

TENDER SPECIFICATIONS

Reference: OC/EFSA/FIN/2017/01

Subject: Provision of banking services

Procurement procedure: Open call

Project/Process code: FIN-06 2017 Accounting Services

Tender specifications purpose:

1. specify what EFSA is to buy under the contract resulting from this tender procedure
2. announce the criteria which EFSA will apply to determine the successful contractor among the offers received
3. guide tenderers to establish and dispatch their offer in the required form and time

These tender specifications will form annex 1 of the contract resulting from this tender procedure and will be binding during the contract implementation.

Additional guidance:

The economic operators wishing to submit an offer following this call for tenders are also invited to read the [EFSA Guidance for tenderers](#) available at EFSA website. The general guidance aims to assist the potential tenderers in their understanding of EFSA procurement procedures and to complete the specific information contained in this tender specifications.

Submitting your tender on time:

Follow carefully the guidance in annex 2 "E-Submission application description".
Do not wait until the last day to upload your offer. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.

Provide EFSA with feedback:

If you considered applying to this call for tenders but finally decided not to do so, your feedback and reasoning for such a decision would be very much appreciated. You should address your feedback to EFSAProcurement@efsa.europa.eu. Please note that your comments will be kept strictly confidential and will only be used for the purpose of improving future EFSA procurement calls.

INDICATIVE PROCEDURE TIMETABLE

Milestone	Date ¹	Comments
Launch date	22/02/2017	Date of publication being sent to OJ
Deadline for sending a request for clarification to EFSA	18/04/2017	Attention: <i>Requests for clarification may only be submitted through the eTendering website as described in the Invitation Letter.</i>
"Receipt Time Limit" - Closing date and time for offers reception	26/04/2017 at 14:30 (CET)²	See details in the Invitation letter. Please also refer to the e-Submission application description attached in annex 2 hereto.
Opening session	27/04/2017	14:30hr, EFSA premises, Parma
Notification of the evaluation results	MAY 2017	Estimated. Attention: <i>outcome of the present procurement procedure will be communicated to all tenderers to the e-mail address indicated in their offer. Accordingly, the tenderers who have submitted offers under the present call are strongly invited to check regularly the inbox in question.</i>
Contract signature	MAY 2017	Estimated

¹ All times are in the time zone of the country of the EFSA.

² **Do not wait until the last day to upload your offer. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.**

TABLE OF CONTENT

PART 1 TECHNICAL SPECIFICATIONS - WHAT DOES EFSA NEED TO BUY THROUGH THIS PROCUREMENT PROCEDURE?	4
1.1 BACKGROUND	4
1.2 OBJECTIVES	4
1.3 TASKS & CONTRACT EXECUTION REQUIREMENTS	4
1.4 INFORMATION ON THE CONTRACT	8
PART 2 EVALUATION - HOW WILL YOUR OFFER BE ASSESSED?	9
2.1 OPENING OF OFFERS	9
2.2 ORDER OF EVALUATION	9
2.3 GROUNDS FOR EXCLUSION	9
2.4 SELECTION CRITERIA	10
2.5 COMPLIANCE WITH TENDER SPECIFICATION AND MINIMUM REQUIREMENTS.....	10
2.6 AWARD CRITERIA	11
PART 3 CONTENT OF THE OFFER – HOW TO SUBMIT YOUR OFFER & WHAT SHOULD YOUR OFFER CONSIST OF?	11
ANNEX 1 - FINANCIAL OFFER TEMPLATE	18
ANNEX 2 – E-SUBMISSION APPLICATION DESCRIPTION	21
ANNEX 3 - DRAFT CONTRACT	23
ANNEX 4 - DECLARATION ON HONOUR ON EXCLUSION CRITERIA	23
ANNEX 5 - ADMINISTRATIVE DATA FORM	23

PART 1 TECHNICAL SPECIFICATIONS - WHAT DOES EFSA NEED TO BUY THROUGH THIS PROCUREMENT PROCEDURE?

1.1 BACKGROUND

The European Food Safety Authority (EFSA) was legally established by the European Parliament and Council Regulation n.178/2002 adopted on 28 January 2002; the Regulation laid down the basic principles and requirements of food law. It also stipulated that EFSA should be an independent scientific source of advice, information and risk communication in the areas of food and feed safety.

Specialized and decentralised EU agencies have been established to support the EU Member States and their citizens. These agencies are an answer to a desire for geographical devolution and the need to cope with new tasks of a legal, technical and/or scientific nature. EFSA is a Community Agency governed by European public law and having its own legal personality and fully depending on the EU budget.

For more information on EFSA structure and activities please consult www.efsa.europa.eu.

