PRE-QUALIFICATION SPECIFICATIONS

2011/EJ/N-15/127.1.e

Provision of travel security services and related services to Eurojust

Issued by
Eurojust
The Hague
The Netherlands
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SECTION A - INTRODUCTION

A.1. WHAT IS EUROJUST?


Eurojust’s goal is to reinforce the fight against crime, by enhancing the effectiveness of the competent authorities within the Member States when dealing with serious cross-border and organised crime. Eurojust stimulates and improves the coordination of investigations and prosecutions, and it supports the co-operation between the competent national authorities of the Member States by facilitating – inter alia – the execution of international mutual legal assistance and the implementation of extradition requests.

Further information on Eurojust’s activities is available on its website, at the address http://www.eurojust.europa.eu.

ORGANISATION AND STRUCTURE

Eurojust consists of a College and an Administration.

The College of Eurojust is composed of 27 national members, who are nominated by each EU Member State among senior experienced prosecutors or judges, and are supported by deputy members, assistants, and secretarial staff. Each National Desk may, at any given time, have one or more interns as well.

The College is supported in its day-to-day activities by an administrative organisation composed of several units: Budget, Finance & Procurement, Corporate Services, Human Resources, Information Management, the Legal Service, the Case Analysis Unit, the Secretariat of the European Judicial Network (EJN), the Joint Investigation Teams Network Secretariat (JITS) and the Genocide Network Secretariat. In addition, three dedicated services support the College: Data Protection, Press & PR, and the College Secretariat.

As a relatively new organization, Eurojust will continue to grow in terms of volume of activities, administrative functions and number of employees. The expected number of postholders in Eurojust for 2011 would be in the vicinity of 250.

A.2. WHAT IS PROCUREMENT?

Procurement covers public contracts as well as procurement procedures. Public contracts are defined as purchases by a public authority of a service, goods or works. A procurement procedure is the structured way that leads to the conclusion of a public contract.

The purpose is:

(i) to guarantee the widest possible participation of economic operators (referred to as “tenderers” or “candidates”),
(ii) to ensure the transparency of operations, and
(iii) to obtain the desired quality of services, supplies and works at the best possible price.
Offers submitted in the context of a procurement procedure are designated “tenders” or “offers”. An economic operator who has submitted a tender/offer is designated a “tenderer”/“candidate”.


A.3. IMPORTANT NOTE

- **Confidentiality**
  The tenderer / candidate - whether or not its tender/offer is accepted - and all other recipients of the documents composing these Specifications - whether or not they submit a tender/offer - shall treat the details of these documents as private and confidential and shall not disclose the details to any party. All documents submitted by the tenderer/candidate shall automatically become the property of Eurojust and are deemed confidential.

- **Protection of personal data**
  Personal data are processed in accordance with the requirements of the rules of procedure on the processing and protection of personal data at Eurojust, as published in OJ No C 68 of 19.3.2005, p. 1. (available on Eurojust website, at the address [http://www.eurojust.europa.eu](http://www.eurojust.europa.eu)).

- **Central Exclusion Database (CED):**
  The tenderers/candidates should be aware that the Central Exclusion Database will be consulted. The tenderers/candidates and, if they are legal entities, persons who have powers of representation, decision making or control over them, are informed that, should they be in one of the situations mentioned in:
  their personal details (name, given name if natural person, address, legal form and name and given name of the persons with powers of representation, decision-making or control, if legal person) may be registered in the CED, and communicated to the persons and entities listed in the above-mentioned Regulation, in relation to the award or execution of a procurement contract or grant agreement or decision.

- **Disclaimer**
  Eurojust reserves the right to accept or reject any tender/offer and to annul the process and reject all tenders/offers at any time prior to the contract signature, without thereby incurring any liability to the affected economic operators.

  Eurojust will not be responsible for, or pay for, expenses or losses that may be incurred by the tenderer/candidate in the preparation of its tender/offer and/or during the tender/offer evaluation period.

