



EUROPEAN COMMISSION
JOINT RESEARCH CENTRE

Directorate E - Space, security and migration
Unit E.1 – Disaster Risk Management

European Commission

Call for tenders

JRC/IPR/2019/OP/2595

**Copernicus Emergency Management Service (EMS)
Validation**

Open procedure

TENDER SPECIFICATIONS

Part 1: Administrative specifications

TABLE OF CONTENTS

1.	SCOPE AND DESCRIPTION OF THE PROCUREMENT	4
1.1.	Contracting authority: who is the buyer?`	4
1.2.	Subject: what is this call for tenders about?	4
1.3.	Lots: is this call for tenders divided into lots?	4
1.4.	Description: what do we want to buy through this call for tenders?.....	4
1.5.	Place of performance: where will the contract be performed?.....	4
1.6.	Nature of the contract: how will the contract be implemented?	4
1.7.	Volume and value of the contract: how much do we plan to buy?	5
1.8.	Duration of the contract: how long do we plan to use the contract?	5
1.9.	Electronic exchange system: can exchanges under the contract be automated?..	6
1.10.	Exclusion of Conflict of Interest	6
2.	GENERAL INFORMATION ON TENDERING.....	7
2.1.	Legal basis: what are the rules?.....	7
2.2.	Rules on access to procurement: who may submit a tender?	7
2.3.	Registration in the Participant Register: why register?	8
2.4.	Ways to submit a tender: how can economic operators organise themselves to submit a tender?	8
3.	EVALUATION AND AWARD	12
3.1.	Exclusion criteria.....	12
3.2.	Selection criteria.....	13
3.3.	Compliance with the minimum requirements of the Tender specifications.....	22
3.4.	Award criteria.....	22
3.5.	Award (ranking of tenders)	28
4.	FORM AND CONTENT OF THE TENDER	29
4.1.	Form of the tender: how to submit the tender?	29

4.2. Content of the tender: what documents to submit with the tender?	29
4.3. Signature policy: how can documents be signed?.....	32
4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?	32
APPENDIX: LIST OF REFERENCES	34

1. SCOPE AND DESCRIPTION OF THE PROCUREMENT

1.1. Contracting authority: who is the buyer?

This call for tenders is launched and managed by the European Commission, referred to as the *Contracting authority* for the purposes of this call for tender, assisted by its Joint research center.

1.2. Subject: what is this call for tenders about?

The subject of this call for tenders is: Copernicus Emergency Management Service (EMS) Validation.

1.3. Lots: is this call for tenders divided into lots?

This call for tenders is not divided into lots.

1.4. Description: what do we want to buy through this call for tenders?

The services that are the subject of this call for tender, including any minimum requirements, are described in detail in the document *Tender Specifications – part 2: Technical specifications*, hereafter referred to as *Technical specifications*.

Variants (alternatives to the model solution described in the Tender Specifications) are not allowed. The *Contracting authority* will disregard any variants described in a tender.

1.5. Place of performance: where will the contract be performed?

The services will be performed at the following locations:

- the contractor's premises
- on field (surveys) mainly in EU member states

1.6. Nature of the contract: how will the contract be implemented?

The procedure will result in the conclusion of multiple framework contracts in cascade.

A framework contract establishes a mechanism for future repetitive purchases by the *Contracting authority* to be awarded in the form of specific contracts. The signature of a framework contract does not impose an obligation on the *Contracting authority* to conclude specific contracts with a framework contractor.

The framework contract will be concluded in the form of separate but identical contracts with 3 (three) contractors at most, provided that there are enough tenderers that have access to the procurement, are not excluded, satisfy the selection and award criteria, and comply with the Tender specifications.

The tenders deemed admissible as a result of the evaluation will be ranked in descending order to establish a list of contractors and a sequence in which they will be offered provisional order forms and specific contracts during the implementation of the framework contract. The modalities of implementation of the framework contract in cascade are set out in Article I.4.3 of the Draft contract.

Tenderers need to take full account of the provisions of the Draft contract as the latter will define and govern the contractual relationship(s) to be established between the *Contracting authority* and the successful tenderer(s). Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

1.7. Volume and value of the contract: how much do we plan to buy?

An indicative estimate of the volumes to be ordered over the whole duration of the framework contract is given in the financial model in **Annex 6**. These volumes are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities which the *Contracting authority* will order through specific contracts. In any case the *framework contract ceiling*, i.e. the maximum amount to be spent under the framework contract, shall not be exceeded.

The *framework contract ceiling* is indicated in Heading II.2.6 of the contract notice.

Within three years following the signature of the framework contract(s) resulting from the current call for tenders, the *Contracting authority* may use the negotiated procedure under point 11.1.e of Annex 1 to [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#)¹ to procure new services from the contractor(s) up to a maximum of 50 % of the initial contract value. These services will consist in the repetition of similar services entrusted to the contractor(s). and will be awarded under the following conditions:

- the new services will be in conformity with the basic project of the original contract, within the scope of the initial contract and technical specifications. Following this aim, the Commission may define new services that are similar to the completeness, consistency, positional and thematic accuracy checks but slightly modifying their objectives if deemed necessary.
- the procedure may also be launched subject to the results of additional checks done during the period of in-house trials, put in place in order to verify the need and some aspects (e.g. the feasibility, the performance or reliability) of eventual additional checks. If the results are positive, then further checks applying mainly to the products of Risk and Recovery Mapping (with particular reference to the standard products) similar to the ones described in the Technical specifications may be necessary.

1.8. Duration of the contract: how long do we plan to use the contract?

The contract(s) resulting from the award of this call for tenders will be concluded for at most 48 (forty-eight) months. The details of the initial contract duration and possible renewals are set out in Article I.3 of the Draft contract.

