

Enclosure 4 Technical and financial tender template to the Tender Specifications of Tender No EMSA/NEG/5/2021

Name of the tenderer	
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POINT 1. Technical and professional capacity – Selection criteria (point 14.5 of the Tender Specifications)

A cover page with an index of all documents submitted to prove compliance with the selection criteria shall be attached to the tender. Tenders not complying with the following selection criteria will not be further evaluated against the Award criteria (point 16 of the Tender Specifications):

To prove that your tender complies with the following **Standards / Prerequisites**, please complete the tables below by filling in the white cells, attach the relevant reference documents and specify the page number(s):

1.1. Standards / Prerequisites			
1.1.1.	The tenderer (including subcontractors or partners in case of joint offers) must have at least 4 years of experience in activities related to:	Compliance	Reference document & page number(s)
		Yes <input type="checkbox"/>	

	<ul style="list-style-type: none"> - Oil spill response operations at sea or development of oil spill modelling tools for tracking the trajectory, dispersion and weathering of oil spills at sea and - IT GIS based projects related to software development. <p>Evidence to be provided:</p> <p>The tenderer should provide a list of projects carried out in the last 4 years for each type of activities. The following format should be used:</p> <ul style="list-style-type: none"> - Short description of the services comparable to the scope of this tender. - Start and finish date for each project. - Volume in Euros. - Role of the company (prime or sub-contractor). - Technical capabilities required for the project. <p>For confidentiality purposes, the client names do not need to be disclosed.</p>	<p>No <input type="checkbox"/></p>	
1.1.2.	<p>The tenderer (including subcontractors or partners in case of joint offers) must have the technical and professional capacity to deliver the services described in point 2 of the Tender Specifications. A multi-disciplinary team with different backgrounds and expertise must be allocated to this project. The team should have the following areas of expertise:</p> <ul style="list-style-type: none"> - Oil pollution response operations at sea or development of modelling tools for tracking the trajectory, dispersion and weathering of oil spills at sea and 	Compliance	Reference document & page number(s)
		<p>Yes <input type="checkbox"/></p>	

	<p>- The IT team should include at least a business analyst and a system architect. These two team members should cover the following minimum requirements:</p> <p>Business analyst <i>Education</i> - University degree(s) in the IT or Engineering field or at least 8 year of proven professional experience in IT projects. <i>Professional experience</i> - 4 years working experience in analysing user requirements and translating them into functional and technical requirements and - 4-year experience with GIS tools and data modelling.</p> <p>System architect <i>Education</i> - University degree(s) in the IT or Engineering field or at least 8 year of proven professional experience in IT projects. <i>Professional experience</i> - 4 years working experience in system analysis, design, processes and software implementation and - 4-year experience with GIS tools and data modelling.</p> <p>All members of the team shall have at least the B2 level language skills in English.</p> <p>Evidence to be provided:</p> <p>The tenderers must provide the CVs of all the team members expected to be involved in the project. In addition, the tenderer should summarise per area of expertise the following information (that should be in line with the CVs):</p> <ul style="list-style-type: none"> - Team Member Name - Profile - Education - English language, at least B2 level in the Common European Framework of Reference (CEFR) - Working experience, total number of years - Years of work experience in activities similar to those in the role assigned in the team - Summary of key skills (mentioning relevant professional certificates) 	<p>No <input type="checkbox"/></p>	
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POINT.2. Quality - Award criteria (point 16 of the Tender Specifications)

*Bids shall be evaluated in accordance with the Quality Award Criteria (Q_i) and their associated weightings (W_i) as described in point 16 of the Tender Specifications.
Tenderers shall provide the requested information by filling in the white cells in the tables below:*

Q.1. Quality of the project team		W.1. 15%
<p>Quality of the proposed team based on the team organisation, the description of their responsibilities within the team and breakdown of tasks.</p> <p>Evidence to be provided:</p> <p>The tenderer shall provide a team diagram with a proposed team. For each team members, a description of responsibilities within the team and a breakdown of tasks.</p>		<p>Reference document & page number(s)</p>
Q.2. Quality of the draft project plan for the contract		W.2. 15%
<p>The tenderer shall provide a draft project plan describing how and when the objectives defined in the plan will be achieved.</p> <p>Evidence to be provided:</p> <p>The project plan shall include time plan, milestones, breakdown of tasks in terms of time frame of the project, planning assumptions and quality assurance.</p>		<p>Reference document & page number(s)</p>
Q.3. Quality of the methodology for assessing the feasibility for developing the IT tool		W.3. 35%
<p>The tenderer shall describe how he expects to complete part 1 and part 2 of the work.</p> <p>Evidence to be provided:</p> <p>For part 1, the tenderer shall identify the main information sources to be used in the assessment and explain the methodology to identify and propose technical solutions. For part 2, the tenderer shall list all tools, IT project methods and resources that he plans to use in the contract implementation.</p>		<p>Reference document & page number(s)</p>

Q.4. Environmental compliance	W.4. 5%
<p>The tenderer shall demonstrate policies related to minimising the adverse impact to the environment and business practices he has adopted to improve environmental performance.</p> <p>Evidence to be provided:</p> <p>These may include but are not limited to: efficient use of resources (e.g. reduced consumption of energy, fuel and water), reducing waste and having established a waste management scheme, use of alternative energy sources, environmental training programmes (e.g. staff trained in the green policy of the company and the environmental impact of their work).</p> <p>Those tenderers and subcontractors with a third-party certified environmental management scheme (e.g. ISO 14001) or EMAS (Eco-Management and Audit Scheme) are preferred. The relevant certificates shall be provided in the bid.</p>	<p>Reference document & page number(s)</p>

POINT.3. Price offer - Award criteria (point 16 of the Tender Specifications)		$W_{Price} = 30 \%$
<p><i>Bids shall be evaluated in accordance with the Total price for evaluation (P) to be filled in the table below.</i> <i>Failure to provide the price may lead to the rejection of the offer.</i></p>		
PRICE	PRICE in EUR (P)	
<u>PRICE FOR EVALUATION (P)</u>		