The budget of EFSA is an integral part of the Union budget and in particular, part of the Commission budget through its Directorate General SANCO (Public health and consumer protection). EFSA is entirely funded by the Union budget approved each year by the Council and the Parliament. The budgetary procedures, Financial Regulation and Implementing rules are fully applicable to EFSA.

1.2 OBJECTIVES

The authority has to manage an annual payment budget of EUR 80 million for the 2017 financial year and it supposed to remain approximately at the same level for the next four years.

This call for tenders aims to conclude a direct service contract with one SEPA compliant bank where several current accounts in EUR will be opened for the execution of its payments.

1.3 TASKS & CONTRACT EXECUTION REQUIREMENTS

The contractor will be expected to assume the following tasks:

- to carry out payments in EUR and in foreign currencies from the bank accounts of EFSA to beneficiary holding bank accounts with the Contractor or with other banks.
- execution of internal transfers between the EFSA bank accounts established with the Contractor.

Most of the EUR payments instructed by EFSA will be directed to beneficiaries holding a bank account within EU. A small proportion of the payments instructed by EFSA will be for beneficiaries outside the EU. The selected bank shall process other transactions if specifically requested by EFSA (i.e. foreign exchange transactions, manual payments, internal transfers between EFSA bank accounts).

Letter and cheque payments may occur only in exceptional circumstances.

In 2016, the overall volume of payments instructed by EFSA sent to its bank, was approximately as follows:

1. Payments in EUR

- Number of payments within EU area (28 EU Member States): 18 200
- Number of payments outside EU area : 400
- Total related amount in EUR: 78 million

2. Payments in other currencies

- Number of payments EU area (28 EU Member States): 100
- Number of payments outside EU area: 10
- Total related amount in EUR: 100 thousand

The average daily bank account balance during 2016 was EUR 9.3 million.

The number of transactions and related amounts mentioned above are approximate and serve only to indicate the most probable scenario. It is expected that the number of transactions and related amounts will remain stable in the next four years.

EFSA has its own SWIFT code for the execution of all financial transactions, which will be communicated to the successful tenderer upon signature of the contract.

Technical meeting to clarify any points on the contract implementation: in case of contract award, the successful tenderer must participate to a technical meeting with EFSA, at EFSA premises, prior to the contract signature. The exact date and time of the meeting will be communicated to the successful tenderer together with the award letter. The successful tenderer must bear the expenses for participating to the technical meeting.

Here below are specified in detail all the conditions for execution of the Contract which need all to be complied with by the Contractor:

1. The establishment of the Contractor where the bank account(s) will be located meets the operating conditions imposed by the competent supervisory authorities of a Member State of the European Union and has all the authorisations necessary to execute the required services. EFSA must be informed immediately by the Contractor of any change or modification to such authorisations.
2. The Contractor undertakes not to execute a payment that would result in the bank account being in debit on the value date. If the Contractor is requested to make payments which would make the bank account go into debit, such payments must not be carried out and the Contractor must contact EFSA immediately, in order to ask for instructions. Accordingly, NO debit interest will be accepted.
3. The Contractor will process all payment instructions received from EFSA in EUR to beneficiary's accounts held within the EU area free of any charges.
4. The Contractor undertakes to observe the following conditions in respect of debit transactions:
 - provided the payment instruction has been received by the Contractor before the cut-off time and point 2 above is respected, a value date given by EFSA has to be strictly respected by the Contractor,
 - the most favourable exchange rate for EFSA will be applied to all transactions in foreign currency involving an exchange operation and the

same charges will be applied by the Contractor as to an equivalent transaction in EUR,

- for all payments to other payment service providers, the full amount, with no charges deducted, will be credited to the payee's payment service provider's account, without exception, within no more than one day of value.
- no charge will be debited and the value date will be compensated for transfers between EFSA 's own bank accounts with the Contractor. "Compensated value date" means that EFSA' s bank account is debited, and the receiving EFSA bank account is credited with the same value date.
- in case of executing a payment via an intermediary bank chosen by the Contractor, the Contractor will be liable for the correct execution of the payment until the funds are available to the beneficiary's bank (or other payment service provider).

5. The Contractor undertakes to debit in one go on a quarterly basis all fees and charges related to the quarter, with value date being the last day of each quarter (31.03, 30.06, 30.09, 31.12). The supporting calculation and statement must be sent to EFSA by the Contractor at the latest on the 15th day of the following month and needs to contain the following:

- the number of transactions of each type,
- the unit cost of each type of transaction,
- the total costs of all types of transactions,
- the date when the statement of charges was produced. According to the Protocol on privileges and immunities of the European Union, EFSA is exempt from all taxes and duties.

6. In respect of credit transactions, the Contractor must undertake to ensure that the value date is the date when funds are received, and without any deduction of charges.