- **Where these Specifications refer to ‘candidate’ it shall be considered as ‘contractor’ after signature of the contracts.**
SECTION B - SPECIFIC INFORMATION ON THIS PROCUREMENT PROCEDURE

B.1. SCOPE OF THE PROCEDURE

The scope of this procedure is the provision of travel related security services including travel risk assessment, medical assistance related to personal security and safety, crisis management and related services to Eurojust National Members and staff members travelling worldwide.

Service specifications

The contractor shall be able to provide 24-hour/7 days a week reliable solutions to Eurojust National Members and staff members who travel abroad ensuring:

- Travel risk assessment: timely, real-time information and advising provided to Eurojust staff about destination countries, including risks and prevention measures;
- International medical assistance at emergencies;
- Evacuation/crisis management;
- Tracing and tracking of Eurojust staff at any location and time.
- Security chauffeur services including briefings and security services.
- Any other service that falls under the scope of this contract.

The contractor shall provide the services for a maximum of 4 years.

B.2. PROCEDURE

Type of procedure: NEGOTIATED with publication of contract notice.

This negotiated procedure is carried out in two stages:

Stage I:

This is the current stage. The economic operators are requested to express their interest in taking part in the negotiated procedure (Stage II) by sending a completed and signed application form with the relevant documentary evidence attached in order to prove they meet the exclusion and selection criteria. The applications will be evaluated on the basis of these criteria as defined in the Contract Notice and in these Specifications.

The purpose of this first stage is to identify and shortlist the best candidates capable of completing the contract. At this stage of the procedure, only a broad description of the technical requirements is being made available. Only candidates shortlisted at the end of this first stage will be sent the complete Dossier, based on which they will be invited to submit offers for evaluation in stage II of this negotiated procedure with publication of contract notice.

Candidates who will not be retained at the end of the first stage will be notified thereof after decision is made. Inclusion on the list of selected candidates entails no obligation on the part of Eurojust concerning the award of the contract.
Stage II:

In the second stage of the procedure, the negotiated procedure, candidates shortlisted at the outcome of stage I will be invited to submit their offers on the basis of the complete Dossier provided in the invitation to submit an offer. This invitation to submit an offer will be composed of the Specifications including the full technical specifications and the award criteria against which offers will be evaluated and the Draft Contract.

The second stage is expected to be launched in Q4 2011.

B.2.1. DIVISION INTO LOTS

This procurement procedure is not divided into lots. The candidate must be able to provide all essential services requested.

B.3. CONTRACT

B.3.1. TYPE OF CONTRACT AND DURATION

The second stage may result in award of a framework service contract for duration of 2 years with possible extension up to a maximum of twelve (12) months, under the same terms and conditions.

Eurojust may, during the three years following the conclusion of the (initial) contract, have recourse to the negotiated procedure without prior publication of a contract notice for additional contracts involving services similar to those assigned to the party awarded this contract by the same contracting authority.

B.4. CANDIDATE’S ELIGIBILITY AND CAPACITY: EXCLUSION AND SELECTION CRITERIA

B.4.1. ELIGIBILITY: EXCLUSION CRITERIA

Candidates shall be excluded from this procurement procedure if:

(a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;

(c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the
contracting authority or those of the country where the contract is to be performed;

(e) they have been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities’ financial interests;

(f) they are currently subject to an administrative penalty referred to in Article 96(1) of the Financial Regulation (Council Regulation no 1605/2002).

In addition, a contract shall not be awarded to tenderers/candidates who, during the procurement procedure for this contract:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by Eurojust as a condition of participation in the procurement procedure or fail to supply this information;
- find themselves in one of the situations of exclusion referred to in Article 93(1) of the Financial Regulation (Council Regulation no 1605/2002) for this procurement procedure.