1.9. Electronic exchange system: can exchanges under the contract be automated?

For all exchanges with the contractor during the implementation of the contract as well as for future possible subsequent proceedings for the purposes of EDES ([European Union's Early Detection and Exclusion System](#)) the *Contracting authority* may use an electronic exchange system meeting the requirements of Article 148 of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#)¹. At the request of the *Contracting authority* the use of such a system shall become mandatory for the contractor(s) at no additional cost for the *Contracting authority*. Details on specifications, access, terms and conditions of use will be provided in advance.

1.10. Exclusion of Conflict of Interest

In order to avoid conflicts of interest, the contractors (including all subcontractors) for the contracts Copernicus EMS rapid mapping (contract nr. 936820) and Copernicus EMS risk and recovery mapping (contract under award) cannot be considered for award of this call for tender (as a sole tenderer, or as a partners in a consortium or as subcontractors) for as long as they remain so contracted. Since these activities are considered incompatible with the object of the current call for tender, this restriction shall remain in place for any recurrent call for tender concerning this activity (and their respective contractors) unless it is explicitly renounced.

This restriction extends to companies that are part of the same industrial and/or commercial group or organisation. For the sake of clarity, 2 companies are considered to be part of the same industrial and/or commercial group or organisation if 1 of the 2 controls the other, e.g. owns more than 50 % of the shares of the other, or if more than 50 % of their shares belong to a common direct or indirect shareholder.

2. GENERAL INFORMATION ON TENDERING

2.1. Legal basis: what are the rules?

This call for tenders is governed by the provisions of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union](#) (the Financial Regulation)¹.

The *Contracting authority* has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

2.2. Rules on access to procurement: who may submit a tender?

Participation in this call for tenders is open on equal terms to all natural and legal persons coming within the scope of the [Treaties](#), as well as to international organisations.

It is also open to all natural and legal persons established in a third country which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. Where the Agreement on Government Procurement² concluded within the World Trade Organisation applies, the participation to this call for tenders is open to all natural and legal persons established in the countries that have ratified this Agreement, on the conditions laid down therein.

The rules on access to procurement do not apply to subcontractors. Subcontracting may not be used with the intent to circumvent the rules on access to procurement.

To enable the *Contracting authority* to verify the access, each tenderer must indicate its country of establishment (and in case of joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country/-ies. The same document(s) could be used to prove country/-ies of establishment and the delegation(s) of the authorisation to sign as described in **Section 4.3**.

For tenderers established in the United Kingdom:

Please be aware that after the UK's withdrawal from the EU, the rules of access to EU procurement procedures of economic operators established in third countries will apply to tenderers from the UK depending on the terms of any Withdrawal Agreement. In case such

¹ Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

² https://www.wto.org/english/tratop_e/gp_gpa_e.htm.

access is not provided by legal provisions in force tenderers from the UK could be rejected from the procurement procedure.

2.3. Registration in the Participant Register: why register?

Any economic operator willing to submit a tender for this call for tenders must be registered in the [Participant Register](#) - an online register of organisations and natural persons participating in European Commission's calls for tenders or proposals (participants).

On registering each participant obtains a Participant Identification Code (PIC, 9-digit number) which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Commission's calls for tenders or calls for proposals.

At any moment during the procurement procedure the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact the participant and ask for supporting documents on legal existence and status [and financial capacity]. The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly.

The documents that may be requested by *the EU Validation Services* are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#).

Please note that a request for supporting documents by the *EU Validation Services* in no way implies that the tenderer has been successful.

2.4. Ways to submit a tender: how can economic operators organise themselves to submit a tender?

Economic operators can submit a tender either as a sole tenderer or as a group of tenderers. In either case subcontracting is permitted.

In order to fulfil the selection criteria set out in **Section 3.2.2 & 3.2.3** the tenderer can rely on the capacities of subcontractors or other entities (not subcontractors).

The role of each entity involved in a tender (hereafter referred to as *involved entity*) must be clearly specified: sole tenderer, member of a group or Group leader, subcontractor or an entity on whose capacities the tenderer relies to fulfil the selection criteria³. This applies also where the *involved entities* belong to the same economic group.

³ Such an entity is not considered a subcontractor, see Section 2.4.3.

2.4.1. Joint tenders

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them. The group as a whole is considered a tenderer⁴.

All members of the group assume joint and several liability towards the *Contracting authority* for the performance of the contract as a whole.

Group members must appoint a *Group leader* and a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. The model power of attorney attached in **Annex 3** is to be used.

The joint tender must clearly indicate the role and tasks of each member and of the *Group leader* who will act as the *Contracting authority's* contact point for the contract's administrative or financial aspects and operational management. The *Group leader* will have full authority to bind the group and each of its members during contract execution. If the joint tender is successful, the *Contracting authority* shall sign the contract with the Group leader, authorised by the other members to sign the contract on their behalf via power of attorney drawn up in the model attached in **Annex 3**.

Changes in the composition of the group during the procurement procedure (after the submission deadline and before contract signature) shall lead to rejection of the tender except in case of a merger or takeover of a member of the group (universal succession), provided that the new entity has access to procurement (see **Section 2.2**) and is not in an exclusion situation, (see **Section 3.1**).

In any case the selection criteria must be still fulfilled by the group and the terms of the originally submitted tender may not be altered substantially, i.e. all the tasks assigned to the former entity must be taken over by the new entity member of the group, the change must not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender may not be modified.

2.4.2. Subcontracting

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators which will perform part of the contract on its behalf. The contractor retains full liability towards the *Contracting authority* for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3,

⁴ References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

- (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
 - c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)) .
 - d) Use of staff without employment contract (“self-employed persons working for the contractor”), without the tasks of the self-employed persons being particular well-defined parts of the contract.
 - e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tender (see **Section 1.4**).
 - f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the *Technical specifications* expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a member of the group.