7. The remuneration of the bank account(s) shall be calculated on the basis of the following formula:

$$\text{Remuneration} = \frac{\sum_{i=1}^n B_i * (R_i + \text{Spread})}{\text{Bank year} * 100}$$

- where n = Exact number of days in the quarter
 B_i = Balance on day i³
 R_i = Average of the principal refinancing rate applied by the European Central Bank (ECB) for the quarter⁴
 Spread = Margin taken or offered by your bank in %
 Bank Year = 360 days

8. The Contractor must undertake to credit in one go on a quarterly basis the interest related to the quarter, with value date the last day of each quarter (31.03, 30.06, 30.09, 31.12). For Italian based banks, this shall apply in derogation of the legal act n.343 dated 3/8/2016. An interest statement is to be produced by the Contractor at the end of each quarter and to be sent to EFSA at the latest by the 15th day of the following month. EFSA reserves the right to request such a statement whenever a bank account is closed, or on a special request from EFSA.

³ All balance must be remunerated at the same rate

⁴ No other rate may be used

In the case of EFSA holding more than one bank account, the interest will be credited to the bank account named as principal.

The quarterly interest statement must indicate:

- The balances for each day in the given quarter
- The interest rate applicable (basic rate/ECB and spread)
- The total interest generated for each day
- The total amount of interest for the quarter

The reference rate and the spread offered will remain unchanged throughout the duration of the contract. However, no negative interest rate can be applied for the remuneration of the balances (i.e. should the remuneration formula, at any given time, result in negative interest, remuneration equal to 0% will be applied).

9. The Contractor undertakes to correct, at EFSA's request and at no charge, the value date for crediting the bank account of a beneficiary who is in the books of the Contractor or for crediting the bank account of a bank for which the Contractor is the correspondent bank, merely by making an identical correction to the date when the EFSA's bank account is debited (the value date may be in the past).

If the Contractor is requested to modify a value date which would result in the EFSA's bank account going into debit, such modification must not be carried out and the Contractor must immediately contact EFSA in order to ask for instructions.

10. The establishment of the Contractor where the bank account(s) will be located must be able to receive, and to process without delay:
 - payment instructions in XML format based on the European Payments Council "SEPA credit transfer scheme customer-to-bank implementation guidelines", sent by EFSA via SWIFNet FileAct,
 - payment instructions (in particular MT103, MT101) sent by EFSA via SWIFNet FIN,
 - instructions for transfers between accounts (in particular MT200, MT202,) sent by EFSA via SWIFNet FIN.
11. EFSA operates under its own SWIFT code which will only provided to the successful tenderer. The Contractor must be able to handle any other future change by SWIFT concerning transmission of payment instructions and bank statements, accordingly.
12. When payments are executed, the number of characters available to inform payees of the reason for payment must be at least equal to 140 characters.
13. The Contractor must be able to provide to EFSA, on the day following each transaction on the account, a SWIFT MT940 statement showing:
 - the exact Debit/Credit mark (according to the SWIFT codification),
 - the exact transaction type identification code (according to the SWIFT codification),
 - in the case of an individual payment, the reference of the payment as indicated by EFSA,
 - for credit entries, the complete reference and information given by the remitter.
14. The Contractor must undertake not to invoice any charges and fees other than those specified in the tender specifications, even if those charges and fees are levied by an intermediary bank or by the payee's payment service provider, unless explicitly authorised by EFSA.
15. The Contractor shall provide EFSA with online consultation banking service without any charges throughout the duration of the contract.

16. The maintenance of each bank account needs to be provided to EFSA free of any charge throughout the duration of the contract.

The working language for the contract implementation: execution of tasks, meetings and deliverables shall be English.

1.4 INFORMATION ON THE CONTRACT

Type of contract: direct contract

Nature of expense: services

Duration of the contract: 48 months after the entry into force of the contract.

PART 2 EVALUATION - HOW WILL YOUR OFFER BE ASSESSED?

In case you apply as a group of economic operators in a joint offer or if your offer envisages the use of subcontractors, please also refer to the [EFSA Guidance for tenderers](#).

2.1 OPENING OF OFFERS

The main aim of the public opening session is to check whether the offer received was dispatched within the closing date for tender receipt⁵ and that the tenders are electronically protected until the official opening.

2.2 ORDER OF EVALUATION

Tenderers should note that the content of their offers will be assessed in the following pre-defined order: Exclusion criteria (Access to EU Market) and Declaration on Honour on exclusion criteria; Selection criteria (Technical & Professional capacity); Compliance with tender specifications; Award Criteria (Quality and Price).

Following the above assessment and identification of the winning tender, the following will be assessed only for the tenderer proposed for contract award: Exclusion criteria (Declaration on Honour on exclusion criteria);

2.3 GROUNDS FOR EXCLUSION

The offers declared admissible during the opening session will be further verified against the eligibility and the exclusion criteria.

