



Tender Specifications annexed to Invitation to Tender

Ref. SJU/LC/139-CFT

Lot 1 Cleaning Services

Lot 2 Facility Services for Maintenance and Renovation

Lot 3 Replacement and installation of flooring

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founding members



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1 Introduction

1.1 Acronyms and terminology

| | |
|--------------|--|
| ATM | Air Traffic Management |
| SESAR | Single European Sky ATM Research Programme |
| SJU | SESAR Joint Undertaking (European Union body under Council Regulation (EC) No 219/2007 as amended by Council Regulation (EC) No 1361/2008) |
| EMAS | The EU Eco-Management and Audit Scheme |
| OIB | Office for Infrastructure and Logistics in Brussels, European Commission |

1.2 Introduction to the SJU

The purpose of the SJU created under Article 187 of the Treaty on the Functioning of the European Union, is to ensure the modernisation of the European air traffic management system through the coordination and concentration of all relevant research and development efforts.

The SJU is responsible for the implementation of the European ATM Master Plan and for carrying out specific activities aimed at the development of a new generation air traffic management system capable of ensuring the safety and fluidity of air transport worldwide over the next thirty years. Further information on the activities of the SJU is available at www.sesarju.eu.

2 TERMS OF REFERENCE

2.1 Subject

In order to ensure clean and well-maintained environment of its facilities, the SJU is planning to conclude the following contracts for the provision of the following facility-related services:

- **Cleaning and waste management collection services** (one direct service contract)
- **Facility renovation and maintenance services** (one framework service contract)
- **Replacement and installation of flooring** (one direct supply contract).

2.2 Objective and scope – SJU premises

The SJU occupies two floors of the building: part of the 4th floor (750m²) and the 5th (1000m²). On the 4th floor you will find the reception, most of the meeting rooms (5 meeting rooms, approximately 400m²), a cafeteria of 50m², two sanitary rooms and two shower rooms; the remaining part of the surface is occupied by landscaping offices, two technical rooms and stock areas.

The 5th floor has a meeting room of 35m², a kitchen area (8m²), four sanitary spaces and a technical room; the rest of the surface is occupied by landscaped or closed offices.

The floor surfaces are covered with solid carpets, tiles and resin.

The walls are partly painted (non-washable paint) and partly composed of washable partitions. Glass walls and partition delimit the meeting rooms and some of the offices. The walls of the shower rooms are tiled.

There are 88 working stations at the SJU and about 2500 visitors are welcomed each year. The meeting rooms can be used all day (from 09:00 a.m. to 6:00 p.m.).

Mandatory visit of the premises

Detailed information about occupation lay-out will be given during the **mandatory visit of the premises**. These visits are scheduled for 05 February 2018, 13 February 2018 and 19 February 2018. The dates and the content of the mandatory visits are the same for all Lots.

Each tenderer will be assigned an individual slot for the visit. Anonymized minutes of the visits (including questions raised and responses provided by the SJU will be drafted by the SJU and sent to all tenders who participated to a visit.

The Tenderer can only participate in one of the visits with no possibility to repeat a visit.

The SJU is therefore launching an open call for tender with 3 Lots aimed at concluding one contract per Lot (as specified above) to provide:

Lot 1: Cleaning and waste management collection services that include but not limited to the following services:

- a. Generic (not related to location):
- b. Specific Services (related to particular space/locations)
- c. Special Services (related to specific time of the year)

Lot 2: Facility renovation and maintenance services that include but not limited to the following services:

- a. Minor maintenance, refreshment and repairs with the main focus being on the activities in the kitchen, showers and restrooms, corridors, etc.

Lot 3: Replacement and installation of flooring

An economic operator may submit a tender in response to one (1), two (2) or three (3) Lots. Each Lot will be evaluated separately.

2.3 Description of required services

The SJU requires high-quality of services, organized according to an efficient schedule that will offer flexibility in order to deal with unexpected events.¹

2.3.1 Schedule

The tenderer shall propose a schedule (applicable to each Lot).

In the detailed planning the tenderer(s) should pay special attention to the following:

- i. **Lot 1 Cleaning services** should be conducted as from no earlier than 07:00 am or to be terminated not later than 20:00 pm on Monday to Thursday and 19:00 pm on Friday. The cleaning of the meeting rooms must be completed by 8:30 a.m. daily and the cleaning (limited to hoovering and wet cleaning) of office and reception areas must be completed by 8:30 a.m. once a week. Special attention should be given to the proposed planning by the Tenderer for avoiding noise disturbance, such as but not limited to, hoovering, emptying the dishwasher etc.
- ii. **Lot 2 Facility renovation and maintenance services** should be conducted upon written request during SJU's working days and hours (see more on paragraph 2.7 below) but also potential weekend works for the avoidance of noise disturbance.
- iii. **Lot 3 Replacement and installation of flooring** should be done outside working hours to avoid disturbance of SJU staff. This includes Monday – Friday for the works to be terminated by 08:00 am and/or for the works to be conducted after 18:00 pm and over the weekend.