By filling in the form available in **Annex 4**, tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions (hereafter referred to as *identified subcontractors*):

- on whose capacities the tenderer relies upon to fulfil the selection criteria as described under **Section 3.2.2 & 3.2.3**;
- whose individual share of the contract, known at the time of submission, is above 20%.

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 5.1** and signed by its authorised representative.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the *Contracting authority* subject to the following verifications:

- any new subcontractor is not in an exclusion situation;
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity,

the change does not make the tender non-compliant with the Tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the *Contracting authority* and resulted in a signed contract, is considered authorised.

2.4.3. Entities on whose capacities the tenderer relies to fulfil the selection criteria

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities, regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in **Annex 5.2**, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources.

If the contract is awarded to a tenderer intending to rely on another entity to meet the minimum levels of economic and financial capacity, the *Contracting authority* may require the entity to sign the contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required (i.e. the latter will assume the role of subcontractors).

Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

3. EVALUATION AND AWARD

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer has access to procurement (see *Section 2.2*);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and signed by duly authorised representative(-s) of the tenderer);
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements defined in the Tender specifications;
- Evaluation of tenders on the basis of the award criteria.

The *Contracting authority* will evaluate the abovementioned elements in the order that it considers to be the most appropriate. If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tenderer(s) for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the *Contracting authority* during the procedure. If any of the declarations or information provided proves to be false, the *Contracting authority* may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria the *Contracting authority* may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

3.1. Exclusion criteria

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

As evidence of non-exclusion each tenderer needs to submit with its tender a Declaration on Honour⁵ in the model available in *Annex 2*.⁶ The declaration must be signed by an authorised representative of the entity providing the declaration.

⁵ The European Single Procurement Document (ESPD) may not be used yet in European Commission's calls for tenders.

⁶ Unless the same declaration has already been submitted for the purposes of another award procedure of the European Commission, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the [European Union's Early Detection and Exclusion System](#). The documents mentioned as supporting evidence in the Declaration on Honour need to be provided whenever requested and where this is necessary to ensure the proper conduct of the procedure within a deadline given by the Contracting authority⁷.

Annex 1 specifies which of the *involved entities* participating in a tender need to provide the Declaration on Honour and, when requested by *the Contracting authority*, the supporting evidence.

Please note that a request for evidence in no way implies that the tenderer has been successful.

3.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for the call for tender. The model Declaration on Honour available in *Annex 2* shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure⁸. In any case, to the extent that there is no ground for a waiver, the evidence must be provided, upon request

⁷ The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;
- if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

⁸ The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the *Contracting authority* and are still valid at that date;
- if such evidence can be accessed by the *Contracting Authority* on a national database free of charge, in which case the economic operator shall provide the *Contracting authority* with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

and within a deadline given by the Contracting authority. The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the *involved entities* who contribute to the fulfilment of the criterion, and in case of individual assessment – by each *involved entity* to whom the criterion applies individually.

Should the tenderer not declare in its tender that it will rely on third parties (e.g. identified subcontractors), as established in §4.2 below, evidence based on third parties capacities will not be accepted,

3.2.1. Legal and regulatory capacity

Tenderers must prove that they have legal capacity to perform the contract and the regulatory capacity to pursue the professional activity necessary to carry out the work subject to this call for tenders.

The legal and regulatory capacity shall be proven by the evidence listed below:

- Proof of enrolment in a relevant trade or professional register

This document must be submitted with the tender. It applies to each member of the group in case of a joint tender and to each subcontractor for the tasks of their competence.

3.2.2. Economic and financial capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the contract.

Criterion F1	
Minimum level of capacity	Average yearly turnover of the last two financial years above EUR 2.000.000.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> will be carried out.
Evidence	Copy of the profit and loss accounts and balance sheet for the last two years for which accounts have been closed from each concerned <i>involved entity</i> , or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months before the tender deadline.

The above specified evidence of economic and financial capacity must be provided with the tender, in order to allow complete verification of the selection criteria prior to the assessment of the award criteria (ref. §3.3).

3.2.3. Technical and professional capacity

Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract.

Criterion T1	
Experience in the field of Emergency Mapping	
The tenderer must prove experience in the field of Emergency Mapping.	
Minimum level of capacity	Services in the same field provided during the last three years preceding the tender submission deadline, with a minimum value of € 1.000.000.
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	<p>A list of services meeting the minimum level of capacity. The list shall include details of the service start and end date, total service amount, scope and the roles relevant to the scope. In case of services still on-going only the portion completed during the reference period will be taken into consideration.</p> <p>As supporting documents for each service reference the <i>Contracting authority</i> may request statements issued by the clients and take contact with them.</p>

Criterion T2	
Material/Technical resources	
Material/technical resources necessary to perform the contract in accordance with the Technical Specifications	
Minimum level of capacity	Hardware and software resources enabling to perform the tasks as outlined in Chapter 4 of the Technical specifications
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	A list and detailed description of the equipment, tools and facilities available to the tenderer for the performance of the contract, indicating also the name of the <i>involved entity</i> placing these at disposal.

Criterion T3	
Quality assurance measures	
Capacity to employ quality assurance measures to ensure the quality of provided services	
Minimum level of capacity	The quality assurance measures must comply with ISO 9001 or equivalent quality assurance standards
Basis for assessment	This criterion applies to the tenderer as a whole, i.e. the combined capacities of all <i>involved entities</i> .
Evidence	A copy of the certificate, indicating its validity, drawn up by an independent body or any other evidence of equivalent quality assurance system attesting the compliance with the

	minimum quality requirements imposed. A certificate or other evidence shall be valid at the time of submission of the offer.
--	--