As regards the eligibility of the tenderers to submit an offer following this call please refer to the [EFSA Guidance for tenderers](#) available at EFSA website. Only offers from tenderers established in eligible countries will be allowed to the next step of the evaluation – exclusion criteria verification.

Tenderers must not be in one of the exclusion situations listed in the [EFSA Guidance for tenderers](#) available at EFSA website.

Evidence requested in the offer:

- Tenderers must declare that they are not in one of the exclusion situations by providing a signed and dated Declaration on Honour on exclusion criteria, available in **Annex 4**. In case of a joint offer from a group of economic operators, such declaration should be submitted for each member of the group. Evidence may be requested in support of this declaration to the successful tenderer.

For info: EFSA will request further supporting evidence, from the awarded tenderers, prior to the signature of the contract. Such requested evidence will be specified in the award letter and will have to be provided to EFSA before the contract is signed.

⁵ **Do not wait until the last day to upload your offer. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.**

2.4 SELECTION CRITERIA

The offers from tenderers declared eligible and not in one of the exclusion situations will be further verified against the selection criteria.

A) ECONOMIC AND FINANCIAL CAPACITY:

The tenderer must have the economic and financial capacity to perform the contract. This capacity will be assessed on the basis of the following criterion:

Your bank's short term credit rating must be, as a minimum, one of these 3 ratings: either P-2 (Moody's), or A-2 (S&P), or F2 (Fitch Ratings).

Evidence requested: Please attach to your tender a copy of a relevant document issued by the rating agency.

B) TECHNICAL AND PROFESSIONAL CAPACITY:

The tenderer must have the technical and professional capacity to perform the contract in accordance with the specifications below. In accordance with article 148(6) RAP, if EFSA, based on the assessment of the technical and professional capacity evidence, concludes that the tenderer has a professional conflicting interest and therefore does not possess the professional capacity to perform the contract to an appropriate quality standard, the tenderer may be rejected.

1. The establishment of your bank where the bank account(s) will be located meets the operating conditions imposed by the competent supervisory authorities of a Member State of the European Union and has all the authorisations necessary to execute the required services in the country where the account(s) will be located.

Evidence requested: Please attach to your tender an original relevant document issued by the competent supervisory authority.

2. The establishment of your bank must be a branch or subsidiary located in Italy where payments and other transactions described in these tender specifications can be executed. Any future changes in this respect should be immediately communicated to the European Food Safety Authority by your bank.

Evidence requested: Please attach to your tender a copy of a relevant document certifying your location infrastructure.

EFSA has the right, during the evaluation process, to request further evidence on the tenderer's compliance with the economic, financial, technical and professional capacity requirements.

2.5 COMPLIANCE WITH TENDER SPECIFICATION AND MINIMUM REQUIREMENTS

Your offer will be assessed for compliance with the tender specifications before its assessment against the award criteria.

Tenders are considered not to comply with the tender specifications and are therefore to be rejected if they:

- do not comply with minimum requirements laid down in the tender specifications (non-compliance);
- propose a solution different from the one that is imposed;

- propose a price above the fixed maximum set in the specifications;
- are submitted as variants, when the specifications do not authorise them;
- do not comply with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU⁶.

In all these cases, the grounds for rejection are not linked to the award criteria so there is no evaluation as such. The tenderer will be informed of the ground for rejection without being given feedback on the content of the tender other than on the non-compliant elements.

2.6 AWARD CRITERIA

The offers compliant with the technical specifications, not falling in one of the grounds for exclusion and complying with the selection criteria will be evaluated against the following award criterion: the contract will be awarded to the tenderer offering fees, charges and spread which together result to the highest income for EFSA of a bank account.

The income of a bank account is to be calculated as follows:

Total income = (a) interest of a bank account – (b) costs of a bank account

- where **(a)** is calculated as follows:
total interest expected to be generated in one year considering:
 - the average daily balance which for the purpose of the evaluation is set at EUR 9.3 million
 - the spread offered by the tenderer which is to be applied on ECB rate which for the purpose of the evaluation is fixed at 0.75 %
- where **(b)** is calculated as follows:
total costs expected to be incurred in one year considering:
 - the number of transactions and related amounts as indicated under Part I of **Annex 1** of these tender specifications
 - the unit fees and charges for the above transactions offered by the tenderer

Tenderers should complete the financial offer template provided in **Annex 1** of the tender specifications which is divided into three parts. Based on the information completed by each tenderer and having applied the agreed formulas, the offers will be ranked on the basis of the income of a bank account.

PART 3 CONTENT OF THE OFFER – HOW TO SUBMIT YOUR OFFER & WHAT SHOULD YOUR OFFER CONSIST OF?

