

ANNEX B

REFERENCE TABLE

(this reference table must be completed and attached to the offer)

Invitation to tender no. ACER/NEG/ADMIN/10/2012

Exclusion criteria - means of proof required (see point 13 of tender specifications)	<i>Document reference</i>
A signed and dated declaration of honour with respect to the exclusion criteria and absence of conflict of interest.	<i>Document No Page of the tender</i>
Selection criteria - means of proof required (see point 14 of tender specifications)	<i>Document reference</i>
A. Professional capacity	<i>Document reference</i>
Identification form	<i>Document No Page of the tender</i>
Financial identification sheet	<i>Document No Page of the tender</i>
Certificate of enrolment on the professional or trade register in accordance with the legislation of the Member State in which the tenderer is established.	<i>Document No Page of the tender</i>
Legal entity form	<i>Document No Page of the tender</i>
B. Financial and economic capacity	<i>Document reference</i>
Balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established.	<i>Document No Page of the tender</i>
A statement of overall turnover concerning the services covered by the contract during the last three financial years.	<i>Document No Page of the tender</i>

C. Technical capacity	Document reference
A list of principal services provided during the last two (2) years indicating the recipients. The tenderers should provide at least three (3) references of international and/or governmental institutions to which the tenderers are/have provided language courses.	Document No Page of the tender
The educational and professional qualifications of the tenderer and the tenderer's managerial staff.	Document No Page of the tender
Two (2) to four (4) CVs of language teachers who have a minimum of two (2) years of professional experience in language training, each should have minimum C1 level (according to the Common European Framework of Reference for Languages) of the language they teach (preference shall be given to native speakers for the relevant language).	Document No Page of the tender
The location (exact address) where the courses shall be organised.	Document No Page of the tender
If applicable - a document stating that the tenderer does not intend to subcontract and that he/she will inform the Agency about any change in this situation.	Document No Page of the tender
<u>Tenders including subcontracting:</u> <ul style="list-style-type: none"> – A document stating clearly the identity, roles, activities and responsibilities of the subcontractor(s) and specifying the volume/proportion of the tasks of (each of) the subcontractor(s), as well as the description of the quality control measures he intends to apply on the tasks to be carried out by (each of) the subcontractor(s). – A letter of intent by (each of) the subcontractor(s) stating its unambiguous undertaking to collaborate with the tenderer if he wins the contract and the extent of the resources that it will put at the tenderer's disposal for the performance of the contract. 	Document No Page of the tender
<u>Tenders submitted by a consortium or grouping of service providers</u> <ul style="list-style-type: none"> – A document stating clearly the composition and constitution of the grouping or similar entity (company/temporary association/...), or the legal form their cooperation will take, should they be awarded the contract. – A letter signed by each member stating its commitment to execute the services in the tender clearly indicating its role, qualifications and experience. 	Document No Page of the tender