Criterion T4	
TEAM OF PERSONS PROPOSED TO CARRY OUT THE TASKS DESCRIBED IN THE TECHNICAL SPECIFICATIONS	
Minimum level of capacity	<p>To have at the time of the tender deadline, at disposal a team of at least the following profiles:</p> <ol style="list-style-type: none"> 1. Project manager 2. Production coordinator 3. Specialist in optical satellite remote sensing 4. Specialist in SAR satellite remote sensing 5. Technology expert 6. Specialist in data quality and accuracy assessment 7. Domain expert in emergency and security management 8. Domain expert in disaster risk assessment 9. Specialist in geomorphology and geohazards 10. Specialist in field survey 11. Specialist in image processing 12. Specialist in digital cartography, GIS and data integration 13. Specialist in processing and analysis of aerial image data 14. Specialist in IT support
	<p>1. Project Manager:</p> <p>A total of at least 12 (twelve) years of relevant studies and professional experience after secondary school, including:</p> <ul style="list-style-type: none"> • At least 3 years' experience in management of projects related to supply of digital products derived from satellite remote sensing, with experience in management of a team of at least 8 people. • a minimum of 7 (seven) years of professional experience in the field of satellite remote sensing, data processing, geo-spatial analysis, environmental modelling, GIS and digital cartography • a minimum European level of English language skills: listening, reading, writing and speaking — C1 or equivalent, based on the 'Common European Framework of Reference for languages' or equivalent⁹

⁹ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

2. Production Coordinator:

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years' experience in the production coordination of digital products derived from satellite remote sensing and GIS.
- a minimum of 5 (five) years of professional experience in the field of satellite remote sensing, data processing, geo-spatial analysis, environmental modelling, GIS and digital cartography
- a minimum European level of English language skills: listening, reading, writing and speaking — C1 or equivalent, based on the 'Common European Framework of Reference for languages' or equivalent¹⁰

3. Specialist in optical satellite remote sensing:

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years of professional experience related to the supply of map products derived from satellite remote sensing in emergency management contexts or equivalent.
- a minimum of 5 (five) years of professional experience in the field of remote sensing data processing,
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the 'Common European Framework of Reference for languages' or equivalent¹¹

4. Specialist in SAR satellite remote sensing

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years of professional experience in projects related to the supply of map products derived from of satellite remote sensing in emergency management contexts or equivalent.
- a minimum of 5 (five) years of professional experience in the field of remote sensing data processing,
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the 'Common European Framework of Reference for languages' or equivalent¹²

¹⁰ ¹⁰ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

¹¹ ¹¹ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

¹² ¹² Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

5. Technology expert

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years of professional experience in handling innovative technology applied to geomatics
- Minimum 5 years of professional experience working in one or more of the following domains: crowd sourced data, social media, cloud computing, artificial intelligence, location-based services
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent¹³

6. Specialist in data quality and accuracy assessment:

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years of professional experience in assessment of accuracy of geospatial products.
- Minimum 5 years of professional experience working with geospatial accuracy standards and accuracy assessment of geospatial products
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent¹⁴

7. Domain expert in emergency and security management:

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years of professional experience in of all phases of the emergency management (preparedness, response, recovery and mitigation).
- a minimum of 5 (five) years of professional experience in the domain of management of emergencies related to natural and man-made disasters.
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent¹⁵

¹³ ¹³ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

¹⁴ ¹⁴ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

¹⁵ ¹⁵ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

8. Domain expert in disaster risk assessment:

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years of professional experience in disaster risk assessment for natural and man-made disasters, including Natech (Natural Hazard Triggering Technological Disasters), associated models and the requisite data to carry out such assessments.
- a minimum of 5 (five) years of professional experience in the domain of disaster risk.
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent¹⁶

9. Specialist in geomorphology & geohazards:

A total of at least **10 (ten) years** of relevant studies and professional experience after secondary school, including:

- At least 3 (three) years of professional experience in working as geomorphologist in emergency management contexts, or equivalent making assessment of risks relating to earth surface processes and natural and man-made causes of disasters – e.g. earthquakes, landslides, erosion, mudflows, etc.
- minimum 5 years of professional experience in working as geomorphologist;
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent¹⁷

10. Specialist in field survey:

A total of at least **8 (eight) years** of relevant studies and professional experience after secondary school, including:

- At least 2 (two) years of professional experience in working as professional land surveyor, using DGPS and post processing, software, Ground Control Point and Check Point collection/measurement for airborne and space-born photogrammetric projects.
- Minimum 3 years of professional experience in working as professional land surveyor. Experience in the planning and collection of field data for validation is required.
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent,

¹⁶ ¹⁶ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

¹⁷ ¹⁷ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

based on the ‘Common European Framework of Reference for languages’ or equivalent¹⁸

11. Specialist in image processing:

A total of at least **8 (eight) years** of relevant studies and professional experience after secondary school, including:

- At least 2 (two) years of professional experience of processing of satellite images for digital map production with the following experience; GIS; visual and automatic image interpretation techniques, ability to program or script.
- a minimum of 3 (three) years of professional experience in the field of satellite image processing.
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent¹⁹

12. Specialist in digital cartography, GIS and data integration:

A total of at least **8 (eight) years** of relevant studies and professional experience after secondary school, including:

- At least 2 (two) years of professional experience in digital map production using satellite remote sensing and GIS.
- Proven ability to script or program to customise and automate the map production chain.
- a minimum of 3 (three) years of professional experience in the field of digital map production and GIS,
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent²⁰

13. Specialist in processing and analysis of aerial image data

A total of at least **8 (eight) years** of relevant studies and professional experience after secondary school, including:

- At least 2 (two) years of professional experience in projects requiring aerial orthophotos and DSMs for digital map production.
- a minimum of 3 (three) years of professional experience in aerial photo data processing and analysis.
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent,

¹⁸ ¹⁸ Assessment grid visible at following link: <https://euopass.cedefop.europa.eu/resources/european-language-levels-cefr>

¹⁹ ¹⁹ Assessment grid visible at following link: <https://euopass.cedefop.europa.eu/resources/european-language-levels-cefr>