The contractor(s) commits to carry out the services as indicated in **Lot 1 and 2** during the whole year with the exception of the public holidays, which are specific for the SJU as per applicable calendar year and will be communicated to the selected contractor (see Annex II).

The contractor commits to carry out the services as indicated in **Lot 3** as per the contractor's proposed timetable for preparation, general organization of the site, delivery of supplies and related services.²

2.3.2 Lot 1 – Cleaning Services

The SJU requests the following cleaning services: generic, specific and special, which are described in detail below.

The Contractor shall perform the generic and specific services regularly and shall include them in the proposed weekly planning. The special services shall be performed regularly in the identified period of year.

¹ e.g. removal of a sudden carpet stain(s) under Lot 1.

² The timetable is binding and any necessary and minor deviations from the proposed schedule must be communicated to the SJU in advance and approved by the SJU in writing (email).

2.3.2.1 Generic Cleaning Services

Waste:

The SJU is particularly interested in the sorting of waste, which is sorted as follows: paper, plastic, glass, metals, sludge, ash and household waste³

- i. Daily collecting and sorting of garbage (cafeteria / kitchen area, toilets, showers, offices, technical rooms, archive rooms, meeting rooms etc.)
- ii. Daily waste disposal in the appropriate locations for recycling

Inside glazing:

- i. Regular cleaning of the fingerprints / grease on the glass walls

Floors and walls:

- i. Regular and/or upon request detachment / washing / dusting of possible stains on floors, walls, doors, skirting boards and switches

Air vent and grills:

- i. Regular dusting of the air vent and air-conditioning grills

Equipment:

- i. Installation and replacement of cleaning equipment: Installation and replacement of cleaning equipment on a regular basis in order to allow for continuity of services
- ii. Installation and replacement of cleaning equipment upon request based on best practice in the area of the cleaning technology evolution and recommendation from hygienic norms.

2.3.2.2 Specific Cleaning Services

Meeting rooms:

- a. Regular and/or upon request hoovering of the floors and seat bases
- b. Regular and/or upon request wet cleaning of meeting tables, flat surfaces, convectors and window sills
- c. Regular and/or upon request dusting of phones, LCD screens and microphones (when present)
- d. Regular and/or upon request cleaning of tables
- e. Regular and/or upon request dusting of table and seat frames and other vertical surfaces
- f. Regular and/or upon request dusting of wiring

Crossing point areas : corridors

- a. Daily hoovering of floors

³ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013D0131&from=EN> p.25

Office and reception area

- a. Daily hoovering of the floors
- b. Daily wet cleaning of desks
- c. Regular cleaning of flat surfaces, convectors and window sills
- d. Regular wet cleaning of phones
- e. Regular dusting of tables, seat frames, seat bases and other vertical surfaces
- f. Regular dusting of leather furniture
- g. Regular dusting of the wiring

Two Kitchen areas 4th and 5th floors

- a. Daily filling of dishwashers, start-up and storage
- b. Daily cleaning of microwave ovens and other household appliances
- c. Regular cleaning of refrigerators, and other household appliances
- d. Daily cleaning of worktop, sink and garbage cans
- e. Regular filling and descaling of valves and drainage
- f. Daily wet cleaning of tables and chairs
- g. Daily hoovering and washing of floors

Sanitary Area

- a. Twice a day cleaning and disinfection of toilets, urinals, washbasins and garbage cans)
- b. Regular descaling of toilets, urinals, sinks and evacuations
- c. Regular dusting of lights and towel dispensers
- d. Daily cleaning and disinfection of soils

Shower rooms

- a. Daily cleaning and disinfection of bins, shower heads, soap dishes and evacuations
- b. Regular cleaning and descaling of the walls (tiled and glazed)
- c. Daily cleaning of floors

Technical rooms (printing area, archiving rooms, storage rooms, IT rooms)

- a. Regular hoovering soils
- b. Regular wet dusting of flat surfaces
- c. Regular dry dusting of printers or other live components
- d. Regular collection of paper from shredder

2.3.2.3 Special Services

a. Quarterly Cleaning Services

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- Cleaning the interior of the windows and the glass walls

b. Bi-annual Cleaning Services

- Complete cleaning of the cafeteria and kitchen area (interior and exterior of kitchen cabinets, space behind refrigerators / household appliances, dishes, application of a product that protects the floor of the cafeteria, etc.)
- Cleaning of keyboards and screens, dusting of central units

c. Yearly Cleaning Services

- 'Spring Cleaning' Indicative but not limited to: removal of spots and shampooing on carpets, resin floor cleaning, cleaning of all flat and vertical surfaces, sanitary/cafeteria, office waste bins and deicing of the freezer

The SJU may occasionally and upon written request to the Contractor request additional cleaning services. The price will be calculated based on the hourly rate proposed in the financial offer. The services performed hereunder cannot exceed the maximum budget available.