Any attempt by a candidate to obtain confidential information, enter into unlawful agreements with competitors or influence the evaluation committee or Eurojust during the process of examining, clarifying, evaluating and comparing applications/offers will lead to the rejection of its application/offer and may result in administrative penalties.

**Documents to be provided:**
The candidate must provide - in original - a declaration on honour drawn up according to the template found in Annex A, dated and duly signed by the legal representative of the candidate.

### B.4.2. CAPACITY: SELECTION CRITERIA

The candidate must have the overall capabilities (technical / professional, economic / financial, legal) to perform the contract. If one of the selection criteria listed below is not met, the application shall be rejected.

#### B.4.2.1. Technical and Professional capacity

**Selection criteria:**

The candidate must prove that he has a minimum experience of at least 5 years in providing services similar to the ones stated in the scope of the procedure.

The criteria for the technical and professional capacity are specialisation and experience in the following areas:

- Have a leading-edge technology infrastructure to provide reliable online services on a 24/7 basis;
- Have extensive expertise in coordinating security and medical assistance services worldwide.

**Documents to be provided:**

- An Application form duly filled in and signed, and the list of project references in item 4 in particular;
• An organisational chart and a brief history and goal/objective of the company;
• An example of a typical SLA issued by the company if applicable.

B.4.2.2. Economic and Financial capacity

Selection criteria:
The candidate must prove that he is in a stable financial position and has the financial capacity to provide the required services.

Documents to be provided:

- Copies of the balance sheets and economic outturn (profit & loss) statements covering at least the last two years for which accounts have been closed where publication of them is required under the company law of the country in which the economic operator is established. These documents must be produced and/or certified by certified auditors or similar operators or as required by the law of the country where the economic operator is established;
- The Financial Capacity Table (item 3 of the Application Form, Annex A) duly filled in and signed by a legal representative of the candidate or its auditors.
- In case the candidate is not able to provide the foregoing documents at stage I of the procedure, e.g. if publication of these is not required under the company law of the country in which the economic operator is established etc., other documentation, proving the stable financial position may be acceptable. Such other proof may be a letter/statement by certified auditors confirming the required financial data or the financial stability of the respective economic operator.

B.4.2.3. Legal capacity

Selection criteria:
The candidate must prove that he is authorised to perform the contract under national law.

Documents to be provided:

- copies of the certificate of registration in the relevant trade or professional registers in the country of establishment/incorporation. If the candidate is not required or allowed to register in such a register for reasons related to its statute or legal status, Eurojust shall accept, as satisfactory evidence, a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register.

B.4.3. IMPORTANT NOTE

The abovementioned documentation concerning exclusion and selection criteria (Sections B.4.1 and B.4.2) must specifically relate to the candidate, i.e. to the economic operator or grouping of economic operators applying.

In case of a joint offer submitted by a consortium, the candidate shall provide the information and documentation listed in Section E.1.2, in compliance with the terms and conditions specified in Section E.1.
In case of subcontracting, the candidate shall provide the information and documentation listed in Section E.2.2, in compliance with the terms and conditions specified in Section E.2.

### B.5. TIMETABLE

<table>
<thead>
<tr>
<th>Milestone</th>
<th>Deadline (*)</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deadline for sending requests for clarifications</td>
<td>06/09/2011 at 14 hrs CET</td>
<td>The modalities for sending requests for additional clarifications are specified in Section C.5.</td>
</tr>
<tr>
<td>Deadline for answering the requests for clarifications</td>
<td>12/09/2011</td>
<td>The modalities for sending additional clarifications are specified in Section C.5.</td>
</tr>
<tr>
<td><strong>Deadline for dispatching applications</strong></td>
<td><strong>19/09/2011 at 14.00 CET (noon)</strong></td>
<td>The modalities for preparing and dispatching applications are specified in Section C.</td>
</tr>
<tr>
<td>First meeting of the evaluation committee</td>
<td>Within 2 weeks following the deadline</td>
<td>Estimated</td>
</tr>
<tr>
<td>Notification of the outcome of the evaluation to the successful and unsuccessful candidates</td>
<td>Within 1 week after the short-list decision is signed</td>
<td>Estimated</td>
</tr>
<tr>
<td>Invitation for participation in negotiation</td>
<td>IV quarter of 2011</td>
<td>Estimated</td>
</tr>
</tbody>
</table>

(*) Deadline: All times are expressed in the local time in The Netherlands
SECTION C – INSTRUCTIONS ON HOW TO APPLY

C.1. CONTENTS OF YOUR APPLICATION

(i) Application Form (Annex A) completed and signed.

