



Specifications attached to the Invitation to  
Tender

**14.ESI.OP.039**

**“HIGH RESOLUTION IMAGING”**

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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 (hereinafter “the EDA” or “the Agency”) and repealing Joint Action 2004/551/CFSP, the mission of the European Defence 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 Common Security and Defence Policy (CSDP) as it currently stands and as it develops in the future."

### Functions and tasks

The EDA, 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 cooperation;
- 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 collaboration - 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	13/08/2014	
Deadline for request of clarifications from EDA	17/09/2014	
Site visit or clarification meeting (if any)	Not applicable	
Last date on which clarifications are issued by EDA	22/09/2014, 17:00h, Brussels local time	
<b>Deadline for submission of tenders</b>	<b>29/09/2014<sup>1</sup></b>	Tenders delivered by hand shall be submitted not later than <b>17:00h Local Time</b>
Opening session	30/09/2014 <sup>2</sup>	At 11:00h Brussels local time
Interviews	Not applicable	
Completion date for evaluation of tenders	October	Estimate
Signature of contract(s)	End October	Estimate

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

<sup>2</sup> 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.

### **1.3 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.

### **1.4 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 ref. number of the invitation to tender:  
**14.ESI.OP.039**
- the project title "**HIGH RESOLUTION IMAGING**"
- 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**<sup>3</sup> 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.

### **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**.

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<sup>3</sup> 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

**1.6.2** The original tender must be signed, dated and marked “**ORIGINAL**”, and the copies 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](mailto: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**

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 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**

Situational awareness 24/7 in all weather conditions is a key to information superiority in all military operations. This requires the optimal use of available sensor assets taking into account the target and background signatures and environmental conditions in the operational area. The need is to find new high resolution imaging technology to be used in theatre. Such mature technology would enhance the support in operations and improve Surveillance and Reconnaissance (ISR) capabilities very cost effectively.

Electro-optical (EO) passive and active sensors are the only means to provide direct visual information for recognition and identification purposes. They are essential tools for important capabilities as situational awareness, increasing detection range, improving target identification, and automatic target recognition. High spatial resolution can be interpreted most intuitively by human operators and be used in the automated target detection/recognition processes. However, at present limitations are set by resolution aspects of the EO sensors as well as atmospheric turbulence.

The ability of perceiving the details of the operating theatre is an important key to information superiority in military operations. This requires the use of sensors capable of extracting fine details out from the natural background and of revealing the presence of potential targets in many different environmental conditions encountered in the operational area. In this framework, a fundamental aspect is the high resolution, which is here intended as a more general keyword that applies not only to the spatial domain but also to the spectral, radiometric and temporal ones.

High spatial resolution allows for the perception of small-scale details in the monitored area and is mandatory in certain missions. Furthermore, the visualization of the objects of interest often requires very high sensitivity (i.e. high

radiometric resolution) and a large dynamic range to cope with the large signal variations observed in the scene. At the same time, high spectral resolution is needed to detect camouflaged objects and to recognize the presence of specific materials. Finally, tactical operations require fast sampling of the monitored area to follow promptly the rapid processes occurring in the theatre (high temporal resolution).

## **2.2 Objective and use of the results**

Distinguishing military targets and combatants from civilians is crucial in operations. The purpose of the study is to achieve high resolution imaging and identify a number of emerging technologies of great potential like large focal plane arrays, distributed apertures or dynamic super resolution.

Developments in the four aforementioned domains deserve attention and concern both the sensor development, the general technological aspects and the signal/image processing area. The purpose of the study is to investigate new technologies highlighting the trade-off among spatial, spectral and temporal resolutions versus applications, in this general framework identifying a number of emerging technologies of great potential and pointing out open questions deserving further attention in an EDA funded project.

## **2.3 Principal Tasks**

The study contains six work packages (WPs), which are described below.

**WP 1:** Project Management: This work package spans the entire duration of the project.

**WP 2:** Definition of a set of different relevant challenging scenarios in present and future theatres for air, land and sea applications, the required spatial resolution and the scenario depended factors that may limit the resolution. For the land scenarios the results of EUSO will be used. The scenarios will be described with inputs from defence experts and

will be reviewed by EDA Electro-Optical Sensors Technologies CapTech.

