

2. TENDER SPECIFICATIONS

Open call for tenders No 2016-07/EVAL-EXT-COMM

1. TITLE OF CONTRACT

Service contract for the evaluation of the external communication of the Community Plant Variety Office.

EU Official Journal Ref.: Contract notice published in the EU-OJ No 2016/S 141-254237 of 23/07/2016.

Our Ref.: 2016-07/EVAL-EXT-COMM.

2. GENERAL INFORMATION

The Community Plant Variety Office (hereinafter “the CPVO”), located at Angers (France), is a decentralised agency of the European Union set up in 1995. It manages a system for the protection of intellectual property rights relating to plant varieties across the European Union. Self-financed, the CPVO has a general budget of EUR 15 million.

Detailed information on the CPVO may be found at <http://www.cpvo.europa.eu>

More general information about the European Union can be found at http://europa.eu/index_en.htm

According to Article 30 of Council Regulation (EC) 2100/94, the CPVO has legal personality and enjoys the most extensive legal capacity accorded to legal persons under the laws of the Member States. The CPVO is represented by its President.

The CPVO is planning to conclude a Service Contract (hereinafter “the SC”) with a specialised company for the provision of audit and consultancy services under the supervision of its Vice-President and its Administration Unit.

3. SUBJECT OF THE SERVICE CONTRACT

3.1. Scope of the project

The financial regulation of the CPVO as well as its internal control standards require regular *ex post* evaluations of its activities, at least every six years.

The evaluation programmes performed in the past focused on core activities and global satisfaction of the CPVO clients. The outcome of these evaluations was very positive.

The CPVO decided to choose a more specific topic for this new programme. An external communication policy was implemented recently. Some aspects of this policy need to be improved. Therefore some elements should be analysed by experts: the CPVO external environment; the audience/targets and the identification of all groups of stakeholders; the existing external communication policy in terms of content and communication tools; indicators on the impact of the external communication; a benchmarking on the level of resources used; and a specific approach of the communication in a crisis situation.

A steering committee, composed of representatives of the CPVO and of its main stakeholders met in June 2016 to define the scope of this evaluation. Their conclusions are detailed here under.

3.2. Terms of Reference

The terms of reference will become part of the SC that may be awarded as a result of this open procurement procedure.

3.2.1 Purpose of the contract

The contractor will be asked to analyse the following elements:

Auditing the CPVO external environment

Key Questions:

- How visible is the CPVO within the European and Global IP world (website visibility score, ranking on Google...)? This should be analysed for EU and non-EU stakeholders.
- What is the role and relation of the CPVO with national and international stakeholders active in this domain?
- Are CPVO staff members/clients satisfied with CPVO communication tools?
- Is the external communication policy (ECP) regarding the Community Plant Variety Rights System in line with the current demands and challenges faced by the Office and the system it manages?

Audiences: identification of the main stakeholders groups and targets for external communication

The target audience of the external communication is composed of breeders and organisations of breeders; entrusted examination offices (EOs); CPVO Administrative Council; Member States authorities; European Union institutions (EC, Council of the EU, EP, EU agencies); Farmers and plant producers; National authorities outside EU (mainly UPOV members and candidate UPOV members); International organisations (UPOV¹, OECD, EPO, ARIPO, OAPI, EAPVP, etc.). ; Citizens in general.

In this regard and distinguishing between EU and non-EU stakeholders:

- Did we identify all target groups? Can/should we extend the list (for example, NGOs, consumers' organisations etc.)?
- What are the preferred communication tools and media for each group of stakeholders?
- Do we need to define specific communication plans/approaches by type of audience/group of stakeholders (for example European Parliament)?

Analysis of CPVO's current External communication policy (ECP) content

The CPVO external communication should aim to communicate clearly and efficiently with each group of stakeholders (on its mission, objectives and activities). In this regard the evaluator should:

- Perform a SWOT analysis to the whole ECP (list of all the Strengths, Weaknesses, Opportunities and Threats in terms of communication activities)
- Analyse if the CPVO messages (content) are correctly linked to the objectives of the CPVO and addressing the needs of the stakeholders (and therefore identify their needs in terms of information and messages)

¹ UPOV: Union pour la Protection des Obtentions végétales – OECD: Organisation for Economic Co-operation and Development – EPO : European Patent Office – ARIPO : African Regional Intellectual Property Organisation – OAPI : Organisation Africaine de la Propriété intellectuelle – EAPVP : East Asia Plant Variety Protection



- Verify that the audience understands the messages
- Identify room for improvement to increase CPVO's visibility

Analysis of CPVO's current External communication policy tools

The external communication policy gives a list of tools/channels of communication and the communication activities currently performed by the CPVO.