(ii) **Information and documentation about the candidate’s eligibility and capacity** including:

- Declaration on the candidate’s eligibility using the template found in Annex A in original;

- All documentation on the candidate’s capacity as specified in Section B.4.2 including the forms found in Annex A. Copies of original certificates/documents issued by an official authority in the country of origin or provenance may be accepted.

- If applicable, information and documentation on members of consortia and subcontractors as specified in Section E.

To ensure that all documentation required for this procurement procedure is provided, a checklist is attached in the end of this document.

C.2. LANGUAGE OF YOUR APPLICATION

Applications must be submitted in one of the official languages of the European Union. Since Eurojust’s working language is English, Eurojust would highly appreciate to receive applications written in English.

C.3. HOW TO PACKAGE YOUR APPLICATION?

Applications **must** be submitted in a sealed envelope in order to guarantee the confidentiality and integrity of data.

The **envelope** shall be sealed and carry the following information:

**APPLICATION FOR EUROJUST**

Procedure Ref. No. 2011/EJ/N-15/127.1.e

Title: Provision of travel security services and related services to Eurojust

APPLICATION – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT

Name of the Candidate: -------------------------------------------------------------

Address of the Candidate: -------------------------------------------------------------

- The Application should be submitted in **one original** (clearly marked as "Original") and **three copies** (each marked as "Copy"), also applicable to the
documentary proof related to the candidate’s eligibility and capacity, as described.

C.4. HOW TO DISPATCH YOUR APPLICATION?

The candidates shall dispatch their applications not later than the date and time indicated in Section B.5.

The candidates may choose to dispatch their applications by registered mail, courier service or hand delivery, to the following addresses:

- **By registered mail to:**
  Eurojust - Procurement Office
  PO Box 16183
  2500 BD The Hague
  The Netherlands

- **By hand delivery or courier service to:**
  Eurojust - Procurement Office
  Maanweg 174 (*Mail reception at Regulusweg – Post 6*)¹
  2516 AB The Hague
  The Netherlands

Applications sent by other means (e.g. by e-mail or fax) or dispatched later than the deadline indicated in Section B.5 will be rejected.

N.B. The candidate shall note that in case of applications dispatched through registered mail or courier service, if the proof of dispatch is duly provided to Eurojust as explained in Section C.4.1 below, applications will be accepted even if – due to unexpected delays – they arrive after the date of the opening session.

If no proof of dispatch is provided to Eurojust AND the applications arrive after the deadline, applications will be rejected.

C.4.1. IMPORTANT NOTE: PROOF OF DISPATCH

C.4.1.a. REGISTERED MAIL AND COURIER SERVICE

The candidate shall dispatch its application to the postal or courier service by the deadline indicated in Section B.7 at the latest.

As a proof of dispatch, date and time of dispatch shall be clearly indicated in the outer envelope of the application.

In addition, the candidate shall obtain a receipt of delivery issued by the postal or courier service clearly indicating the date and time of dispatch. The candidate must send a copy of this receipt to Eurojust by e-mail (procurement@eurojust.europa.eu) or by fax (+31 70 412 5585), specifying the title and reference number of this

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¹ Opening hours: from Monday to Friday from 09.00 to 17.00, except on Eurojust official holidays (15 August 2011, 31 October 2011, 1 & November 2011, 23 – 30 December 2011).
procurement procedure, together with the name, e-mail address and telephone number of the candidate.