SUBMISSION GUIDELINES

⁶ OJ L 94 of 28.03.2014, p. 65

- You should submit your tender electronically via the e-Submission application in one of the official languages of the European Union through the e-tendering website and before the closing date for offer receipt⁷ as described in the Invitation Letter. Please also refer to the e-submission application description attached in **Annex 2**.
- In order to familiarise yourself with the system and to test whether your workstation configuration is working correctly with our environment, you are invited to access the following test environment at:
https://webgate.ec.europa.eu/supplier_portal_toolbox/spots/openSpots.do?CFT_UUID=TEST_CFT_2016-NO_LOTS&VERSION=1&CAID=5790001791483&screenWidth=1000&screenHeight=850

This will enable you to make a test submission well in advance of the time limit for receipt indicated in the Invitation letter.

E-Submission application: The tenderer must provide the following information using the e-Submission application. In the e-submission application, please fill in all mandatory fields (marked with a star *) and other fields as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the tender specifications including the below instructions. The documentary evidence/documents required in the tender specifications must be included in section "Qualification" in the e-submission application. Tenders not including the necessary evidence may be rejected.

Step by step guide:

STEP: ACCESS e-submission

In order to access the e-Submission application, the first step is to create a user account in the system (European Commission Authentication System - ECAS):
<https://ecas.ec.europa.eu/cas/eim/external/help.cgi>

A button "Submit your Tender" will then be displayed and you will be able to access the e-Submission application.

Before proceeding to fill in the tender details in the system, you need to accept the Terms & Conditions and acknowledge the Privacy Statement of the e-Submission application.

STEP: Welcome to the tender wizard

Please read the recommendations and instructions.

You can either create a tender for the first time or load a draft tender from your local disk if not created for the first time. In case of doubts refer to user Manual and FAQs:
• https://webgate.ec.europa.eu/supplier_portal_toolbox/spotsHelpPage.jsp

In case of technical problems only, contact DIGIT Helpdesk indicated in the e-submission

⁷ **Do not wait until the last day to upload your offer. Responsibility rests with you to ensure that your tender is fully, completely and correctly uploaded before the time limit for receipt. Failure to respect the time limit for receipt will result in the rejection of your offer for non-compliance with the deadline for tenders.**

application at DIGIT-ESUBMISSION-SUPPORT@ec.europa.eu or call +32 2 29 58 181

STEP: e-submission wizard step 2 of 5 - TENDERING DATA

Different ways to submit a tender:

Options 1 to 4 below describe the different ways to submit a tender. Please make sure all required documents and evidence are submitted with your tender.

Option 1: Submission by one tenderer: "single tender" in the e-submission application.

Option 2: Submission by a group of economic operators: "joint tender" in the e-submission application. In case of a (joint tender) one member of the group must be designated as lead partner ("leading partner" in the e-submission application).

Option 3: Submission by one tenderer with subcontractors: "single tender; involving subcontracting" in the e-submission application.

Option 4: Submission by a group of economic operators (joint tender) with subcontractors: "joint tender; involving subcontracting" in the e-submission application.

STEP: e-submission wizard step 3 of 5 - TENDERING DATA

No action for tenderers; text for information only.

STEP: e-submission wizard step 3 of 5 - QUALIFICATION: IDENTIFICATION OF THE TENDERER

1. "Legal Entity Form": In order to prove their legal status, the single tenderer or leading partner in a joint offer must provide a Legal Entity Form (LEF) with its supporting evidence. Subcontractors are not required to provide this document. In case of a joint offer, each partner must fill in and upload a Legal Entity Form (LEF) with its supporting evidence under the section "Qualification" -> "Identification of the tenderer" under "Documents".

Hand written signature of individual forms of the single tenderer or leading partner in a joint offer who submits the tender is not required, since the signature of the Tender Preparation Report implies that all included documents are signed by them.

The standard template of the Legal Entity Form in each EU language is available at: http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

2. "Administrative Identification Form": This form should be completed by the tenderer using the template available in **Annex 5**, in case of a joint offer, only by the leading partner and needs to be filled in and uploaded under "Qualification" -> "Identification of the tenderer" under "Documents".

3. "Financial identification Form": The tenderer (single tenderer or leading partner in case of joint tender) must provide a Financial Identification Form (FIF) and supporting documents. Only one form per tender should be submitted (no form is needed for subcontractors and other partners in a joint offer). The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm

The form needs to be printed, filled in and then scanned and uploaded in the section "Qualification" -> "Identification of the tenderer" -> "Documents".

Hand written signature of individual forms of the single tenderer or leading partner in a joint offer who submits the tender is not required, since the signature of the Tender Preparation Report implies that all included documents are signed by them.

