



ANNEX X: Tender Form Questionnaire

Lot 1

Tender Form Questionnaire

Selection criteria Questions

- Section 1: Economic and Financial Capacity
- Section 2.: Technical and Professional Capacity

1 Selection of the tenderer – Economic and Financial capacity

1.1 SELECTION OF THE TENDERER – ECONOMIC AND FINANCIAL CAPACITY

Provide this information for the tenderer. In case of a joint tender (e.g. a consortium) provide the information for each member of the group.

1.2 PROFESSIONAL RISK INDEMNITY INSURANCE

Have you enclosed evidence on professional risk indemnity insurance?

YES/NO
Reference:

1.3 STATEMENTS OF TURNOVER

Did you supply a statement of overall turnover concerning the subject matter of lot 1, specifying the individual turnover for each and every participating company, as well as the grand total?

YES/NO
Reference:

1.4 FINANCIAL AND ECONOMIC CAPACITY OVERVIEW

Have you enclosed the certified financial and economic capacity overview sheets for the last 3 financial years?

YES/NO
Reference:

1.5 CAPACITIES OF OTHER ENTITIES

Do you intend to rely on the capacities of other entities (e.g. your parent company)?

YES/NO
Reference:

If yes, have you enclosed a declaration from this parent company stating that it will fully support your tender?

YES/NO (Mandatory if previous reply is YES) Reference:
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2 Selection of the tenderer / Technical and Professional capacity

2.1 ORGANISATION OF THE TENDERER

The Tenderer is required to provide evidence demonstrating that it can support the successful delivery of the required services

Have you described your organisational structure detailing the departments and allocated number of staff on all levels of your company(ies), as well as the division(s) responsible for the delivery of services requested in the present call for tenders

YES / NO Reference:

2.2 QUALITY ASSURANCE AND CONTROL MECHANISMS

Have you given a description of your standard procedures for ascertaining the quality of the services you deliver to clients and the conformity of the deliveries with their orders.

<YES/NO>	Reference: <Ref>
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2.3 QUALITY ASSURANCE MANUAL

Have you enclosed title and Table of Contents of your quality assurance manual.

<YES/NO>	Reference: <Ref>
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2.4 QUALITY STANDARDS CERTIFICATIONS

Do you have quality procedures for your delivery organisation conforming to the EN29000 (ISO 9000) series of quality standards or equivalent

<YES/NO>	Reference: <Ref>
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IF YES, specify the certification body, the year and the country for which the accreditation has been obtained.

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Have you enclosed a copy of the certificate

<YES/NO>	Reference: <Ref>
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Have there been any follow-up audits? If yes, specify the dates and results

<YES/NO> - <Date/Result>

2.5 STAFFING TABLES

Indicate your total staff size for the last three years as well as the current year.

As of	1/1/2009	1/1/2010	1/1/2011	1/01/2012
Total staff size				
Permanent expert staff				
Non-permanent expert staff				
Total of permanent management staff				
Other				

Indicate the size of bidder's staff working for the last four years as of January 1st (separating permanent and not permanent staff).

As of	1/1/2009	1/1/2010	1/1/2011	1/01/2012
Permanent expert staff				
Non-permanent expert staff				
Total (permanent and non permanent)				

If the total (permanent and non-permanent) of expert staff does not equal or exceed 7 experts for each of the years in the table above, the bid will be disqualified.

2.6 PROFILE AVAILABILITY & THRESHOLDS

Table 1 : Expertise Thresholds		
Profiles and skills Lot 1	Threshold for experts	Bidder's number of experts
Junior Consultant in public accounting	3	<..>
Senior Consultant in public accounting	2	<..>
Partner/Director	2	<..>
Total	7	<..>

The bidders who do not comply with the threshold for each profile will be disqualified

2.7 CURRICULA VITAE (CVS)

The contracting authorities shall consider all CVs as strictly **confidential information**, to be used only for control purposes and restricted to the scope of this tender evaluation. As such, the contracting authorities reserve the right to contact directly CV holders for verification purposes.

If the contracting authorities fail to establish contact with the CV holder using the coordinates supplied by the bidder, the corresponding CV will be declared void.

2.8 NUMBER OF CVS

Please remember that an expert's CV can only be assigned to a single profile and cannot be assigned to both Lots.

Table: CVs to be provided		
Lot 1 – Expert CVs	Minimum number CVs	Maximum number CVs
Senior Consultant in public accounting	2	4
Junior Consultant in public accounting	3	6
Partner/Director	2	4
Total	7	14

The bidders who do not comply with the minimum threshold will be disqualified

2.9 CLIENT REFERENCES

The bidder must provide an ordered list of at least **5** references and at most **10** references. Each reference consists of an individual client with whom the tenderer has signed one or more contracts in the period 1/1/2014 - 31/12/2016 totalling at least **120 000 €** for the rendering of services in relation to this lot 1.

For confirmation purpose, a valid contact must be supplied for each client.

If the reference client is not contactable or does not reply to our enquiry, the corresponding client reference will be declared void.

Order	Client Organisation (legal name, legal address)	Number of man-days to execute the assignment	Period covered by the services	Detailed description of the content of the assignment.
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

For a reference to be accepted, the assignment should be an IPSAS (or IPSAS-like) consultancy assignment. Audit assignments do not constitute relevant references either.