C.4.1.b. HAND DELIVERY

The candidate shall hand in its application to the Eurojust official taking delivery by the deadline indicated in Section B.7 at the latest.

As a proof of dispatch, the candidate shall request a receipt, signed and dated by the Eurojust official taking delivery, clearly indicating the date and time when the Eurojust official took delivery of the application. Please refer to Annex B.

In order to ensure punctual hand delivery, the candidate is strongly advised to take into account the time needed for security checks when entering the Eurojust building and for the actual handover of its application to the Eurojust official in charge of taking delivery. Eurojust may not be held liable for any delays incurred by the candidate when in Eurojust’s premises; the candidate alone is responsible for ensuring that its application is delivered on time.

C.5. CONTACTS BETWEEN EUROJUST AND CANDIDATES

Contacts between Eurojust and the candidate may only take place in exceptional circumstances, under the following conditions:

C.5.1. BEFORE THE DEADLINE FOR DISPATCHING APPLICATIONS

C.5.1.1. Requests for clarifications

Should the candidate discover any discrepancies in the Pre-Qualification Specifications or be in any doubt as to their meaning, the candidate should notify Eurojust.

The candidate may also request additional information and/or clarifications on the procurement procedure, the Pre-Qualification Specifications or the nature of the contract.

Such requests shall be made in writing only; no telephone queries will be accepted.

The requests shall indicate the procedure reference number and title, and shall be sent by e-mail, fax or mail to:

Eurojust - Procurement Office
PO Box 16183
2500 BD The Hague, The Netherlands
Fax: +31 70 412 5585
E-mail: procurement@eurojust.europa.eu

All queries shall be sent to Eurojust no later than the deadline indicated in Section B.5. Candidates shall note that Eurojust is not bound to reply to requests for additional clarifications made less than 5 working days before the deadline for dispatching applications.

C.5.1.2. Amendment of the Specifications

At any time prior to the deadline for dispatching applications, Eurojust may modify the Specifications by amendment.
In order to allow applicants reasonable time in which to take the amendment into account in preparing their applications, Eurojust, at its discretion, may extend the deadline for dispatching applications.

**N.B.** The information concerning clarifications and/or amendments of the application documentation and specifications will be made available electronically on the Eurojust web site ([http://www.eurojust.europa.eu/ten_ongoing.htm](http://www.eurojust.europa.eu/ten_ongoing.htm)) no later than 6 days before the deadline for dispatching application.

Eurojust web site will be updated regularly. It is the candidate’s responsibility to check for updates and modifications during the applying period.

Clarifications and/or amendments will be regarded as an integral part of the Pre-Qualification Specifications.

### C.5.2. AFTER THE DEADLINE FOR DISPATCHING APPLICATIONS

If, after the deadline for dispatching applications, a clarification is needed by Eurojust or if obvious clerical errors in the application need to be corrected, Eurojust may contact the candidate, although such contacts may not lead to any alterations of the terms of the submitted application.

### C.6. CAN A CONSORTIUM SUBMIT AN APPLICATION? IS SUBCONTRACTING ALLOWED?

Consortia of economic operators are authorised to submit applications in compliance with the terms and conditions specified in Section E.1.

The candidate may subcontract the tasks specified in Section B.1 to other economic operators in compliance with the terms and conditions for subcontracting specified in Section E.2.

### SECTION D – HOW WILL APPLICATIONS BE EVALUATED?

#### D.1. OPENING

No public opening.

The applications received will be checked for compliance with the following formal requirements:

1. dispatch before the dispatch deadline indicated in Section B.5,
2. the envelope containing the application is sealed, in order to guarantee the confidentiality and integrity of data,
3. the application contains information and documentation on the candidate’s eligibility and capacity,
4. the application is duly signed,
5. the application is submitted in original and the number of copies required in Section C.3.

If applications are not compliant with requirement no. 1 they will be rejected.