2.3.2.4 Other Terms and Conditions for Lot 1: Supplies

(a) Regular Supplies

- i. The Contractor must provide on a regular basis the equipment and maintenance products necessary for the services to be performed and guaranteed as well as various sanitary products and supplies. A list of the recurrent cleaning equipment and supplies including the regularity method and estimated content of each delivery shall be communicated in advance by the Contractor for the performance of the services described in these terms of reference, taking into consideration our storage space constraints.

(b) Cleaning and sanitary products

The Contractor commits to supply the following, but not limited to, products on a regular basis, according to the usual consumption: garbage bags for sorting (cafeteria and kitchen area, offices and sanitary facilities), toilet paper and sanitary bags, liquid soap, hand-drying paper etc. for cafeteria kitchen areas and sanitary spaces.

(c) Cleaning and sanitary and waste collector equipment

The cleaning, the sanitary and the recycling waste collector's equipment required for the services will be provided by the Contractor, who will also make available all the cleaning equipment necessary for the proper performance of the services (vacuum cleaner, mops, carpet remover, surface cleaner, soap paper and bag containers etc.).

(d) On-demand Supplies

In order to comply with the evolution of cleaning and waste management the SJU reserves the right to, if required, request an upgrade and/or replacement of products and equipment as per, but not limited to recommendations by EMAS⁴ and housing conditions manual by OIB⁵.

2.3.3 Lot 2 Facility Services for Maintenance and Renovation

In order to address ad hoc and repetitive facility-related needs, the SJU is planning to conclude a framework service contract for the provision of the following facility-related services:

The services will include but are not limited to:

- a. Internal relocation movers, furniture handling and hanging;
- b. Maintenance and renovations - Sanitation, partitions, false ceilings, parquet, stripping, drilling, sticking, assembling;
- c. Carpentry – Assembly and disassembly of furniture, locks installation, Sanding of wooden shutters and fences;
- d. Plumbing - Repair of leaks, laying of sanitary facilities, washbasins, sinks, installation of external sinks;
- e. Electricity - Wiring, installation of wall sconces, addition of wall outlets and switches
- f. Inside work - Installation of wallpaper, painting alterations, leaching of walls and floors.

The tenderer shall include estimate solution time for each activity listed above.

The maintenance and renovation services will take place upon request from the SJU and approval from the future contractor. The services shall be described in the report as per section 2.5 below. Their acceptance will be formalized through the signature of an order form attached to the draft framework service contract.

The contractor shall respond to SJU's request at the earliest convenience and within maximum of five working days. In its response, the contractor shall quote a binding maximum solution time. For urgent requests, the Contractor shall be in the position to intervene within 24 hours.

The services will be requested based on ad hoc short term requests for minor repairs, change/add equipment. The services will not cover the area of building which is under the responsibility of the building landlord.

Main focus will be given to the activities in the kitchen, corridors, showers and restrooms. However, the services might also take place within other areas within the SJU.

⁴ <http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32013D0131&from=EN>

⁵ http://ec.europa.eu/oib/pdf/mesuring-code_en.pdf

2.3.4 Follow-up on services for Lot 1 and 2

(a) Staff Leave

During the Contractor's staff holidays (maintenance worker, liaison officer, etc.), the contractor(s) must replace its staff by staff trained in the specific areas and taking into account the work schedule of the SJU. The replacement shall be communicated to the SJU in advance.

(b) Liaison Department

The contractor(s) shall appoint a liaison officer who will come once a week, regularly on a day and time agreed in advance with the SJU, to communicate any remarks or special requests to the SJU's contact point.

For a proper execution of services under the contract, all personnel designated by the Contractor for the performance of the services must have good oral command of the French and basic oral command of English language

(c) Quality Tracking Service

The contractor(s) shall appoint a Quality Officer who will come to the SJU once a month, on a day and time agreed in advance with the SJU, in order to verify the quality of the service provided and to propose binding corrective measures if necessary.

2.3.5 Lot 3 Replacement and installation of flooring

2.3.5.1 General

The SJU's existing flooring is carpet tiles measuring 50cmx50cm on a concrete slab. Due to the fact that the flooring has become obsolete, the SJU is interested in a flooring option and is therefore launching an open call to conclude a direct supply contract for removal of the existing and placement of new flooring.

The technical specifications for the delivery of supplies and related services are set out below.

2.3.5.2 Offices and meeting rooms

The flooring of the existing offices and meeting rooms is carpet tiles measuring 50cmx50cm on a concrete slab with the reference Modulyss Millenium 505 light blue.

Solution model: Carpet or non- carpet (as for example wood, plastic, vinyl etc.)

