EDA IT department.

2.5 Management and Contractual Deliverables

2.5.1 Management

The Contractor shall appoint a Contract Manager who will be the single point of contact with the EDA and will be responsible for the execution of the study. The Contract Manager shall ensure the overall management of the study and an appropriate reporting all along the contract execution, including:

- Coordination with EDA and its representatives;
- Preparation of reports/deliverables and high-level presentations;
- Preparation of meetings.

Dates to be proposed by the tenderer for the meetings and deliverables shall be expressed in terms of:

T0 (date of kick-off meeting) +[x] months

The timelines indicated by EDA are indicative and can be revised as appropriate to fit the project proposed approach.

An initial Management Plan shall be provided along with the tender for evaluation.

The Management Plan shall include among others:

- Present the work break down structure related to the tasks required and its compliance level with the functional and technical specification.
- Explain the organisation, methods and means intended to be used in the study.
- Provide a Gantt chart with logical dependencies for the production of the project.
- Provide an analysis of the structure and the preparation/organisation of the planned meetings/training during the study which will safeguard the quality of the expected results.

- Provide detailed risk management issues and methods.
- Explain the reporting structure and tools offered (for the reports and intermediate periods between the reports: beginning of the project, core effort, and ending of the project): work progress, achievements, remaining work and expected remaining spending, risks and difficulties, ways to reduce and manage risk levels and report on corresponding actions, updates proposed to the project structure and schedule, etc.
- Explain the monitoring structure proposed to ensure appropriate decisions and outputs in due time, including interaction with EDA and its representatives for work orientation matters.

The Management Plan shall be presented with the tender; however, it will be finalised and delivered by the selected contractor two weeks after the kick off meeting, having implemented all issues/comments raised by the Agency during the kick-off meeting. The Management Plan will be updated also as required by the Agency during the duration of the study.

2.5.2 Meetings

All meetings listed below will be contractual deliverables. The Contractor will prepare the work needed regarding the content of the event (i.e. presentations, working papers, etc.).

It is envisaged that during the contract execution several technical meetings will take place as described below:

- **Kick-off meeting** to be held at EDA premises (within maximum 2 weeks from contract signature, T0+0,5 months). The contractor is expected to deliver the minutes of the meeting, gathering the relevant information discussed during the kick-off meeting, within two weeks from the date of the meeting.
- **Progress meetings** to be held on a monthly basis in Brussels. Once WP.3 and WP.4 start, the meetings will be focussed on the review of the development of the tool. The monthly meeting at T0+6 will include a presentation to the CapTech moderators in order to collect their comments on the tool. The contractor is expected to deliver brief minutes focused on the decisions adopted during the meetings, within one week from the date of the meeting.
- **Final meeting** to be held at T0+7,5 months in Brussels.

2.5.3 Deliverables

Deliverable number	Deliverable name	Format	Acceptance	WP number	Milestone number
D.1.	Report on the review of best practices on technology watch & foresight/horizon scanning	Document in 3 paper copies and 3 soft copies (CDs)	Approved by EDA PM	WP.1	MS.1
D.2.	Report on the adapted methodology and process + Long Term Supportability of the process and tool	Document, soft copy	Approved by EDA PM	WP.2	
D.3.	A prototype tool populated as fully as possible + Outcomes (reports) for a monthly summary of the technology trends, for input to the CDP tool, for input to the EDA Critical defence Technology List, and for the update of EDA SRAs.	Delivered and demonstrated working on EDA intranet. Source code. Supporting documentation as requested in section 2.2, IT requirements. Reports in soft copies (3 CDs)	Tool: Pass of EDA penetration testing. Approved by EDA Head of IT and EDA PM against Tender specifications. Population of tool: Provide the outcomes (reports) required to fulfil the 4 bullet points mentioned in 2.3. Use of the results, in at least 12 different technology areas (one per CapTech)	WP.3 + WP.4	MS.2
D.4.	1 day user training course in EDA + Supporting documentation + User's Manual	On-site training course. Paper copies of the documentation and guide (1 per participant), plus 3 soft copies (CDs)	Approved by EDA PM	WP.5	
D.5.	1 day training for EDA IT developers.	On-site training course. Paper copies of the documentation and guide (1 per participant), plus 3 soft copies (CDs)	Approved by EDA Head of IT and EDA PM.	WP.6	
D.6.	6 months on-call support to EDA IT, on-site when needed, once the tool is validated and approved by EDA.	On-site support.	EDA Head of IT and EDA PM.	WP.3	MS.3

2.6 Specific Security Issues

None.

2.7 Volume of the contract

The maximum contract value is 150.000 EUR (VAT excluded). One interim payment shall be made (see section 2.10 below).

2.8 Duration of the contract

Estimated contract implementation period: 14 months.

2.9 Place of delivery/execution

Deliverables shall be delivered at EDA premises in Brussels, Belgium. Meetings and training shall be held at EDA premises.

2.10 Terms of Payment

Pre-financing

No pre-financing payment will be made for the implementation of the ensuing service contract.

Interim Payment

One interim payment of 30% of the total contract value shall be made following the acceptance of the deliverables fulfilling milestone 1 (MS.1) (see section 2.5.3. Deliverables and draft Contract annexed hereto).

Payment of the Balance

Under the conditions set out in the draft contract annexed hereto, payment of the balance equal to 70% of the total amount shall be made following the acceptance of milestone 2 (MS.2) (see section 2.5.3. Deliverables and draft Contract annexed hereto).

2.11 Variant solutions

Variant solutions are permitted. Tenderers may present an alternative technical solution to the model technical solution presented in these Tender Specifications.