**WP 3:** Survey of the availability and status (Technical Readiness Level) of High Resolution Imaging techniques. Typical technical solutions are

- Long range turbulence correction by hardware (adaptive optics) and software (e.g. lucky-imaging and phase diversity imaging)
- WFOV image resolution improvement by hardware (creating large focal plane arrays) and software (dynamic super-resolution)
- Active imaging & bispectral methods
- Automatic Target Detection / Automatic Target Recognition techniques for processing improvement
- Modular and scalable technical approaches (e.g. for uncooled IR)

**WP 4:** Development of evaluation criteria for the different techniques in order to be able to assess the performance in different scenarios. Definition of performance criteria for video image quality, in addition to the static performance as modelled within ECOMOS.

**WP 5:** Comparison of the performance of the different approaches in present and future theatres for air, land and sea applications. For each scenario an primary and secondary option is proposed.

**WP 6:** Recommendations for a possible “follow-on” EDA CAT B Project and recommendations and additions of technical requirements to the Electro-Optical Sensors Technologies SRA.

## **2.4 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 and deliverables.

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

- T0 (kick-off meeting) + [x] months.
- The timelines indicated hereafter by the EDA are indicative and can be revised as appropriate to fit the project proposed approach.

## **2.5 Meetings**

All meetings listed below will be contractual deliverables. For each meeting, the contractor will produce and dispatch prior to the meeting the invitation, the agenda, the list of planned participants and a progress overview on the project.

After each meeting, the contractor will produce and dispatch the meeting minutes, the list of attendees and the action items.

All aforementioned documents will be contractual deliverables.

During meetings, deliverables, results or findings will be summarized using slide presentations.

Exact dates and agendas are to be mutually agreed between the Agency and contractor prior to the meetings.

- **Kick-off Meeting (T0)**  
The Kick-off Meeting will be organised in conjunction with an Electro-Optical Sensors Technologies CapTech meeting. At the Meeting the Contractor shall present and discuss with EDA the Management Plan and the methodology to be followed in conducting the study.
- **Intermediate Progress Reviews (T0+2, T0+6 and T0+10)**

The purpose of intermediate Progress Reviews is ensure that the work is progressing as planned, EDA and the Contractors have a common understanding about next steps and corrective actions are taken in good time, if needed. Intermediate Progress Review can take place as a telephone/video meeting

- **Progress Review Meetings (T0+4 and T0+8)**  
Progress Review Meetings will take place in conjunction with Electro-Optical Sensors Technologies CapTech meetings.
- **Final Results Presentation**  
Final results will be presented in an Electro-Optical Sensors Technologies CapTech meeting.

## **2.6 Contractual Deliverables**

### **2.6.1 Management Plan**

An initial Management Plan shall be provided along with the tender. It shall describe the main project phases, their milestones and any interdependency. It shall include at a minimum all deliverables and meetings identified in this document. The final Management Plan will be presented in the Kick Off meeting.

The Management Plan shall:

- provide evidence that the contractor endorses responsibility for the general objectives of the study and that will produce the required results,
- propose any potential relevant modification in the logic of the study to improve its results,
- present the work break down structure proposed and its compliance level with the Functional and Technical Specifications,
- 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,
- detail risk management issues and methods,
- 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,
- explain the interaction required with EDA, pMS and its representatives during the entire project performance.

The Management Plan shall be updated as required throughout the contract performance.

## 2.6.2 Progress Review Report

The Progress Review Report (not greater than 5 pages in length) should provide an update of progress and key conclusions. It should be delivered two weeks before each Progress Review Meeting. The contractor shall present the status of the study at that point in time.

## 2.6.3 Final Report

A draft Final Report is to be delivered two weeks prior to the Final Results Presentation. It should be no longer than 50 pages excluding annexes. This Report shall also include a releasable executive summary identifying the key conclusions and recommendations (not longer than 3 pages)

## 2.6.4 Summary of Deliverables

<b><u>Deliverable</u></b>	<b><u>Scheduled delivery</u></b>	<b><u>Requested format</u></b>	<b><u>Submission mode</u></b>
<b>Management Plan</b>	Initial: with tender Final: Kick Off Meeting	Electronic copy	To be sent to EDA project officer by e-mail
<b>1<sup>st</sup> Intermediate Progress Review</b>	T0 + 2	Meeting + slides	
<b>1<sup>st</sup> Progress Review Report</b>	T0 + 3,5	Electronic copy	To be sent to EDA project officer by e-mail
<b>1<sup>st</sup> Progress Review</b>	T0 + 4	Meeting + slides	
<b>2<sup>nd</sup> Intermediate Progress Review</b>	T0 + 6	Meeting + slides	
<b>2<sup>nd</sup> Progress Review Report*</b>	T0 + 7,5	Electronic copy	To be sent to EDA project officer by e-mail *
<b>2<sup>nd</sup> Progress Review</b>	T0 + 8	Meeting + slides	
<b>3<sup>rd</sup> Intermediate Progress Review</b>	T0 + 10	Meeting + slides	
<b>Final report</b>	T0 + 11,5	Electronic copy	To be sent to EDA project officer by e-mail
<b>Final Results Presentation</b>	T0 + 12	Presentation	