**D.2. APPLICATION EVALUATION**

The applications will be evaluated for compliance with the eligibility criteria and selection criteria.

**N.B.** The evaluation procedure is confidential. The deliberations of the evaluation committee are held in closed session and its recommendations are collective. The members of the evaluation committee are bound to secrecy.

**SECTION E – JOINT APPLICATIONS SUBMITTED BY CONSORTIA AND SUBCONTRACTING: TERMS AND CONDITIONS**

**E.1. JOINT APPLICATIONS SUBMITTED BY CONSORTIA**

**E.1.1. INTRODUCTION**

Groups of economic operators (consortia) are authorised to submit applications. In this case, each member of the consortium shall fulfil the requirements and accept the terms and conditions set out in the Contract Notice and these Specifications, the Negotiation Specifications, the Model Contract as well as all the relevant annexes.

The members of the consortium shall designate one member as Consortium Leader with full authority to bind the consortium and each of its members. The Consortium Leader shall act as a single point of contact with Eurojust in connection with the present procurement procedure.

Eurojust may not demand that consortia must have a given legal form in order to be allowed to submit a tender/offer. However, the consortium selected may be required to adopt a given legal form after it has been awarded the contract and before the contract is signed, if this change is necessary to the proper performance of the contract.

**E.1.2. DOCUMENTATION / INFORMATION TO BE PROVIDED**

In the section of the application related to the candidate’s eligibility and corporate capability the consortium shall clearly specify the role and tasks of each member of the consortium.

In addition, each member of the consortium must provide the following documentation:

- Documentation related to its eligibility, as specified in Section B.4.1;
- Documentation related to its legal capacity, as specified in Section B.4.2;
- Documentation related to its economic and financial capacity, as specified in Section B.4.2;
- Documentation related to its technical and professional capacity (documentation to be provided by each member of the consortium to the extent of its respective share of tasks), as specified in Section B.4.2.

**E.1.3. EVALUATION**

Joint offers submitted by consortia will be assessed as follows:

- The exclusion criteria (Section B.4.1) and the selection criteria for the legal capacity (Section B.4.2) will be assessed in relation to each member of the consortium individually;

- The selection criteria for the economic and financial capacity (Section B.4.2) will be assessed as follows:
  - For criteria set as minimum viability standards on financial and economic standing (e.g. by means of appropriate statements from banks or balance sheets), an individual evaluation will be made;
  - For criteria that are deemed to be achieved above a certain level (e.g. overall turnover or turnover with respect to the specific procedure), a consolidated assessment – all members of the consortium together – will be made;

- The selection criteria for the technical and professional capacity (Section B.4.2) will be assessed in relation to the combined capacities of all members of the consortium, as a whole;

Since all members of the consortium are jointly and severally liable towards Eurojust for the performance of the contract, statements included in the joint offer saying, for instance:

- that each member of the consortium will be responsible only for a specific part of the contract, or
- that a separate contract should be signed with each member of the consortium if the joint offer is successful,

are incompatible with the principle of joint and several liability.

Eurojust will disregard any such statement contained in a joint offer, and it reserves the right to reject such offers without further evaluation, on the grounds that they do not comply with the Specifications.

**N.B.** If a member of the consortium is subject to exclusion and the rest of the consortium still fulfils all the selection criteria without the excluded member, the application shall be accepted without the excluded member. If a member of the consortium is subject to exclusion and the rest of the consortium does not fulfil all the selection criteria without the excluded member, the application shall be rejected.
E.2. SUBCONTRACTING

E.2.1. INTRODUCTION

The candidate may subcontract the tasks specified in Section B.1 [Scope] to other economic operators, as long as the services are provided in accordance with the Specifications and have no impact on the prices proposed in its financial proposal.