²⁰ ²⁰ Assessment grid visible at following link: <https://euopass.cedefop.europa.eu/resources/european-language-levels-cefr>

based on the ‘Common European Framework of Reference for languages’ or equivalent²¹

14. Specialist in IT support:

A total of at least **8 (eight) years** of relevant studies and professional experience after secondary school, including:

- At least 2 (two) years of professional experience in IT support including systems and data management, network transfer, relational database systems and back-up of large volume datasets. Using software & hardware necessary for running remote sensing, GIS tools.
- a minimum of 3 (three) years of professional experience in IT support
- a minimum European level of English language skills: listening, reading, writing and speaking — B2 or equivalent, based on the ‘Common European Framework of Reference for languages’ or equivalent²²

Basis for assessment	The criteria apply to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all <i>involved entities</i> for the fulfilment of this criterion will be carried out.
Evidence	<p>For the profiles type 1-14, the tenderer must provide at least 1 CV per profile (preferably in Europass format²³) meeting the minimum capacity levels for the criteria.</p> <p>For each profile, the precise contractual link with the tenderer, or the commitment letter (in case on relying on third parties as of §2.4.2), must be specified.</p>

All of the above specified evidence of technical and professional capacity must be provided with the tender, in order to allow complete verification of selection criteria prior to the assessment of the award criteria.

²¹ ²¹ Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

²² ²² Assessment grid visible at following link: <https://europass.cedefop.europa.eu/resources/european-language-levels-cefr>

²³ <https://europass.cedefop.europa.eu/>

Involved entities must not be subject to conflicting interests which may negatively affect the contract performance. Where the *Contracting authority* has established such conflicting interests, it may conclude that the tenderer or an involved entity does not possess the required professional capacity to perform the contract to an appropriate quality standard.

The presence of conflicting interests shall be examined during the evaluation phase based on the statements made through the Declarations on Honour and, where applicable, the commitment letters (*Annex 5.1 and Annex 5.2*).

3.3. Compliance with the minimum requirements of the Tender specifications

By submitting a tender a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tender. Particular attention is drawn to the minimum requirements specified in the Technical specifications document (Tender specifications – part 2) and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

Tenders that are not compliant with the applicable minimum requirements shall be rejected.

3.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender in accordance with the award method indicated below.

- Best price-quality ratio award method

Tenders will be evaluated on the basis of the following award criteria and their weighting:

1. Price (P): max. 40 points

A maximum of 40 points will be obtained by the tender offering the lowest price, which is compliant with the Tender Specifications and submitted by a tenderer not in an exclusion situation.

The other tenders shall be ranked according to the following formula:

$$P = (P_{\min}/P_o) \times 40$$

Where:

- P: price points of each offer
- P_o: price of each offer (*Total price for award purposes*)
- P_{min}: lowest price (*Total price for award purposes*) amongst compliant offers
- 40: maximum price points obtainable

2. Technical quality (TQ): max. 60 points

The Technical Quality criterion TQ is evaluated on the basis of the sub-criteria indicated in the table below.

Offers achieving a TQ of less than 36 points (60% of the maximum TQ points) **or** less than the minimum of required points specified for each sub criterion will be rejected and not ranked.

Sub-criterion	Max. score	Scoring rule											
<p>1. Quality Checks</p> <p><u>Ref:</u></p> <p>Module 2</p> <p>Points 4.2, Annex B of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Please notice that points: 3.3, 5 and 7 of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u></p> <p>M2_OQ, M2_GI</p> <p>Points 6.3, 6.4, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 3</p> <p>With the following additional requirement: Offers that score 0 for any aspect a) or b) will be rejected.</p>	<p>15</p>	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <p>a) Completeness of the setup compared to the specifications</p> <p>b) Adequacy of the service organization and methodology compared to the specifications</p> <p>c) Geographic extent of the reference data sources (for positional accuracy check) with positional accuracy of 25cm (RMSE) or better and not older than 10 years that the contractor will use at no additional cost for the Commission</p> <p>d) Number of additional check points for positional accuracy that the contractor will use at no additional cost for the Commission (additional number with respect to the number required in the Annex B: ReqCP)</p> <p>A score X will be assigned to the point a) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 1</td></tr><tr><td>Complete and Satisfactory = 3</td></tr></table> <p>A score X will be assigned to the point b) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 2</td></tr><tr><td>Complete and Satisfactory = 4</td></tr></table> <p>A score X will be assigned to the point c) in accordance with the following table.</p> <table><tr><td>0-20% of EU area = 0</td></tr><tr><td>21-40% of EU area = 1</td></tr><tr><td>41-60% of EU area = 2</td></tr><tr><td>61-80% of EU area = 3</td></tr><tr><td>81-100% of EU area = 4</td></tr></table>	Not satisfactory = 0	Partially satisfactory = 1	Complete and Satisfactory = 3	Not satisfactory = 0	Partially satisfactory = 2	Complete and Satisfactory = 4	0-20% of EU area = 0	21-40% of EU area = 1	41-60% of EU area = 2	61-80% of EU area = 3	81-100% of EU area = 4
Not satisfactory = 0													
Partially satisfactory = 1													
Complete and Satisfactory = 3													
Not satisfactory = 0													
Partially satisfactory = 2													
Complete and Satisfactory = 4													
0-20% of EU area = 0													
21-40% of EU area = 1													
41-60% of EU area = 2													
61-80% of EU area = 3													
81-100% of EU area = 4													