STEP: e-submission wizard step 3 of 5 - QUALIFICATION: EXCLUSION CRITERIA

For the exclusion criteria the tenderer is requested to submit the following evidence:
- Declaration on honour on the exclusion criteria by the tenderer using the template available in **Annex 4**, in case of a joint offer by each partner, relating to the exclusion criteria (see section 2.3) needs to be filled in and uploaded under "Qualification" -> "Identification of the tenderer" -> "documents".

The hand written signature of the form is required the single tenderer or in case of joint offers, by each member of the group, including the leading partner.

STEP: e-submission wizard step 3 of 5 - QUALIFICATION: SELECTION CRITERIA – ECONOMIC AND FINANCIAL CAPACITY

Specific Evidence for Economic and financial capacity:

The tenderer is requested to upload the economic and financial capacity (see 2.4 A) under "Qualification" -> "Selection Criteria" -> "Financial and Economic Capacity" in the e-Submission application.

STEP: e-submission wizard step 3 of 5 - QUALIFICATION: SELECTION CRITERIA – TECHNICAL AND PROFESSIONAL CAPACITY

Specific Evidence for Technical and professional capacity:

The tenderer is requested to upload the proof of technical and professional capacity (see 2.4 B) in section "Qualification" -> "Selection Criteria" -> "Technical and Professional Capacity" in the e-Submission application.

STEP: e-submission wizard step 3 of 5 - QUALIFICATION: tender

Technical offer: The technical tender needs to be uploaded in the section "Tender" in the e-Submission application. The tenderer will need to select the "Technical Tender" document from the dropdown box ("Financial Tender or Technical Tender"). The e-Submission application allows attachment of as many documents as necessary.

This technical section is of great importance in the assessment of the offers, the award of the contract and the future execution of any resulting contract.

The technical offer must cover all aspects required in the technical specifications and provide all the information needed to reply to the quality award criteria (see section 2.6 A).

Offers deviating from the minimum requirements or not covering all minimum requirements will be excluded on the basis of non-conformity with the tender specifications and will not be evaluated (see section 2.5).

In case of subcontracting: please indicate in the technical offer the % proportion of subcontracting.

Financial offer: The complete financial offer (according to the form available in **Annex 1**) needs to be uploaded in section "Tender" in the e-Submission application. The tenderer will need to select the "Financial Tender" document from the dropdown box ("Financial Tender or Technical Tender").

Fields: "Tax Exclusive amount", "Tax total", "Total Payable": The total price of the tender needs to be encoded in the e-Submission application. Please indicate the **total price** of the Financial offer template (**Annex 1**) in the fields "Tax exclusive amount" and "Total payable". In the field "Tax total" please indicate "0"/Zero value.

STEP: e-submission wizard step 3 of 5 – validation

To continue to step 4, please click on "**Validate**" button. A **tender preview document** will be generated in your local computer.

STEP: e-submission wizard step 4 of 5 – Consolidate tender docs – finalize package

Once all information and documents have been encoded and uploaded in the e-Submission application and you consider that the tender is complete, the application will require you to consolidate the tender into one consolidated tender package. A Tender Preparation Report will be generated by the e-Submission application. The application will require you to save both files (i.e. the consolidated tender package and the Tender Preparation Report) on your local computer.

The Tender Preparation Report must be signed ONLY in the following way:

Hand signature:

You print out the Tender Preparation Report. The single tenderer's or lead partner's authorised representative(s) should hand sign the Tender Preparation Report. Upon signature, you will upload the scanned, signed document in the e-Submission application. **The tender (including the scanned copy of the Tender Preparation Report) needs to have been uploaded within the "Receipt Time Limit - Closing date and time for offers reception" indicated in the Invitation letter.**

The signature of the single tenderer's or lead partner's authorised representative(s) on the Tender Preparation Report will be considered as binding with respect to the terms of the tender.

Both (i) the consolidated tender package; and (ii) the scanned hand signed Tender Preparation Report need to be uploaded into the e-Submission application.

STEP: e-submission wizard step 5 of 5 – SUBMITTING YOUR TENDER

The scanned, signed Tender Preparation Report should also be sent immediately after

submission, to this e-mail address: EFSAProcurement@efsa.europa.eu.

You will receive a tender receipt confirmation in your e-Submission mailbox, including information about the timestamp put on your tender by the e-Submission system. This is considered as the official time of receipt and will constitute proof of compliance with the deadline given in the invitation letter. Late receipt will lead to the exclusion from the evaluation procedure for this contract.

IMPORTANT:

1. Make sure you submit your tender on time: You are strongly advised to start completing your tender early. Do not wait until the last day to upload your offer. To avoid any complications with regard to late receipt/non receipt of tenders within the deadline, please ensure that you submit your tender **well in advance** of the **deadline**. In case of any problems with the submission of the electronic tender, you must call the helpdesk a reasonable amount of time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the size of your tender and the type of internet service you are using.

Please note that the responsibility rests with you to ensure that your tender is correctly uploaded before the time limit for receipt.