\*Interim payment of 30% after acceptance of 2<sup>nd</sup> Progress review report and previous deliverables by EDA



**All reports shall be releasable to participating Member States (pMS), CapTech National Coordinators (CNCs), CapTech Governmental Experts (CGEs) and CapTech non-Governmental Experts (CnGEs).**

**Upon completion of the contract, all the deliverables shall additionally be delivered, in their final approved form, in one hard-paper and CR-ROM copy to the attention of the Contracting Unit along with a signed cover letter. The titles, version and date of issuance of each deliverable shall be indicated in the letter.**

Language: All documentation shall be provided in English.

## **2.7 Specific Security Issues**

The project and its findings should be produced at UNCLASSIFIED level with a public releasable Executive Summary.

## **2.8 Volume of the contract**

The estimated budget for this project is between 60,000.00 EUR and 200,000.00 EUR (VAT excluded). Any tender exceeding the maximum contract value of 200,000.00 EUR (VAT excluded) will not be considered for the award of the contract.

One interim payment of 30% can be requested by the contractor after acceptance by EDA of the 2<sup>nd</sup> Progress review report provided previous deliverables were accepted also by EDA.

## **2.9 Duration of the contract**

Estimated contract implementation period: 12 months.

## **2.10 Place of delivery/execution**

The Contractor shall execute the contract at its premises. Deliverables shall be delivered at EDA premises in Brussels, Belgium. All meetings shall normally be held in conjunction with Electro-Optical Sensors Technologies CapTech meetings, unless otherwise indicated in this document or agreed between the two parties.

## **2.11 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.

### 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 and every sub-contractor 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 and every sub-contractor where applicable**, as follows:

- balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed (where publication of the balance sheet is required under the company law of the country in which the economic operator is established);
- a statement of overall turnover and turnover concerning services/supplies covered by the contract during the last three financial years.

If, for some exceptional reason which the EDA considers justified, the tenderer is unable to provide the references requested by the contracting authority, he may prove his economic and financial capacity by any other means which the EDA considers appropriate.

### **3.2.3 Technical and professional capacity**

#### **Requirement(s)**

The Tenderers shall demonstrate the necessary know-how, experience and reliability to perform the contract and shall present for evaluation evidence that they are capable to perform the study in order to deliver of high quality results according to the required deliverables.

To successfully conduct the study the tenderer shall:

1. demonstrate the relevant background, knowledge and previous experience of at least five years during the last ten years in the technical areas covered in the contract specification; including specific experience/knowledge in high resolution imaging.
2. demonstrate knowledge and understanding of the evolution of military requirements in the areas specified in the tender;
3. demonstrate in-depth knowledge and understanding of Defence/Military capabilities, missions and market, especially in the subject matter;
4. demonstrate knowledge and capacity in technology and industrial data gathering, forecasting and analysis including the proven ability to access sensitive information;
5. demonstrate experience in risk management.
6. demonstrate experience in working with multinational organisations.
7. propose a team of experts with proficiency in English (oral & written), project management experience and specific background and experience relevant to the subject of the study.

The above mentioned technical and professional capacity shall be demonstrated by tenderers within maximum of 10 pages.

### **Evidence required**

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

- A list of the principal services (contracts, studies) corresponding in terms of scope and complexity to the services of the present call for tenders provided in the past five years;
- Organisation structure.
- A list of CVs of project team members (using the template in Annex III).
- A list of major relevant projects and publications related to the subject of this assignment carried out in the course of 5 years by the legal entity or the legal entities submitting the offer.
- Information on which parts or tasks of the assignment will be assumed by a consortium partner or a subcontractor. The respective subcontractor or consortium partner should be specified for each part or task.
- 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.