Existing flooring must be replaced with floor covering and complying with the following **minimum and compulsory technical requirements**:

- the carpet or non-carpet flooring shall be of a total thickness of at least 5.5 mm
- it will have anti-fouling treatment;
- it will be classified as heavy duty (class 33, EN 685 classification);
- the adhesive used will be designed for the flooring and allowing them to be repositioned or replaced if necessary;
- the durability of the floor covering must be guaranteed over ten years;
- it is intended for office-type occupancy;
- it is intended for daily maintenance with products available, environmentally friendly and cost-effective

In case the solution proposed is carpet the following **minimum and compulsory technical requirements should be met in addition to the ones above**:

- the proposed slabs must be available in 10 different colours including at least one or more shades of blue;
- the slabs will be dyed in the mass.

In case the solution proposed is carpet tiles the following **minimum and compulsory technical requirements should be met in addition to the ones above**

- the carpet tiles shall be of a total weight of minimum 650 g / cm³.

In evaluating the award criteria, tenders will also be favourably considered, taking into account the following points:

- superior quality at the level of resistance;
- superior quality in terms of maintenance and which allows partial and specific replacement;
- superior quality in terms of acoustic insulation;
- Environmental impact, eco-labelling;
- Aesthetics.

2.3.5.3 Corridors

Existing flooring is the same range as in offices and meeting rooms. It is in carpet tiles of dimension 50cmx50cm posed on a concrete slab but whose reference is Modulys Millenium 524 dark blue.

Solution model: Carpet or non- carpet (as for example wood, plastic, vinyl etc.)

Existing flooring shall be replaced by a floor covering conforming to the following minimum requirements:

- the carpet or non-carpet flooring shall be of a total thickness of at least 5.5 mm;
- it will have anti-fouling treatment;
- it will be classified as heavy duty (class 33, EN 685 classification);
- the adhesive used will be designed for the tiles and allowing them to be repositioned or replaced if necessary;
- the durability of the floor covering must be ensured over ten years;
- it is intended for office-type occupancy;
- it is intended for daily maintenance with products available, environmentally friendly and cost-effective.

In case the solution proposed is carpet the following **minimum and compulsory technical requirements should be met in addition to the ones above:**

- the proposed slabs must be available in 10 different colours including at least one or more shades of blue;
- the slabs will be dyed in the mass.

In case the solution proposed is carpet tiles the following **minimum and compulsory technical requirements should be met in addition to the ones above**

- the carpet tiles shall be of a total weight of minimum 650 g / cm³.

In evaluating the award criteria, tenders will also be favourably considered, taking into account the following points:

- superior quality at the level of resistance;
- superior quality in terms of maintenance and which allows partial and specific replacement;
- superior quality in terms of acoustic insulation;
- Environmental impact, eco-labelling;
- Aesthetics.

It should be of the same range as in offices and meeting rooms, being of another colour or placed otherwise than the solution for offices, allowing different graphics.

The tenderer must propose a solution to ensure that the flooring incorporates signage allowing an indication of emergency exits in case of fire and smoke. This sign must be resistant for a period of at least ten years.

The tenderer must also supply and fix (non-permanent fix) a medium sized rug to each direct access to the reception at the elevator area with thickness permitting the well-functioning of the emergency evacuation equipment.

2.3.5.4 Delivery of Supplies

All materials and raw materials to be supplied and / or used for the implementation of the related services must be submitted by the contractor for approval by the SJU. The SJU will set the date(s) for delivery of such materials and raw materials. The SJU may ask the contractor to submit, if necessary, samples as well during the tender evaluation period. Any supplies ordered prior to the acceptance of samples by the SJU, may be refused. Consequently, the supplies to be used in the provision of the service must conform to the samples previously approved by the SJU.

In order to obtain such approval, the Contractor shall submit:

- the samples ;
- technical data sheets;
- test results where applicable;
- detailed plans (to be understood as representations of an industrial or artisanal piece presented under different views and on which we write the standard dimensions and the various machining that concerns it. These representations allow the realization and the understanding of the shape of the piece);
- any additional information required where appropriate.

The Contractor shall provide an explanatory notice of maintenance intended for the SJU and containing all the indications enabling the SJU to ensure proper maintenance of their premises and the equipment therein.

This notice must include an indication of, the manufacturer (if applicable various manufacturers) and the reference of the distributor(s) of the replacement parts or the reference of the after-sales services if applicable (beyond the guarantee foreseen under this contract).

Description of the Service Delivery:

2.3.5.5 Execution Plans

The Contractor shall refer to the floor plans of the SJU premises provided in Annex III. in order to produce any graphical documents that the Contractor estimates necessary for the Tender. All graphic documents submitted by the SJU to the Contractor necessary for the execution of the services shall be considered by the Contractor before any delivery and initiation of activity of any related services. Consequently, the Contractor shall indicate elements of the graphic documents which do not seem to him/her to be relevant to the soundness, the preservation of the materials, the use to which they are intended on or in conformity with the state of the art.

The Contractor shall draw up on the basis of the plans communicated by the SJU the detailed drawings and measured schemas that he estimates necessary for the manufacture, supply and the implementation of the services to which it is responsible.

In relation to the final execution plan technics annotation, the details necessary for preserving holes and any passages (including data and electrical cables), etc., as well as measurements shall be made according to the applicable regulations, standards and norms.