1. The CPVO Website	2. Social Media
3. Publications	4. Developing and promoting a corporate identity communication
5. Participating in fairs and organising open days	6. Welcoming delegations
7. Participating in and contributing to relevant seminars	8. Press relations
9. Relations with schools and universities	10. Joint activities to support EU image

- Are there other channels or tools of communication the CPVO could explore and develop to improve its communication?
- Should the present ones be optimised, prioritised or suppressed?

Indicators on Quality/Exhaustiveness/Impact

Need to compare the impact with the resources used:

- How can we measure these elements for the external communication: surveys, statistics on the website, Advertisement Value Equivalent or other indicators (number of views, number of followers...)?

Benchmarking

Key questions to answer:

- Is the existing expertise and HR of CPVO able to meet the current demands and challenges faced by the Office and the system it manages (Community Plant Variety Rights System)?
- Do we achieve the best cost/benefit ratio possible compared to other similar organisations?
- How can the allocation of resources devoted to communication within the CPVO be improved to make communication more efficient and effective?
- Should communication be managed internally or outsourced?
- Budget assessment: what would be a reasonable budget for a revised communication plan, and how does this compare to other similar organisations?



Communication in a crisis situation

Crisis communication is not mentioned explicitly in the external communication policy. The business continuity plan mentions the “technical” aspects of communication during a crisis. In relation to crisis situations:

- Is the BCP exhaustive as regards external communication, in particular as regards content and relations with the media + use of social media during a crisis situation?

3.2.2 Reports and documents to be submitted

A first draft of the report shall be submitted to the CPVO after completion of the evaluation programme. This draft shall contain at least the recommendations made, including whenever possible, concrete and feasible advice on current best practice, in relation to the points mentioned here above.

The final version of the report shall be submitted to the CPVO no later than 30 days after approval of the draft report.

The ideal timetable would be as follows:

Closing call for tender	23 September 2016
Selection Evaluator	Early October 2016
Signature of the contract	October 2016
Evaluation	October 2016-15 January 2017
Submission of the report	End of January 2017

3.2.3 Price

For the purpose of bidding the tenderer should assume the following package for a budget between EUR 70,000 and EUR 90,000 VAT excluded.

3.2.4 Payments

After acceptance of the final report, the related invoice can be issued and will be paid within 30 days after receipt.

4. DOCUMENTATION FOR TENDERERS

1. Invitation to tender
2. Tender specifications
3. Draft service contract
4. The website <http://www.cpvo.europa.eu>

5. PARTICIPATION IN THE TENDERING PROCEDURE

Participation in tendering procedures is open on equal terms to all natural and legal persons coming within the scope of the Treaties and to all natural and legal persons in a third country which has a special agreement with the EU in the field of public procurement on the conditions laid down in that agreement.



6. CONTRACTUAL CONDITIONS

A SC will be concluded between the CPVO and the successful tenderer. The model SC applicable in this instance is reproduced in Annex I. The tender should bear in mind the provisions of the draft SC which will govern the contractual relationship between the CPVO and the tenderer and specifies the rights and obligations of the Contractor, particularly those on payments, performance of the contract, confidentiality, and checks and audits. **Any limitation, amendment or denial** of the terms of the SC will lead to outright **rejection** of the tender.

Signature of the SC does not confer on the contractor any exclusive right to supply services to the CPVO.

The CPVO may, before the SC is concluded, either abandon the procurement procedure or cancel the award procedure without the contractor being entitled to any indemnification or compensation.

7. DURATION OF THE SC

This service contract will begin on the day of signature of the contract by both parties and will end on the date of completion of the service (according to point 3.2.2) - that is to say when the final report will be validated - and the date of payment of the invoice.

8. VARIANTS

Variants are not admitted. The contractor has to decide what will be the proposal which, in his opinion, corresponds as much as possible to the specifications.