No	CRITERIA	DETAILS OF THE CRITERIA	Max points
1	<b>Quality &amp; suitability of the technical proposal with the stated requirements</b>	<ul style="list-style-type: none"> <li>• Identification, full coverage and rationale of the important items and key issues</li> <li>• Adequacy of the proposed Work Breakdown Structure</li> <li>• Synthesis and interactions of the main Work Elements</li> <li>• Selection of optimal approach/methodology to achieve stated goals.</li> </ul>	30
2	<b>General Management &amp; Methodology</b>	<ul style="list-style-type: none"> <li>• Management of resources and project team members.</li> <li>• Coherence of the reporting structure including the description of milestones, interdependencies, and the associated schedule (including all deliverables identified in the terms of reference and including GANTT chart).</li> <li>• Reporting and progress meetings.</li> <li>• Documentation management.</li> <li>• Risk management tools.</li> <li>• Quality of the proposed methodology of identifying and exploiting sources of information related to the study including knowledge from industrial and governmental experts, expert workshops and other unclassified information (including how sensitive and proprietary information will be accessed and handled).</li> <li>• Proposal on how critical information necessary to underpin study results will be accessed.</li> <li>• Quality control measures put in place to ensure the quality of the deliverables.</li> </ul>	35
3	<b>Composition of the proposed team</b>	<ul style="list-style-type: none"> <li>• Balance between technology and system integration experts and end user</li> <li>• Degree of direct involvement of senior experts in the work</li> </ul>	35
	<b>TOTAL</b>		<b>100</b>

## ***Interviews***

The Evaluation Committee does not expect to conduct any interviews.

### **4.2 Technical proposal**

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the terms of reference. To this end, the technical proposal shall contain ((with maximum of 20 pages)) at least the following information to allow evaluation of the tender according to the technical criteria mentioned above. The Evaluation Committee reserves the right not to attribute points when insufficient evidence is provided.

- a) A summary of statement of work;
- b) The statement of work answering the Functional and Technical Specifications. For each task the tenderer should include related inputs, outputs and possible challenges in obtaining the required results. The tenderer shall also outline how a reasonable and sound European roadmap, will be developed and how the results will be presented.
- c) A list of sources of information related to the study;
- d) A draft management plan;
- e) A risk analysis & assessment (identifying those factors considered the greatest obstacles to success by work package and the mitigation measures which could be applied) and mitigation strategy;
- f) A description of key roles and responsibilities of the key experts involved (whose CVs are required under section 3.2.3)
- g) Indicate clearly all consortium members/ sub-contractors (where applicable) and their specific roles & responsibilities/ proportion of work.

### **4.3 Technical quality threshold**

Only tenders scoring minimum 50% for each of the 3 award criteria and 70 points or more (of a maximum of 100) points against the total of 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 contract will be awarded to the tender which offers the best ratio quality/cost.

Total score= score against the technical award criteria / Total price of the financial offer.

## **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 2.4 shall be excluded outright.**

<b>Name of Tenderer:</b>	
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<b>TOTAL COST OF ASSIGNMENT, INCLUDING ALL ASSOCIATED EXPENSES AND EXCLUDING VAT :</b>	€
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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](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](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)



**ANNEX VII - TENDER SUBMISSION FORM**

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**14.ESI.OP.039**

**“HIGH RESOLUTION IMAGING”**

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**One signed original** of this tender submission form must be supplied, together with **three copies**.

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

	<b>Name(s) of legal entity or entities submitting this tender</b>	<b>Nationality<sup>4</sup></b>
<b>Leader</b>		
<b>Member 2</b>		
<b>Etc ...<sup>5</sup></b>		

**2. SUBCONTRACTORS (if applicable)**

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

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<sup>4</sup> Country in which the legal entity is registered

<sup>5</sup> 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)

<sup>6</sup> 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)**

<b>Name and position</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	

**4. STATEMENT**

I, the undersigned, being the authorized 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 authorization 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:

<b>ENVELOPE A - ADMINISTRATIVE DATA:</b> one signed original, three photocopies	
▪ This <b>Tender Submission Form</b>	<input type="checkbox"/>
▪ The duly filled in, signed and dated <b>Exclusion Criteria Declaration(s)</b> 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 <b>Legal Entity Form</b> ( <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 <b>Financial Identification Form</b> ( <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"/>
▪ <b>Documents proving the economic and financial status</b> (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"/>
▪ <b>Documents proving our technical and professional capacity</b> (as requested in point 3.2.3 of the Tender Specifications)	<input type="checkbox"/>
▪ <b>Duly authorised signature</b> , 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 <b>consortium agreement/</b> duly signed and dated <b>consortium statement</b> 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, as requested in point 1.4 of the tender specifications	<input type="checkbox"/>
<b>ENVELOPE B - TECHNICAL PROPOSAL</b> (one signed original, three photocopies and an electronic version and providing all information requested in point 4.2 of these specifications).	<input type="checkbox"/>
<b>ENVELOPE C - FINANCIAL PROPOSAL</b> (one signed original, three photocopies and an electronic version using the template in Annex II), <b>which is submitted in a separate, sealed envelope.</b>	<input type="checkbox"/>

Signed on behalf of the Tenderer

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