2. After submitting a tender, but within the time limit for receipt, you may still submit a new version of your tender. To do this, you should upload a new consolidated tender package containing corrected tender documents together with formal notification by letter that the previous tender is withdrawn.

3. If, after submission, you wish to withdraw your tender, you must send a duly signed letter to this **e-mail address:** EFSAProcurement@efsa.europa.eu identifying the name and reference of the tender you wish to withdraw. This notification must be signed by the same authorised legal representative(s) who previously signed the tender in question.

ANNEX 1 - FINANCIAL OFFER TEMPLATE

Tenderers are requested to use the following model for drawing up their financial offer. In doing so tenderers confirm they are aware of the following facts:

- By signing the financial offer the tenderer confirms that has read all the tender specifications and in particular the conditions for the execution of the requested services as stipulated under section 1.3.
- Prices must be quoted in Euro using the conversion rates published in the C series of the Official Journal of the European Union on the day when the invitation to tender was issued. This information is also available on the website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/>.
- Pursuant to the provisions of Article 9 of the Italian Law n. 17 dated 10/01/2006 and under Article 151 of Council Directive 2006/112/EC, EFSA is exempt from all duties, taxes and other charges, including VAT, or Imposta di Bollo on a bank account. For this reason, all prices given in the financial breakdown should be free of VAT and other taxes or duties.
- The price offered below is understood to be all inclusive.

PART I - Cost of a bank account

For the calculation of the cost of a bank account, tenderers should insert into the table below the cost of each individual transaction in column B in line with the standard transaction costs quoted by the banking industry, multiply that figure by the number of transactions foreseen in the 12 month scenario in column C. The result of the calculation should be inserted into column D. All totals in column D should be added together to give a final overall cost of a bank account (E).

Please note that only the unit costs indicated under column B will be binding for the Contract implementation.

(A) Description of a transaction For evaluation purposes, only a cut off time of 12:00 CET time or later will be considered as "same day"	(B) Cost of a transaction in EUR (excluding VAT or taxes)	(C) Nr. of transactions during 12 month period (this is only a scenario used for evaluation of offers)	(D) Outcome of scenario = Cost of a transaction X number of transactions foreseen in scenario (VAT excluded)
Electronic payments in EUR within EU area (28 EU Member States)	0 € [don' t modify this value]	X 18,200	0 € [don' t modify this value]
Electronic payments in EUR to outside EU area €	X 400 €
Electronic payments in other currencies within EU area (28 EU Member States) €	X 100 €
Electronic payments in other currencies to outside EU area €	X 10 €
Letter payments in EUR within EU area (28 EU Member States) €	X 1 €
Letter payments in EUR to outside EU area €	X 1 €
Letter payments in other currencies within EU area (2 EU Member States) €	X 1 €
Letter payments in other currencies to outside EU area €	X 1 €
Cheque cashing (EUR) €	X 10 €
Cheque issuing (EUR) €	X 10 €
(E) TOTAL COST OF A BANK ACCOUNT	(E) = €		

PART II – Interest of a bank account

For evaluation purpose only, the interest generated on a bank account in a year is calculated using the formula below. Tenderers should insert the spread percentage into the field below and apply the formula.

<p>(F) Annual interest generated on a bank account = 9 300 000 * (0.25 %+ Spread %)= €</p>

where:

- For evaluation purpose only, 9 300 000 EUR is the average daily account balance
- For evaluation purpose only ECB rate is fixed as 0.25%.
- Please note that the proposed spread will be fixed throughout the duration of the contract and will be applied during the implementation of the Contract for calculating the interest using the formula under section 1.3 point 7 of these tender specifications.

PART III – Total income of a bank account

<p><u>Total income = (F) – (E) =€</u></p>

Tenderer name:

Date:

Name of person signing the financial offer:

His/her position in the company :

His/her signature:

ANNEX 2 – E-SUBMISSION APPLICATION DESCRIPTION

What is the e-Submission application?

The e-Submission application allows economic operators to respond to Call for tenders by preparing their Tenders electronically in a structured and secured way, and submitting their tenders electronically. The TED eTendering is the starting point for launching the e-Submission application.