9. PRICES

- Prices must be quoted in EURO.
- Prices must be quoted as a fixed all inclusive amount.
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union, the CPVO is exempt from all charges, taxes and dues, including value added tax; such charges may not therefore be included in the calculation of the price quoted. The VAT amount must be indicated separately.
- The price tendered must be all-inclusive and expressed in EURO, including for countries which are not part of the euro zone. For tenderers in countries which do not belong to the euro zone, the price quoted may not be revised in line with exchange rate movements. It is for the tenderer to select an exchange rate and assume the risks or the benefits deriving from any variation.

10. ORGANISATION OF WORK

Within the CPVO, the SC will be managed by the Vice-President and the Administration Unit.

The Contractor appoints one coordinator and a substitute. All exchanges of deliveries and information should be carried out by the coordinator or, in case of their prevention, by his/her substitute.

The Contractor's coordinator shall:

- maintain all contacts with the Administration Unit and the Vice-President;
- transfer all documents related to the audit assistance carried out;
- ensure compliance with deadlines.

The CPVO will issue requests for audit assistance to the Contractor by specific contracts or order forms indicating the deadline for the requested service.



11. PROCEDURE FOR EVALUATING TENDERERS AND TENDERS

Each tender will be the subject of an evaluation procedure.

Tenderers and their tenders will be evaluated in stages as follows:

- (1) exclusion of tenderers in the cases listed in point 11.1 below;
- (2) selection of tenderers on the basis of the selection criteria listed in point 11.2 below;
- (3) technical and financial evaluation of the tenders on the basis of the award procedure and criteria described in point 11.3 below;
- (4) award of the contract.

Tenders must meet the requirements of each stage in order to be admitted to the next stage of the evaluation procedure.

11.1 Verification of grounds for exclusion - Exclusion criteria

Tenderers are excluded from the tendering procedure where:

- (1) 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;
- (2) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (3) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (4) 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 SC is to be performed;
- (5) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the EU's financial interests;
- (6) following another procurement procedure or grant award procedure financed by the EU budget, they have been declared in serious breach of SC for failure to comply with their contractual obligations.

Tenderers are also excluded from the award procedure if they:

- (7) are subject to a conflict of interests;
- (8) have been guilty of misrepresentation in supplying the information required as a condition of participation in the contract procedure or fail to supply this information.

Tenderers must enclose a declaration to the effect that none of the above situations apply (Annex A) and complete a legal entity form (Annex B).

11.2 Selection of tenderers - Selection criteria

The procedure for the selection of tenderers is intended to assess their economic, financial, technical and professional capacity.

To this end, all tenders submitted must include the following information:



- a) full name of the organisation, legal status, VAT status, address, telephone, fax number and functional e-mail address, contact person, person authorised to sign on behalf of the organisation; bank details and address (Annex C);
- b) proof of enrolment in the relevant professional or trade register, as prescribed in the country in which the tenderer is established;

Proof of professional and technical capacity:

- c) list of the main services provided over the last three years, stating the amount, the date and the recipient, whether public or private, of the services provided:
 - if supplied to contracting authorities, evidence must be provided in the form of certificates issued or countersigned by the competent authority;
 - if supplied to private purchasers, provision of service is to be certified by the purchaser, or failing this, simply declared by the tenderer to have been provided;
 - the services directly relevant to the tender should be listed separately;
- d) the names and educational and professional qualifications of the service provider and/or those of the firm's managerial staff and the persons providing the services.

The tenderer shall identify a team of evaluators to be involved, describing for each member of the team his/her skills. Team members must have the relevant skills, educational and professional background and experience to perform the services. Team members should be bound by a work contract with the tenderer for the duration of the SC. Proof capacity will be assessed on the basis of:

- the *Curriculum Vitae* of the proposed team members showing that they have extensive knowledge and experience in evaluation;
 - language certificates or diplomas proving that the proposed team members are highly proficient in the languages specified in the Tender Specifications (excellent oral and written communication skills in English);
 - a statement that the auditors are able to work in English and a firm commitment to deliver all reports in English.
- e) a description of the technical equipment, tools and material which the tenderer has available to perform the services;
 - f) identification of the part of the contract which the service provider may intend to award to subcontractors;

Proof of financial and economic capacity:

- g) 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;
- h) a statement of overall turnover and turnover in respect of the services to which the SC relates for the previous three financial years;
- i) appropriate statements from banks or evidence of professional risk indemnity insurance.