Sub-criterion	Max. score	Scoring rule		
		<p>A score X will be assigned to the point d) in accordance with the following table.</p> <table><tr><td>5 additional Check Points = 1 10 additional Check Points = 2 15 additional Check Points = 4</td></tr><tr><td>NB: For intermediate additional points, the score will be assigned by linear interpolation.</td></tr></table>	5 additional Check Points = 1 10 additional Check Points = 2 15 additional Check Points = 4	NB: For intermediate additional points, the score will be assigned by linear interpolation.
5 additional Check Points = 1 10 additional Check Points = 2 15 additional Check Points = 4				
NB: For intermediate additional points, the score will be assigned by linear interpolation.				
<p>2. Feedback Collection</p> <p><u>Ref:</u></p> <p>Module 3</p> <p>Points 4.3, Annex C of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Please notice that points 5 and 7 of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u></p> <p>M3_OF, M3_GI</p> <p>Points 6.3, 6.4, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 2 With the following additional requirement: Offers that score 0 for aspect a) will be rejected.</p>	<p>4</p>	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <p>a) Adequacy of the service organization and methodology compared to the specifications</p> <p>b) Relevance of the proposed improvements for alternative sources comparison (alternative with respect to Copernicus EMS Mapping)</p> <p>A score X will be assigned to each of the points a) and b) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0 Partially satisfactory = 1 Complete and Satisfactory = 2</td></tr></table>	Not satisfactory = 0 Partially satisfactory = 1 Complete and Satisfactory = 2	
Not satisfactory = 0 Partially satisfactory = 1 Complete and Satisfactory = 2				
<p>3. Integrated module</p> <p><u>Ref:</u></p> <p>Integrated Module</p> <p>Points 4.5, Annex D of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Please notice that points 3, 5 and 7</p>	<p>8</p>	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <p>a) Adequacy of the service organization and methodology compared to the specifications</p>		

Sub-criterion	Max. score	Scoring rule						
<p>of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u> IM_VR, IM_SVR, IM_SO, IM_GI</p> <p>Points 6.3, 6.4, 6.5, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 4 (With the following requirement: Offers that score 0 for aspect a) will be rejected)</p>		<p>A score X will be assigned to the point a) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 4</td></tr><tr><td>Complete and Satisfactory = 8</td></tr></table>	Not satisfactory = 0	Partially satisfactory = 4	Complete and Satisfactory = 8			
Not satisfactory = 0								
Partially satisfactory = 4								
Complete and Satisfactory = 8								
<p>4. Field survey case study</p> <p><u>Ref:</u> Scenario 1</p> <p>Annex 7 to this Administrative Annex; Point 4.1 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Please notice that point 7 of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u> M1_FR, M1_GI</p> <p>Points 6.3, 6.5, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 3 (With the following requirement: Offers that score 0 for any aspect a) or b) will be rejected)</p>	7	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <ul style="list-style-type: none">a) Completeness of the case study compared to the requestb) Adequacy of the service organization and methodology compared to the requested tasks and to the technical specifications <p>A score X will be assigned to point a) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 1</td></tr><tr><td>Complete and Satisfactory = 3</td></tr></table> <p>A score X will be assigned to the point b) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 2</td></tr><tr><td>Complete and Satisfactory = 4</td></tr></table>	Not satisfactory = 0	Partially satisfactory = 1	Complete and Satisfactory = 3	Not satisfactory = 0	Partially satisfactory = 2	Complete and Satisfactory = 4
Not satisfactory = 0								
Partially satisfactory = 1								
Complete and Satisfactory = 3								
Not satisfactory = 0								
Partially satisfactory = 2								
Complete and Satisfactory = 4								
<p>5. Quality Check case study</p> <p><u>Ref:</u> Scenario 2</p> <p>Annex 7 to this Administrative Annex; Point 4.2, annex B of the Tender Specifications: Part 2 - Technical Specifications</p>	8	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <ul style="list-style-type: none">a) Completeness of the case study compared to the requestb) Correctness of results (including the choice of adequate reference data)						

Sub-criterion	Max. score	Scoring rule						
<p>Please notice that points 3.3, 5 and 7 of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u></p> <p>M2_OQ, M2_GI</p> <p>Points 6.3, 6.4, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 4 (With the following requirement: Offers that score 0 for any aspect a) or b) will be rejected)</p>		<p>A score X will be assigned to the point a) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 1</td></tr><tr><td>Complete and Satisfactory = 3</td></tr></table> <p>A score X will be assigned to the point b) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 3</td></tr><tr><td>Complete and Satisfactory = 5</td></tr></table>	Not satisfactory = 0	Partially satisfactory = 1	Complete and Satisfactory = 3	Not satisfactory = 0	Partially satisfactory = 3	Complete and Satisfactory = 5
Not satisfactory = 0								
Partially satisfactory = 1								
Complete and Satisfactory = 3								
Not satisfactory = 0								
Partially satisfactory = 3								
Complete and Satisfactory = 5								
<p>6. Feedback Collection case study</p> <p><u>Ref:</u> Scenario 3 Annex 7 to this Administrative Annex; Point 4.3, annex C of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Please notice that points 5 and 7 of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u> M3_OF, M3_GI</p> <p>Points 6.3, 6.4, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 1 (With the following requirement: Offers that score 0 for aspect a) will be rejected)</p>	3	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <p>a) Demonstration of the capability to analyse and compare alternative sources</p> <p>A score X will be assigned to the point a) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 1</td></tr><tr><td>Complete and Satisfactory = 3</td></tr></table>	Not satisfactory = 0	Partially satisfactory = 1	Complete and Satisfactory = 3			
Not satisfactory = 0								
Partially satisfactory = 1								
Complete and Satisfactory = 3								