These final implementation plans will have to be submitted to the SJU, according to the deadlines set in the planning and before implementation, allowing the SJU to make any appraisal, possible observations and clarifications and approval.

No change of the terms and scope of the delivery of the supplies, execution plans and modifications of details will be accepted unless with prior written agreement of the SJU.

2.3.5.6 Planning

The delivery period for the delivery of supplies and performance of services shall not last more than 4 months as of the SJU's acceptance of the samples selection. This duration includes the preparation period, the execution of the contract and the final acceptance.

A timetable for preparation, general organization of the site, delivery of supplies and related services should be included in the technical offer which should also and in particular include the following elements:

- the detailed list of tasks,
- the duration,
- the various state bodies required, if necessary, the human resources assigned to the site by their qualifications (supervision, technicians and operators ...),

- the qualifications of the company(ies),
- any subcontracting,
- the means of identifying the personnel on the site (e.g. working clothes),
- models and quantities of supplies needed,
- any minimum time constraints as for example national holidays, technical delivery constraints, strikes etc.

As in the case of the implementation schedule, the final execution schedule should allow the continuity of the SJU's activities (the offices of which are open space) under acceptable conditions.

As the work progresses and the floor is delivered by area, the Contractor shall clean up the floors and evacuate his equipment, rubble and any waste resulting from the removal and / or flooring placement. The evacuation of all the protections and waste (tarpaulins, cardboard, protections, polyene etc.) will be included in the cleanings which shall be performed by the Contractor.

2.3.5.7 Organization of the site

Before the start of the services, the Contractor must submit for approval by the SJU a plan for the organization of the site, which will specify, in particular, the location of the various installations to be established, such as:

- the safety and hygiene devices of the site;
- premises reserved for the storage of small equipment;
- surfaces where the Contractor may store materials or equipment or prepare his work.

The Contractor shall be responsible for maintaining the state and hygiene of the site. The Contractor shall be responsible for the installation of the flooring replacement in accordance with these specifications and the regulations in force. He will ensure the regular removal and disposal of rubble and worthless materials from the workspace of the SJU, including the existing flooring.

He will be required to keep the site on a daily basis in an impeccable state of cleanliness and must imperatively meet at least the following requirements:

- selective sorting of construction waste including evacuation;
- management including evacuation of his daily waste (garbage, cans, newspapers, etc.);
- mandatory weekly construction space cleaning of the site on Friday and/or if applicable Sunday afternoon;
- management of the inventory of his material(s) on site.

The Contractor shall be responsible for cleaning, repairing and rehabilitating the installations which he has soiled or damaged if necessary.

In the event that the SJU deems that there is insufficient cleanliness at the end of the performance of the works, it may, after formal notice to the Contractor, entrust a specialized company with the task of final cleaning, the costs of this cleaning shall be borne by the Contractor by an automatic deduction on the payment at the end of the services.

In such a case the following procedure will be followed:

At a first stage and upon installation of the flooring, the Contractor will be informed by a formal written notice that the SJU deems the cleanliness insufficient and that the contractor has 3 working days to start performance of the cleaning at the SJU premises and 5 working days to complete the cleaning completely.

If the Contractor fails to do so then he will be informed of the cost that the SJU will bear from the entrusted specialized company. This cost for the cleaning performed by the entrusted specialized company shall be deducted from the payment of the balance due hereunder. The provisions on Reduction in price under Art. II.15 apply.

The SJU reserves the right to extend the deadline in case of exceptional and/or unpredictable circumstances. This will be agreed in writing via exchange of emails between the two parties.

The cost of the equipment and supplies required to perform the services should be included in the financial offer.

The schedule submitted by the Contractor shall specify the delivery dates by zone taking into account the "type" of office occupation.

During the progress of its works and the delivery of the flooring by zone, the Contractor will have to do the cleaning of the floors and the evacuation of its material and the gravels. The evacuation of all the protections and waste (tarpaulins, cardboard, protections, polyene etc.) will be included in the cleanings.

The products used and the cleaning procedures must be appropriate so as not to cause deterioration of the materials or their surface condition. The cleaning will be of professional quality using the equipment and products adapted to the surfaces to be treated.

The result must be validated by the SJU. In case of dissatisfaction, upon request of the SJU, the Contractor must carry out the necessary cleaning up to the SJU's approval without charging additional costs.

Generally, the premises will be delivered by the end of the performance of all activities by the Contractor as "occupied" or "immediately usable", as the list of cleaning tasks is not exhaustive.

Repairs related to the placement of the floor covering will be carried out by the Contractor.

These have the objective of maintaining homogeneity of the workspace and eliminate all the damage related to the placement of the flooring.

2.3.5.8 Removal and installation

The tenderer will be responsible for the removal of existing carpets on concrete slabs. The Contractor shall take all necessary precautions to remove the residual adhesive in anticipation of the installation of the new floor covering.