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

Where the services or supplies are provided to contracting authorities, evidence of performance shall be in the form of certificates issued or countersigned by the competent authority.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the CPVO that it will have at its disposal the resources necessary for performance of the SC, for example by producing an undertaking on the part of those entities to place those resources at its disposal.



11.3 Evaluation of tenders on the basis of the award criteria - Award criteria

11.3.1 Technical evaluation

The SC will be awarded to the economically most advantageous (i.e. best value for money) tender.

To determine the economically most advantageous tender, the proposals will be evaluated on the basis of the following award criteria:

(1) Criterion 1 - Understanding

This criterion serves to assess whether the tenderer has understood all of the issues involved, as well as the nature of the work to be undertaken and the content of the final report.

This criterion will be rated on **20 points**.

(2) Criterion 2 - Methodology

The degree to which the methodology shows the capacity to resolve the questions underlying the tender in a realistic and well-structured way as well as to whether the methods proposed are in conformity with the needs of the CPVO expressed in the present specifications.

This criterion will be rated on **20 points**.

(3) Criterion 3 - Project management

This criterion relates to the quality of the project planning and organisation of the team with a view to manage a project of this nature.

This criterion will be rated on **20 points**.

Point allocation system to the tenders:

The three criteria will be assessed respectively on 20 points each; i.e. a total of 60 points. Only the tenders which score a minimum of 60% of the points at each criterion and 36 points at the total will be considered for the final financial evaluation.

11.3.2 Financial evaluation

For each tender, the price used to determine the tender which offers the best value for money will be the total price proposed in the bid.

11.4 Contract award

The SC will be awarded to the tenderer who has submitted the tender offering the best quality/price ratio, insofar as it has scored the minimum points required.

This will be calculated by dividing the total price by the number of points scored. The SC will be awarded to the tender scoring the smallest ratio. The bid offering the best value for money, providing the minimum number of points is achieved.

Presentation of the best tenders:

Unless one tender stands out as offering the best value for money, the two tenderers with the lowest price per point may be invited to present their proposals before the final award decision is made. Following this presentation, each of the tenders shall be given a mark out of 10 for its overall quality. The SC shall be awarded to the tender offering the lowest price per quality point.



12. PROVISIONS CONCERNING TENDERS FOR THE SC

- The tender consists of all the documents referred to in this section.
- It may be drafted in any of the official languages of the European Union. Tenderers are however advised that the most widely used working languages within the CPVO are English and French.
- Tenders from consortiums of firms or groups of service providers (or contractors or suppliers, depending on the type of contract) must specify the role, qualifications and experience of each of the members or of the group.
- Proof of eligibility, a declaration that there are no conflicts of interest, and documents on exclusion and selection criteria must be supplied by each member of the consortiums of firms or groups of service providers (or contractors or suppliers, depending on the type of contract) submitting a single tender.
- Tenders must include:
 - all the information and documents required by the CPVO for the appraisal of tenders on the basis of the selection criteria set out at point 11.2 and the award criteria set out at point 11.3;
 - the price, in accordance with point 9.
- All the documents required for the evaluation (exclusion, selection and award criteria) are as follows:
 1. Proof that none of the situations mentioned in paragraph 11.1 applies to the tenderers (Annex A);
 2. Proof of eligibility under the national legislation of the seat or domicile of the tenderer;
 3. Proof of status and legal capacity, in the form of extracts from relevant registers;
 4. Proof of financial and economic capacity may be furnished by one or more of the following documents:
 - a) appropriate statements from banks or evidence of professional risk indemnity insurance;
 - b) the presentation of 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;
 - c) a statement of overall turnover and turnover concerning the works, supplies or services covered by the SC during a period which may be no more than the last three financial years.
 5. Verification of technical and professional capacity: evidence of the technical and professional capacity of economic operators may, depending on the nature, quantity or scale and purpose of the supplies, services or works to be provided, be furnished on the basis of the following documents:
 - a list of the principal services provided and supplies delivered in the past three years, with the sums, dates and recipients, public or private;
 - an indication of the proportion of the SC which the service provider may intend to subcontract.
 6. Declaration that there are no conflict of interests.