E.2.2. DOCUMENTATION / INFORMATION TO BE PROVIDED

If the candidate intends to subcontract tasks specified in Section B.1 to other economic operators, and the subcontractor(s) is/are already identified, the candidate shall provide the following documentation for each subcontractor:

- A letter of intent, stating the intention of the subcontractor to collaborate with the candidate if the he is awarded the contract, and the extent of the resources it will place at the candidate’s disposal for the performance of the contract;
- Documentation related to the eligibility of the subcontractor, as specified in Section B.4.1;
- Documentation related to the legal capacity of the subcontractor, as specified in Section B.4.2;
- Documentation related to the technical and professional capacity of the subcontractor (documentation to be provided to the extent of the activities that will be subcontracted), as specified in Section B.4.2.

If the identity of the sub-contractor is not known at the time of submitting the application and later – the offer, the candidate who is awarded the contract will have to seek Eurojust’s prior written authorisation before entering into a sub-contract.

Where no sub-contractor is given, the work will be assumed to be carried out directly by the candidate.

E.2.3. EVALUATION

In case of subcontracting, the application will be assessed as follows:

□ (if applicable) the exclusion criteria (Section B.4.1) and the selection criteria for the legal capacity (Section B.4.2) will be assessed in relation to each proposed subcontractor individually;

□ (if applicable) the selection criteria for the economic and financial capacity (Section B.4.2) will be assessed as follows:
  - For criteria set as minimum viability standards on financial and economic standing (e.g. by means of appropriate statements from banks or balance sheets), an individual evaluation will be made;
☐ (if applicable) the selection criteria for the technical and professional capacity (Section B.4.2) will be assessed in relation to the combined capacities of the candidate and the subcontractor(s), as a whole, depending on the extent to which the subcontractor(s) will put their resources at the disposal of the candidate for the performance of the contract;

**N.B.** If the subcontractor is subject to exclusion and the candidate fulfils all the selection criteria without the excluded subcontractor the application shall be accepted but without the subcontractor. If the subcontractor is subject to exclusion and the candidate does not fulfil all the selection criteria without the excluded subcontractor, the application shall be rejected.
Check list

To be checked BEFORE dispatching the application

| I. The application must be dispatched BEFORE the dispatch deadline indicated in Section B.5 of this Pre-qualification Specifications. | ☐ |
| II. The application must be submitted in a sealed envelope/box. | ☐ |
| III. The outer packaging must: | |
|   ▪ Be sealed with adhesive tape and sign across the seal in order to guarantee the confidentiality and integrity of data. | ☐ |
|   ▪ Carry the following information: | ☐ |

**APPLICATION FOR EUROJUST**

Procedure Ref. No. 2011/EJ/N-15/127.1.e

Title: Provision of travel security services and related services to Eurojust

APPLYATION – NOT TO BE OPENED BY INTERNAL MAIL DEPARTMENT

Name of the Candidate:  
Address of the Candidate:  

IV. The Application must contain:

|   | ☐ |
| 1 original (clearly marked as "Original") and 3 copies (each marked as "Copy") of the following documents: | |
|   ▪ Application Form (Annex A) dully filled in and signed | ☐ |
|   ▪ Declaration on the candidate's eligibility using the template found in Annex A in original | ☐ |
|   ▪ An organisational chart and a brief history and goal/objective of the company; | ☐ |
|   ▪ An example of a typical SLA issued by the company | ☐ |
|   ▪ Copies of the balance sheets and economic outturn (profit & loss) statements covering at least the last two years for which accounts have been closed where publication of them is required under the company law of the country in which the economic operator is established. These documents must be produced and/or certified by certified auditors or similar operators or as required by the law of the country where the economic operator is established; | ☐ |
|   ▪ copies of the certificate of registration in the relevant trade or professional registers in the country of establishment/incorporation. If the candidate is not required or allowed to register in such a register for reasons related to its statute or legal status, Eurojust shall accept, as satisfactory evidence, a sworn declaration or certificate, membership of a specific organisation, express authorisation, or entry in the VAT register | ☐ |