Sub-criterion	Max. score	Scoring rule						
<p>7. Risk and Recovery Mapping flood case study</p> <p><u>Ref:</u> Scenario 4 Annex 7 to this Administrative Annex; Points 4.5, Annex D of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Please notice that points 3, 5 and 7 of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u> IM_VR, IM_SVR, IM_SO, IM_GI Points 6.3, 6.4, 6.5, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 3 (With the following requirement: Offers that score 0 for any aspect a) or b) will be rejected)</p>	7	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <p>a) Completeness of the case study compared to the request</p> <p>b) Adequacy of the service organization and methodology compared to the requested tasks and to the technical specifications</p> <p>A score X will be assigned to the point a) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 1</td></tr><tr><td>Complete and Satisfactory = 3</td></tr></table> <p>A score X will be assigned to the point b) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 2</td></tr><tr><td>Complete and Satisfactory = 4</td></tr></table>	Not satisfactory = 0	Partially satisfactory = 1	Complete and Satisfactory = 3	Not satisfactory = 0	Partially satisfactory = 2	Complete and Satisfactory = 4
Not satisfactory = 0								
Partially satisfactory = 1								
Complete and Satisfactory = 3								
Not satisfactory = 0								
Partially satisfactory = 2								
Complete and Satisfactory = 4								
<p>8. Rapid Mapping earthquake case study</p> <p><u>Ref:</u> Scenario 5 Annex 7 to this Administrative Annex; Points 4.5, Annex D of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Please notice that points 3, 5 and 7 of the Tender Specifications: Part 2 - Technical Specifications also need to be taken into consideration.</p> <p><u>Related deliverables:</u> IM_VR, IM_SVR, IM_SO, IM_GI Points 6.3, 6.4, 6.5, 6.7 of the Tender Specifications: Part 2 - Technical Specifications</p> <p>Minimum required score: 4 (With the following requirement: Offers that score 0 for any aspect a) or b) will be rejected)</p>	8	<p>The tenderer's technical offer will be assessed with respect to the following aspects:</p> <p>a) Completeness of the case study compared to the request</p> <p>b) Adequacy of the service organization and methodology compared to the requested tasks and to the technical specifications</p> <p>A score X will be assigned to the point a) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 1</td></tr><tr><td>Complete and Satisfactory = 3</td></tr></table> <p>A score X will be assigned to the point b) in accordance with the following table.</p> <table><tr><td>Not satisfactory = 0</td></tr><tr><td>Partially satisfactory = 3</td></tr><tr><td>Complete and Satisfactory = 5</td></tr></table>	Not satisfactory = 0	Partially satisfactory = 1	Complete and Satisfactory = 3	Not satisfactory = 0	Partially satisfactory = 3	Complete and Satisfactory = 5
Not satisfactory = 0								
Partially satisfactory = 1								
Complete and Satisfactory = 3								
Not satisfactory = 0								
Partially satisfactory = 3								
Complete and Satisfactory = 5								

3.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

$$\mathbf{TS = TQ + P}$$

The sum of the Price (P) and Technical quality (TQ) criteria will determine the total score (TS) of a tender. A maximum of 100 points can be obtained.

The highest TS will determine the tender with the best price-quality ratio.

The contract shall be awarded to the first 3(three) ranked tenders, which comply with the Tender Specifications and are submitted by tenderers with access to procurement, not in an exclusion situation and fulfilling with the selection criteria. The ranking will determine the sequence in which the contractors will be offered specific contracts during the implementation of the framework contract.

4. FORM AND CONTENT OF THE TENDER

4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted via the e-Submission application according to the instructions laid down in the Invitation to tender letter and the [e-Submission Quick Guide](#).

Make sure you prepare and submit your electronic tender in e-Submission early enough to ensure it is received within the deadline specified under Heading IV.2.2 of the contract notice. A tender received after this deadline will be rejected.

4.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender in e-Submission are listed in *Annex 1*.

A cover letter signed by an authorised representative of the tenderer (in case of joint tenders an authorised representative of each member or only of the leader duly authorised by the other members) must also be attached and must clearly:

- indicate the period of tender validity (in the absence of such indication the Contracting Authority shall assume that the tender is valid at least for the minimum validity period set in the Contract notice),
- confirm the acceptance of all terms and conditions of the Draft Contract, including all its annexes,
- indication whether the tenderer (each member in case of a joint tender) is a Small or Medium Size Enterprise in accordance with [Commission Recommendation 2003/361/EC](#) (this information is used for statistical purposes only).
- statement whether the tenderer relies on third entities (e.g. identified subcontractors) in order to fulfil the selection criteria (ref. §2.4.3) and, if applicable, identification of said entities and related documents indicated in first paragraph of §2.4.3 and in the Annex 1.

The following requirements apply to the technical and financial offer (to be uploaded as Technical tender and Financial tender in e-Submission):

- **4.2.1 Technical offer.**

The technical offer must contain all the information necessary for being assessed in depth as regards to its conformity with the technical specifications document (Tender specifications – part 2) and the award criteria related to the technical quality criteria listed in this Administrative Annex. The length of the technical offer **should not exceed** 160 pages in A4 format.

Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and will not be evaluated further.

The Tenderer **must apply** the following structure in their Technical offers:

Chapter 1: Organization of the service

Organization of the service, including key issues and respective solutions

Risk identification for the entire service and related mitigation measures

Quality control procedure put in place in order to ensure timely and accurate service provision.

This chapter shall include only the general aspects applying to the entire service, more specifics related to the modules and the scenarios shall be included in the following chapters as specified below.

Chapter 2: Service modules

Module 1

Includes comprehensive service organization, technical methods and tools, etc.; specific to field survey

Module 2

Includes comprehensive service organization, technical methods and tools, etc.; specific to quality checks.

It shall also include (i) the geographic extent of the reference data sources (for positional accuracy check) with positional accuracy of 25cm (RMSE) or better and not older than 10 years that the contractor will use at no additional cost for the Commission; and (ii) the number of additional check points for positional accuracy that the contractor will use at no additional cost for the Commission.

Module 3

Includes comprehensive service organization, technical methods and tools, etc.; specific to feedback collection.

It may also include a proposed template for alternative information review.

Integrated Module setup

Includes comprehensive service organization, technical methods and tools, etc.; specific to the tasks of this module.