Tenderers must declare:

 - that they do not have any conflict of interests in connection with the SC. A conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;
 - that they will inform the CPVO, without delay, of any situation constituting a conflict of interests or which could give rise to a conflict of interest;
 - that they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under this SC;
 - that they have not granted, have not sought, have not attempted to obtain and have not accepted, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the SC.



The CPVO reserves the right to check the above information.

7. Details of the tender

It is in this section that each tenderer provides a practical, detailed description of the goods or services proposed for the performance of the SC.

13. CONTRACT VALUE

The maximum value of the contract would be € 90,000 (ninety thousand euros) VAT excluded.

14. BID PREPARATION COSTS

Costs incurred in preparing and submitting tenders are borne by the tenderers and will not be reimbursed.

15. SUBMISSION

Companies interested in this SC are requested to submit their tender **in triplicate** (1 original, 2 copies) to the following address **no later than 23/09/2016**:

Community Plant Variety Office (CPVO)
Administration Unit
3 Boulevard du Maréchal Foch – CS 10121
F – 49101 ANGERS CEDEX 2 (France)

Tenderers may **submit their tender**:

- either by post or by courier service;
- or by delivery in person to the CPVO's Secretariat at the above address from 09:30 to 12:30 and from 14:30 to 16:00, Monday to Friday.

Proof of delivery may take the form of:

- the postmark; or
- the receipt dated and signed by the officer of the abovementioned department who took delivery of the parcel.

Tenders must be submitted in a sealed envelope, itself enclosed within a **second** sealed envelope. The inner envelope must bear, in addition to the name of the department to which it is addressed, as indicated in the invitation to tender, the words:

**" CALL FOR TENDERS No 2016-07/EVAL-EXT-COMM
Tender of
NOT TO BE OPENED BY THE MAIL SERVICE "**

If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across that tape.

The tender must:

- be dated, bear the company stamp and be signed by the tenderer;
- be accurate, concise and perfectly legible so that there can be no doubt as to words and figures;
- include any document that will help the CPVO to evaluate the tenders on the basis of the award criteria listed in point 11 of this tender specification.

Incomplete or illegible responses may cause the tender to be rejected.



16. GENERAL CONDITIONS

Submission of a tender:

- implies acceptance of all the terms and conditions set out in this tender specifications and its annexes, including the draft SC in Annex I;
- is binding on the Contractor to whom the contract is awarded for the duration of the SC;
- implies that the Contractor waives his own conditions of sale or service.

The completion of a procurement procedure imposes no obligation on the CPVO to award the SC.

17. TERM OF VALIDITY OF TENDER

Six months from the submission date. Tenderers will be informed by mail whether or not their tender(s) has (have) been accepted.

18. TERMS OF PAYMENT

Payments will be made within **30 calendar days** from the date of receipt of the invoice. The payment will be deemed to have been made on the day when the financial account of the CPVO is debited.

The CPVO may however defer payment if the services covered by the request for payment have been queried by the CPVO or if the particulars supplied are incomplete.

In the event of non-payment of invoices within the contractual period, the Contractor may send a reminder by registered letter. The CPVO shall then be bound to explain to the Contractor the reason for the delay and to notify the likely payment date. Payments thus deferred shall not attract payment of interest or compensation on the part of the CPVO.

19. CONTACTS BETWEEN TENDERERS AND THE CPVO

As a general rule, all contact between the tenderers and the CPVO is prohibited during the procedure.

In exceptional circumstances, however, the CPVO may provide additional information, under the following conditions only:

Before the final date for submission of tenders:

At the request of the tenderer, the CPVO may provide additional information solely for the purpose of clarifying the nature of the contract.

Any requests for additional information must be made in writing only to the following address: fagel@cpvo.europa.eu.

The CPVO is not bound to reply to requests for additional information received less than five working days before the final date for submission of tenders.

The CPVO 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 tenders.

Any additional information including that referred to above will be posted on CPVO's website www.cpvo.europa.eu. The website will be updated regularly and it is your responsibility to check for updates and modifications during the tendering period.



After the opening of tenders:

If clarification is required or if obvious clerical errors in the tender need to be corrected, the CPVO may contact the tenderer provided the terms of the tender are not modified as a result.