After the removal of existing carpets, the tenderer will check the condition of the screed. It must be sound, solid, flat, stable and free of fat or dry products. The equalization should be smooth. If necessary, a smoothing equalization will be performed on the existing surface.

The tenderer will then be in charge of the new coating.

The manufacturer's technical specifications for installation, connection, finishing, etc. should be strictly respected. Each product will receive a protective treatment at the factory. In the case of a carpet-type coating, for the same continuous surface and for each type of finish, the same reference number will be used.

The installation includes all the cut-outs and / or piercings necessary to perform the right of the walls, columns, floor chapels, pipes, etc. The installation of all types of floor coverings on floor box covers is to be included in this contract. On the periphery, the flooring must be placed under the skirting boards.

The Contractor shall provide all necessary finishes and protections. A solidly fastened PVC protector will be required as soon as the coatings are finished over the entire surface.

The products used and the methods of application relating to the installation and removal must be appropriate so as not to cause deterioration of the materials to be laid or their surface condition.

2.3.5.9 Handling

The Contractor shall perform the following services related and necessary to the installation of the floor veering:

- Handling related to moving and replacing furniture and heavy boxes in areas where replacement of the flooring takes place;
- protection against degradation.

These services shall be included in the financial offer and are covered within the total budget of the contract. No additional costs related to these services will be reimbursed.

The furniture that should be protected and/or moved include amongst others, tables, cabinets, chairs, desks, movable carpets etc., and the handling will require several agents.

Any damage caused by handling shall be borne by the Contractor.

2.3.6 Access to the premises for Lot 1, 2 and 3

The SJU will provide the contractor(s) with a badge allowing access to the building and offices. The contractor(s) shall in no case lend the badges to someone or leave the badges behind. In the event of loss or theft, the contractor(s) shall immediately notify the SJU official (Contact point) of any missing parts; the parts will be replaced and will be invoiced to the holder at the current rate. Access to the premises will be limited to the working days and working hours corresponding to the requested services.

2.3.7 Service in the event of work interruption/ absence for Lot 1, 2 and 3

In the event of work absence of its staff, the contractor(s) shall be bound to perform the services defined in the current terms of reference at the same quality level.

2.3.8 Insurances Lots 1, 2 and 3

The contractor(s) must hold an insurance guaranteeing his responsibility both to third parties and to the SJU in the event of accidents or damage caused by the performance of services carried out under this contract or the procedures for their execution.

The guarantee must be sufficient and unlimited for both injuries and property damage. For the latter, any deterioration found shall be repaired without prejudice for the SJU.

The Contractor shall notify the SJU of any change in its coverage and insurance policies within one month as from the date of the modification.

Initial insurance clauses and those resulting from an amendment of the policy shall be submitted to the SJU, who may request an extension of the guarantee after consultation with the Contractor and possibly his insurer.

2.3.9 Duration of Contract – Start of Performance

For Lots 1 and 2, the estimated start date for performance of services is 04/04/2018 and for Lot 3 is upon signature of the agreement (estimated April/May 2018).

For Lot 1 and 2 the contracts will be concluded for an initial period of 12 months with a tacit annual renewal not exceeding three (3) times. Please, refer to article I.3 of each of the draft service contracts attached to the Invitation to tender.

For Lot 3 the contract will be concluded for a period of a maximum of 12 months as from the date of the signature of the contract. Please, refer to article I.3 of the draft service contract attached to the Invitation to tender.

2.3.10 Green requirements

Lot 1

The SJU encourages and expects environmentally friendly performance of the cleaning services.

Therefore, during the implementation of the future contract, the contractors shall comply with the requirements specified below.

A tenderer may also meet these requirements by demonstrating their compliance with equivalent requirements/norms/standards.

i. Products used by the cleaning company must meet the following relevant core criteria:

No ingredients (substances) shall be listed on the product label, in the safety data sheet (SDS) or in other relevant technical data sheets that have been identified as substances of very high concern and have been included in the list foreseen in Article 59 of Regulation (EC) No 1907/2006 (the REACH Regulation). The list of substances referred to (the candidate list) can be found at: http://echa.europa.eu/chem_data/authorisation_process/candidate_list_table_en.asp.

In order to comply with this condition, the tenderer shall take into account:

- Products carrying a relevant Type I Ecolabel⁶ fulfilling are deemed to comply.
- Other appropriate means of proof are possible, such as the provision of the ingredients listed on the product label, the safety data sheet (SDS), the manufacturer's website and any other relevant technical data sheets, along with their CAS-Number (where available).

ii. Packaging requirements

All products must be delivered with clear dosing instructions. Sprays containing propellants should not be used. Products packaged as trigger sprays should be sold as part of a refillable system. The contractor should also be able to justify the range of products used.

If certain products to be used do not comply with this requirement, the contractor shall provide in advance a written justification for such an exception. The SJU reserves a right to request the contractor to refrain from using any products identified as exceptions to the rule above.

iii. Staff and organization

All cleaning staff employed in carrying out the service should be regularly trained for their various tasks. This training should cover cleaning agents, methods, equipment and machines used; waste management and aspects of health, safety and the environment.