Chapter 3: Handling of the scenarios 1-6

Proposed handling of the validation scenarios outlined in Annex 7 to this Administrative Annex. The description must reach a detailed operational level with respect to the specific scenario identifying and specifying all the relevant elements. The description shall be

consistent with the contents of the previous chapters of the technical offer. The involved profiles and related man days shall be provided for scenarios 1, 3, 4 and 5.

- **4.2.2 Financial offer.**

A complete financial offer, including the breakdown of the price needs to be uploaded. For this purpose, the Financial Model in *Annex 6* shall be completed, duly signed and uploaded in e-Submission.

The following table describes the use of the tables in the excel spreadsheet composing the financial offer and details the actions requested to the tenderer.

Table	Use of the table	Request to the tenderer
Table 0: List of unit cost parameters offered	Collect the unit cost parameters offered by the tenderer	Fill the table with the required values
Table 1: Parameters and cost for M1 in the case of scenario 1	Collect the specific parameters for scenario 1 and compute its cost	Fill the table with the required values referring to scenario 1: the Number of surveyors and the Duration of the survey (days)
Table 2: Costs for M2 in case of typical requests	Compute the cost of M2 for a set of typical requests in different cases, depending on the execution or not of some checks (e.g. A5 and B2 for Rapid Mapping; V3 and QC4 for Risk and Recovery Mapping)	No action required
Table 3: Cost for M3 in case of a typical request	Compute the cost of M3 for a request including the revision of alternative information and two interviews	No action required
Table 4: Costs for M4 in case of typical requests	Compute the cost of M4 for two typical requests in different cases	No action required
Table 5: Parameters and costs for IM in the cases of scenarios 4 and 5	Collect the specific parameters for scenarios 4 and 5 and compute their cost	Fill the table with the required values: number of days for the profiles
Table 6: Simulated Yearly Volume (SYV) and financial offer	Compute the cost of a completely hypothetical Simulated Yearly Volume of services using the unit costs defined in the previous tables. The cost of the SYV constitutes the financial offer	No action required

It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant field of the e-Submission application corresponds to the amount indicated in the uploaded financial offer. In case of discrepancies, only the amount indicated in the financial offer will be taken into account.

The financial offer shall be:

- expressed in euros. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT. The tenderer may indicate the amount of VAT but it must be shown separately.

The European Union Institutions are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

For those countries where national legislation provides an exemption by means of a reimbursement, the amount of VAT must be shown separately. In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact his or her national authorities to clarify the way in which the European Union is exempt from VAT.

4.3. Signature policy: how can documents be signed?

Where a document needs to be signed, the signature must be either hand-written, a qualified electronic signature or an advanced electronic signature based on a qualified certificate as defined in [Regulation \(EU\) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market \(the eIDAS Regulation\)](#).

For hand-written signatures see Section 1 of the Invitation to tender.

For electronic signatures see: <https://ec.europa.eu/docsroom/documents/32342>

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign:

- The Tender report;
- The Declaration on Honour of the tenderer (in case of joint tender – the Declarations on Honour of all group members);
- (If applicable – in the case of joint tender) the power(s) of attorney drawn up using the model attached in **Annex 3**).

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the Contracting authority can access on a national database free of charge does not need to be submitted if the Contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?

Once the *Contracting authority* has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the *Contracting authority* is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, agencies and bodies, as well to other persons and entities working for the *Contracting authority* or cooperating with it, including contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.
- After the signature of the award decision tenderers whose tenders were received in accordance with the submission modalities, who have access to procurement, who are not found to be in an exclusion situation referred to in Article 136(1) of the FR, who are not rejected under Article 141 of the FR, whose tenders are not found to be incompliant with the procurement documents, and who make a request in writing will be notified of the name of the tenderer to whom the contract is awarded, the characteristics and relative advantages of the successful tender and the price of the offer and/or contract value. The *Contracting authority* may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial offer, technical or trade secrets²⁴.
- The *Contracting authority* may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure²⁵, the *Contracting authority* may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

The *Contracting authority* will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The *Contracting authority* reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

²⁴ For the definition of trade secrets please see Article 2 (1) of DIRECTIVE (EU) 2016/943 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure.

²⁵ See Article 4 (2) of the REGULATION (EC) No 1049/2001 regarding public access to European Parliament, Council and Commission documents.

APPENDIX: LIST OF REFERENCES

<i>Award criteria</i>	See Section 3.4
<i>Contracting authority</i>	See Section 1.1
<i>Entities on whose capacities the tenderer relies to fulfil the selection criteria</i>	See Section 2.4.3
<i>EU Validation services</i>	See Section 2.3 EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment
<i>Exclusion criteria</i>	See Section 3.1
<i>Financial Regulation</i>	Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union
<i>Framework contract</i>	See Section 1.6
<i>Framework contract ceiling</i>	See Section 1.6
<i>Group leader</i>	See Section 2.4.1
<i>Identified subcontractors</i>	See Section 2.4.2
<i>Involved entities</i>	See Section 2.4
<i>Joint tender</i>	See Section 2.4.1
<i>Participating entities</i>	See Section 1.1
<i>Participant Register</i>	See Section 2.3 https://ec.europa.eu/info/funding-tenders/opportunities/portal/screen/how-to-participate/participant-register
<i>Selection criteria</i>	See Section 0
<i>Sole tenderer</i>	See Section 2.4
<i>Subcontracting/subcontractor</i>	See Section 2.4.2
<i>Treaties</i>	The EU Treaties: https://europa.eu/european-union/law/treaties_en

ANNEXES

- Annex 1 List of documents to be submitted with the tender or during the procedure
- Annex 2 Declaration on Honour on exclusion and selection criteria
- Annex 3 Power of attorney
- Annex 4 List of identified subcontractors
- Annex 5.1 Commitment letter by an identified subcontractor
- Annex 5.2 Commitment letter by an entity on whose capacities is being relied
- Annex 6 Financial offer form.
- Annex 7 Scenarios