2.11.1 Admissibility of variants

In order for a variant solution to be accepted for evaluation against the award criteria in Section 4.1 of these Tender Specifications, the variant shall, as a minimum, fulfil the following requirements:

a) Provide the input for the EDA process of evaluation of technologies, as the **identification and collection of technology trends by:**

- The identification of best practices,
- The development of a process adapted to an organisation of EDA's size, and also taking into account the need for a dissemination and coordination framework with other entities performing this kind of work, and
- The production of a working prototype repository populated as fully as possible from open sources. The prototype has to be user-friendly, providing a simple interface and needs to be open to further development of its functionalities.

b) Gather information from English language sources, but gathering information from sources in other languages would also be useful.

c) Should exploit activities already taken place in EDA Member States.

d) Obtain a final output that can:

- Provide a monthly summary of technology trends;
- Provide a common input to the new CDP tool and respective updates;
- Inform the EDA Critical Defence Technologies list;
- Inform the EDA Strategic Research Agendas and any other related documents.
- Be used for EDA CPS directorate to provide an additional input to the revised Capability Development Plan 2014 Priorities and Pooling and Sharing projects.

2.11.2 Presentation of variants

Any variant proposals must be clearly identified as such. It should be submitted in a **separate inner envelope**, clearly marked '**VARIANT**', and it must contain a technical and a financial offer (see Sections 4.2 and 4.5 of these Tender Specifications).

Variant solutions must include all the details necessary for their full evaluation, including the technical specifications, prices, methodology, etc.

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.

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.

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 have:

a. Criteria relating to tenderers

Tenderers (in case of a joint tender the combined capacity of all tenderers and identified subcontractors) must comply with the following criteria:

- The tenderer must prove experience in the field of technology watch or horizon scanning with at least 2 projects delivered in this field in the last five years with a minimum value for each project of € 50.000.
- The tenderer must prove experience in 2 projects in the last 5 years involving IT elements (IT tool development, survey techniques, data collection, statistical analyses, etc.).

b. Criteria relating to the team delivering the service:

The team delivering the service should include, as a minimum, the following profiles:

- Contract Manager: At least 5 years' experience in project management, including overseeing project delivery, quality control of delivered service, client orientation and conflict resolution experience in projects of a similar size (at least one of € 100.000) and coverage, with experience in management of team of at least 5 people.
- Expert in Technology Watch: 5 years' professional experience in the field of Technology Watch or Horizon Scanning.
- Expert in IT Tools development: Relevant higher education degree and / or 10 years' professional experience in the field of IT tools development.
- Expert in data collection: proven experience of 5 years in data collection techniques.

Evidence required

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

- List of relevant services provided in the past five years, with sums, dates and recipients, public or private. The most important services shall be accompanied by certificates of satisfactory execution, specifying that they have been carried out in a professional manner and have been fully completed;
- The educational and professional qualifications of the persons who will provide the service for this tender (as a minimum those included in section 3.2.3 above). CVs, using the template in Annex III should be presented, including for the management staff. Each CV provided should indicate the intended function in the delivery of the service.
- Any other document which could demonstrate tenderer's technical and professional capacity according to the requirements set in this section.

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 (a model solution and an admissible variant solution) will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid below. Tenderers that have submitted both a model solution and an admissible variant solution will have each of their offers evaluated as if those were submitted by two tenderers (i.e. both their offers will compete on an equal footing).

No	QUALITY CRITERIA	DETAILS OF THE QUALITY CRITERIA	Max points
1	Understanding of the objectives of the study and quality of the proposed management plan	<p>The proposal shows a good:</p> <ul style="list-style-type: none"> • identification, full coverage and rationale of the important items and key issues; • adequacy to the proposed work breakdown structure; • synthesis and interactions of the main work elements; • readability and clarity of the technical offer; • compliance of the project management plan with the subject, scope and services required for the study; • risk management tools for capturing technical, financial and planning risks. 	10
2	Process definition & proposed methodology	<p>The proposal demonstrates a tailored process that is adapted to EDA's size.</p>	20
3	Demonstration of use	<p>The technical solution offered shows a user-friendly working prototype repository that supports the proposed technology watch methodology, adapted to EDA's specific needs.</p>	30
4	Use of sources	<p>The technical solution offered demonstrates that the working prototype repository:</p> <ul style="list-style-type: none"> • is capable of being populated from open sources • is capable of handling a good sample of information to prove its scalability; • demonstrates a concept that shows it takes account of technology watch work being done in EDA Member States. 	40
	TOTAL		100

Interviews

The Evaluation Committee does not expect to conduct any interviews.

4.2 Technical proposal

Tenderers shall 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, at least the following elements/information:

- a) A detailed Programme Management Plan: describing tasks, milestones, interdependencies and the associated schedule, as per the requirements of Section 2.5.
- 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:

Financial Score for “offer X” = (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 an **70/30** basis.

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

Consolidated score= Technical Score*0,7+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:	
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TOTAL COST OF ASSIGNMENT, INCLUDING ALL ASSOCIATED EXPENSES AND EXCLUDING VAT :	€
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Name: (of the Tenderer or authorised representative)	Signature:	Date:
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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.067

“Technology Watch Pilot Study”

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	Nationality⁴
Leader		
Member 2		
Etc ... ⁵		

2. SUBCONTRACTORS (if applicable)

	Name(s) of the legal entity or entities identified as sub-contractor(s)	Nationality
Sub-contractor 1		
Etc ... ⁶		

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	

⁴ Country in which the legal entity is registered

⁵ 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)

⁶ Add / delete additional lines for sub-contractors as appropriate

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 and point 2.11 "Variants", if applicable).	<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:			