A record of these training measures (introductory/vocational training) should be kept at the disposal of the contracting authority.

⁶ 'Type I environmental labelling' is defined by ISO as: 'a voluntary, multiple-criteria based, third party programme that awards a license which authorizes the use of environmental labels on products indicating overall environmental preferability of a product within a particular product category based on life cycle considerations.'

Ecolabelling programmes that meet the requirements of ISO 14024 include:

- The European Ecolabel: ec.europa.eu/environment/ecolabel/
- The Nordic Swan, Scandinavia: www.svanen.se/en/
- The Blue Angel (Blauer Engel), Germany: <https://www.blauer-engel.de/en/our-label-environment>
- Umweltzeichen, Austria: www.umweltzeichen.at
- Ecomark, Japan: www.ecomark.jp/english/
- EcoLogo, Canada: <http://bit.ly/1gDbu4p>.

Lot 2

The SJU encourages and expects environmentally friendly performance of the services in accordance with all applicable standards.

Lot 3

The SJU encourages and expects environmentally friendly performance of the works in accordance with all applicable standards.

2.4 Reporting and payments

For Lot 1 and 2 payments will be executed in accordance to article I.5 of each of the draft service contracts attached to the Invitation to Tender and on the basis of monthly invoices and monthly reports (report summarizing the services performed), upon their acceptance by the SJU, as detailed below.

For Lot 3 payments will be executed in accordance to article I.5 of the draft service contract attached to the Invitation to Tender and on the basis of a payment scheme proposal (see Annex V for Lot 3).

Lot 1:

Special and additional services report should include: the date and time of arrival and of departure, comments/ activities. This is to be done and signed by the cleaning agent after the completion of his duties and no longer than 24 hours.

Lot 2:

Services supplies and maintenance will be upon request via simplified order forms and the report should include: the date and time of arrival and of departure, comments/ activities. This is to be done and signed by the agent after the completion of his duties and no longer than 24 hours.

For the avoidance of the disturbance of the SJU staff some works could be requested to take place during the weekend and non-working hours. These services can be reported separately via simplified order forms and invoiced at a different rate. The rate(s) should be clearly identified in the Financial Offer (see also Invitation to Tender d Volume 3 provision)

Lot 3:

For Lot 3 payments will be executed in accordance to article I.5 of the draft service contract attached to the Invitation to Tender and on the basis of a payment scheme proposal (see Annex V for Lot 3)

2.5 Place of performance

The activities will be performed at the SJU premises:

SESAR Joint Undertaking 100,
Avenue de Cortenbergh,
1000-Brussels, Belgium

One kick off meeting per Lot is expected to take place in Brussels at the SJU's premises, after the signature of the contract.

Additional progress meeting might be necessary and will be communicated to the contractor in advance.

Tenderers should take travel costs into account at the time of preparing the tender as these will not be reimbursed separately.

2.6 Intellectual Property Rights

Not applicable.

2.7 Variants

Variants on the terms of reference are not permitted.

2.8 Value

The maximum allocated budget for this contract is:

Lot 1: maximum of 180.000,00 EUR (VAT excluded) for the whole duration of the contract (up to 4 years);

Lot 2: maximum of 100.000,00 EUR (VAT excluded) for the whole duration of the contract (up to 4 years);

Lot 3: maximum of 65.000,00 EUR (VAT excluded) including one interim payment and the payment of balance after the execution of the works and upon written acceptance of the deliverable from SJU;

The SJU may negotiate the repetition of similar services entrusted to the selected contractors for a maximum of a 50%⁷ of the total values indicated above in these tender specifications.

3 Indicative timetable

| Milestone | Estimated Deadline |
|---|---|
| Launch of this call for tenders | 24 January 2018 |
| Deadline for requesting additional information/clarification from the SJU | No later than 15 calendar days before the closing date for reception of tenders |
| Last date on which clarifications are issued by SJU | No later than 6 calendar days before the closing date for reception of tenders |

⁷ As per Article 134 (1) f) and (3) of the Commission delegated Regulation (EU) no 1268/2012 of 29 October 2012 on the rules of application of regulation (Eu, Euratom) no 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union

| | |
|---|---|
| Mandatory visit of the SJU premises (applicable to all Lots) | 05 February 2018, 13 February 2018 and 19 February 2018 |
| Deadline for reception of tenders at SJU's premises | 02 March 2018 |
| Notification of award | Lot 1 and 2: End March 2018 Lot 3: April 2018 |
| Contract signature | Lot 1 and 2: End March / Beg. April 2018 Lot 3: April 2018 |
| Performance of Services / Works | Lot 1 and 2: As of 05/04/2018 Lot 3: Upon signature |

4 ASSESSMENT OF THE TENDERS AND AWARD OF THE CONTRACT

4.1 Introduction

The evaluation is based solely on the information provided in the submitted tender. It involves the following:

- 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 set out in these tender specifications;
- Evaluation of tenders on the basis of the award criteria;

The SJU will assess these criteria in no particular order. The successful tenderer must pass all criteria to be awarded the contract.