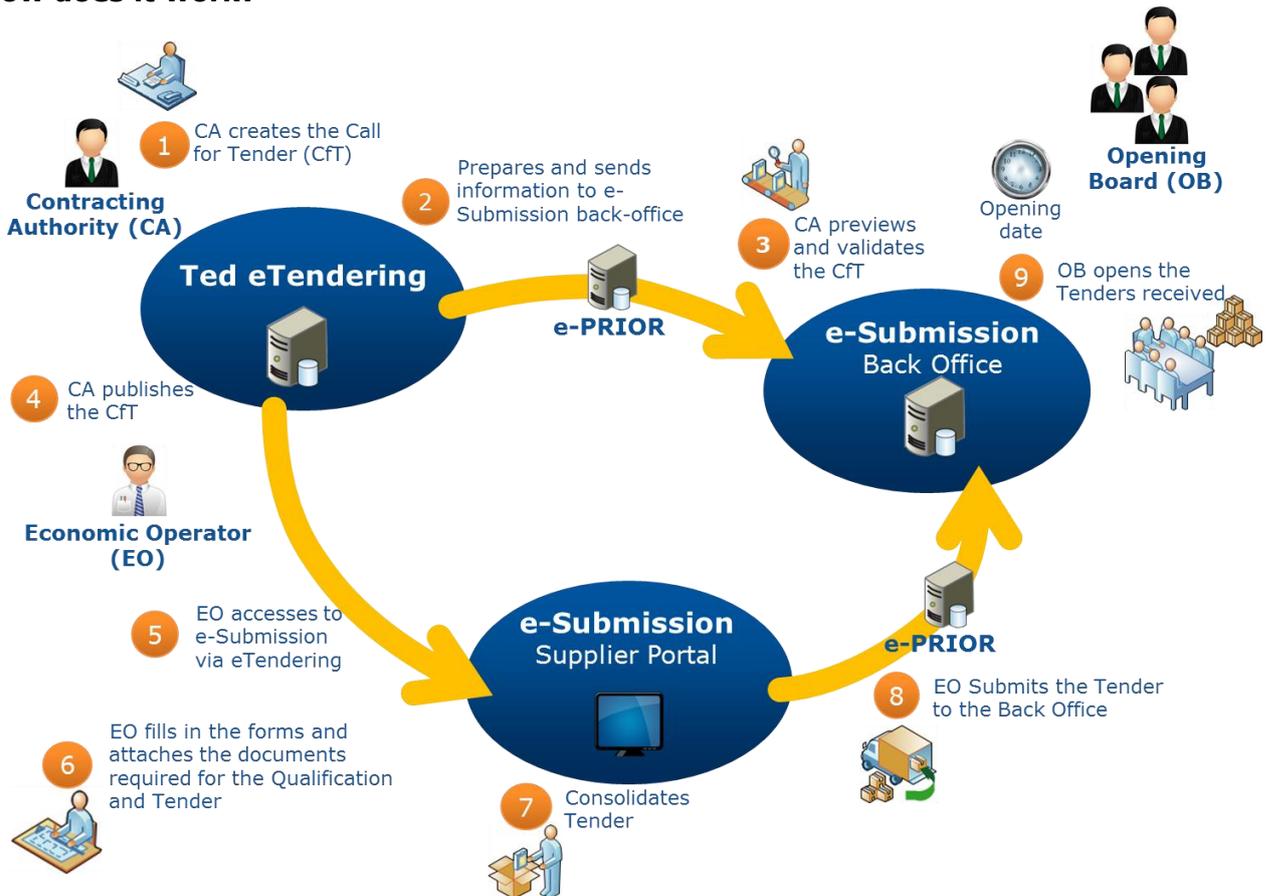
On the Contracting Authority side, this application is responsible for generating the necessary templates and encryption key, and to securely open the received tenders.

As an economic operator you can:

- Prepare, save and load your tender.
- Submit your tender electronically and securely.
- Receive a proof of tender submission
- View the tenders to which you have applied.

Your submitted tender(s) will be received by the corresponding Contracting Authority who will be able to open your electronic tender during the opening session.

How does it work?



1. The Call for Tender (CfT) is first created in TED eTendering by the Contracting Authority (CA).
2. The CA then enables e-Submission. This will allow Economic Operators (EO) to submit tenders via e-Submission once the CfT is published.
3. The CA can preview the CfT as it will be seen by the EO.
4. When the CfT is ready the CA publishes the CfT.
5. When the EO wants to submit a tender, the EO accesses to e-Submission via TED eTendering.
6. Fills in the required information and documents for his Tender.
7. When the Tender is ready the EO creates a "virtual package" (consolidate) of his Tender to prepare it for submission.
8. The EO then submits his Tender to the CA which is received by e-Submission Back Office.
9. On the Opening date, the Opening Board gathers and opens all received e-Tenders on the e-Submission Back Office.

Where to find more information?

https://webgate.ec.europa.eu/supplier_portal_toolbox/spotsHelpPage.jsp

ANNEX 3 - DRAFT CONTRACT

Tenderers should note that in the event that their offer is successful, the resulting contract will be based on the model annexed to these tender specifications.

ANNEX 4 - DECLARATION ON HONOUR ON EXCLUSION CRITERIA

ANNEX 5 - ADMINISTRATIVE DATA FORM

The templates are uploaded in e-Tendering with all other procurement documents.