20. LIST OF ANNEXES

Annex A: Declaration on honour regarding Exclusion Criteria

Annex B: Administrative Identification Form and Legal entity form

Annex C: Financial Identification



ANNEX A

To the Tender Specifications of the open call for tenders No 2016-07/EVAL-EXT-COMM

*

Declaration on honour regarding Exclusion Criteria

(To be completed and signed by the tenderer)

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) is bankrupt or being wound up, is having his/her affairs administered by the courts; has entered into an arrangement with creditors; has suspended business activities; is the subject of proceedings concerning those matters; or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has been convicted of an offence concerning his/her professional conduct by a judgement which has the force of res judicata;
- c) has been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- d) has 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 he/she is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- e) has been the subject of a judgment 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 Community budget, he/she has been declared to be in serious breach of contract for failure to comply with his/her contractual obligations.

In addition, the undersigned declares on their honour:

- g) they have no conflict of interest in connection with the SC; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the CPVO, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the SC;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the SC;



- k) that the information provided to the CPVO within the context of this invitation to tender is accurate, sincere and complete;
- l) that in case of award of contract, they shall provide upon request the evidence that they are not in any of the situations described in points a, b, d, e above.

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs 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.

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under art 141 and 145 of the Rules of Application (Commission Regulation 1268/2012 of 29/10/12), which may be applied if any of the declarations or information provided prove to be false.

Full name:

Date:

Signature:



ANNEX B

To the Tender Specifications of the open call for tenders No 2016-07/EVAL-EXT-COMM

*

Administrative Identification Form and Legal entity form

These **two** standard forms are to be completed and provided as part of your offer:

1. Legal Entity forms can be downloaded from internet at the following addresses in all EU languages.
http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

IDENTIFICATION OF THE TENDERER (to be completed by the Tenderer)	
IDENTITY	
Name of Tenderer	
Legal form of Tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
ADDRESS	
Address of Registered Office of the Tenderer	
When appropriate, administrative address of Tenderer for the purposes of this invitation to tender	
CONTACT PERSON	
Name	
Forename	
Title (e.g. Dr, Mr, Mrs)	
Position (e.g. Manager)	
Telephone number	
Fax number	
e-mail address	



2. Please also provide the following Administrative identification form, duly completed, dated and signed

NAMES OF LEGAL REPRESENTATIVES	
And of other representatives of the Tenderer who are authorised to sign contracts with third parties	
<u>DECLARATION BY THE AUTHORISED REPRESENTATIVE OF THE ORGANISATION</u>	
<i>I, the undersigned, certify that the information given in this tender is correct and that the tender is valid</i>	
Name	
Forename	
Title (e.g. Dr, Mr, Mrs)	
Position (e.g. Manager)	
Telephone number	
Fax number	
e-mail address	
Internet address	
Other	

Date of signature:

SIGNATURE:



ANNEX C

To the Tender Specifications of the open call for tenders No 2016-07/EVAL-EXT-COMM

*

LEGAL ENTITIES	
PRIVACY STATEMENT	http://europa.eu.int/comm/budget/execution/legal_entities_fr.htm
PRIVATE COMPANIES	
TYPE OF COMPANY	<input type="checkbox"/>
NGO	YES <input type="checkbox"/> NO <input type="checkbox"/> (Non Governmental Organisation)
NAME(S)	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
ABBREVIATION	<input type="text"/>
ADDRESS OF THE HEAD OFFICE	<input type="text"/> <input type="text"/> <input type="text"/>
POSTAL CODE	<input type="text"/> P.O. BOX <input type="text"/>
CITY	<input type="text"/>
COUNTRY	<input type="text"/>
VAT	<input type="text"/>
PLACE OF REGISTRATION	<input type="text"/>
DATE OF REGISTRATION	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D M M Y Y Y Y
REGISTRATION NR	<input type="text"/>
PHONE	<input type="text"/> FAX <input type="text"/>
E-MAIL	<input type="text"/>
THIS "LEGAL ENTITY" FORM SHOULD BE FILLED IN AND RETURNED TOGETHER WITH:	
* A COPY OF ANY OFFICIAL DOCUMENT (E.G. OFFICIAL GAZETTE, REGISTER OF COMPANIES, ETC.) SHOWING THE CONTRACTOR'S NAME AND ADDRESS AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES;	
* A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO ABOVE.	
DATE AND SIGNATURE	