For British tenderers:

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 outcome of the negotiations. In case such access is not provided by legal provisions in force, tenderers from the UK could be rejected from the procurement procedure.

4.2 Assessment in the light of exclusion criteria

In order not to be excluded from participation in the present procedure, the tenderer (the coordinator, each consortium member), and any possible subcontractors already identified at this stage, shall provide evidence **of not being in any** of the situations of exclusion listed in the Declaration on honour attached hereto in Annex I.

As an **evidence** thereof, the tenderer tenderers (the coordinator, each consortium member), and any possible subcontractors already identified at this stage, must provide a Declaration on honour (see Annex I), duly signed and dated, stating that they are not in one of the situations listed therein.⁸

Possible remedial measures are also specified in Annex I.

Nota Bene:

The tenderer (i.e.: the coordinator, each consortium member) to which the contract is to be awarded shall provide, within 14 calendar days following notification of award and preceding the signature of the contract, the original Declaration on honour (if provided in copy at the offer submission stage)

⁸ Where parts of the services are intended to be subcontracted the tenderer has also to ensure that the subcontractors satisfy the exclusion criteria as indicated in section 18 of invitation to tender Ref. SJU/LC/0139-CFT. Where a consortium is submitting a tender, each member of consortium must provide the required Declaration on honour as indicated in section 18.bis of the mentioned invitation.

and all the documentary proofs (originals) referred to in Annex I to confirm the Declaration on honour.

The period identified below may be extended by the SJU upon a tenderer's express request.

4.3 Assessment in the light of selection criteria

Tenderers [the coordinator and each consortium member]⁹ must have the overall capabilities (legal, economic, financial, technical and professional) to perform the contract. The SJU reserves the right to request from subcontractors evidence on technical and professional capacity when these are meant to perform critical tasks.

All the requirements listed below must be met.

Please note that in the selection phase, assessment focuses on the past experience and capacity of the tenderer, and not on the quality of the (technical) offer. The latter is to be assessed in the light of the award criteria.

The SJU may waive the obligation for a tenderer to submit the documentary evidence requested under Sections 4.3.1, 4.3.2 and 4.3.3 below if such evidence has already been submitted for another procedure and provided the documents were issued not more than one year earlier and are still valid. In such cases, the tenderer must declare on his honour that the documentary evidence has already been provided in a previous procedure with the SJU, provide reference to that procedure, and confirm that there has been no change in the situation.

4.3.1 Legal capacity

Tenderers [the coordinator and each consortium member] are requested to prove that they are authorised to perform the contract under the national law.

Evidence to be provided:

1. The tenderer (or the coordinator in case of consortia) shall provide a dully filled-in Legal entities' form, including all its supporting documentation (see section 7 b) of the invitation to tender Ref. SJU/LC/0139-CFT).]
2. Evidence of inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

4.3.2 Economic and financial capacity

The tenderer (the coordinator and each consortium member) shall be in a stable financial position and have sufficient economic and financial capacity to perform the contract.

Evidence to be provided:

⁹ Where a consortium is submitting a tender, each member of consortium must satisfy the selection criteria as detailed in section 18 bis of the invitation to tender Ref. SJU/LC/0139-CFT.

Proof of economic and financial capacity shall be furnished by one or several of the following documents:

1. Evidence of professional risk indemnity insurance still in force;
2. Balance sheets (or extracts from balance sheets) for at least the last two years for which accounts have been closed;
3. Statement of overall turnover during the last three financial years. Please, note that the tenderers shall have a minimum annual turnover of 100.000,00 EURO (applicable to all Lots);

If, for some exceptional reason which the SJU considers justified, the tenderer [the coordinator and each consortium member] is [are] unable to provide the references requested here above, the tenderer [the coordinator and each consortium member] may prove the economic and financial capacity by any other means which the SJU considers appropriate.

Nota bene: Public bodies and higher education establishments are not subject to a verification of their economic and financial capacity

4.3.3 Technical and professional capacity

The technical and professional capacity of the Tenderer (the coordinator and each consortium member), proving the suitability to provide services covered by the Contract will be evaluated on the basis of the minimum requirements and evidence thereof provided as described in the subsequent paragraphs:

4.3.3.1 Minimum elements:

Lot 1

1. The Tenderer shall have:
 - i. Necessary professional capacity.
 - ii. The tenderer must have the relevant certificates and / or authorizations legally required in Belgium enabling him to carry out the cleaning services.
2. The team proposed to implement the contract shall possess:
 - i. The manager, quality controller and the liaison officer who will be the interlocutor with SESAR must have at least 3 years of relevant experience;
 - ii. All team members should have relevant work experience in cleaning related services in business environment;
 - iii. Sufficient dedicated cleaning agents (at least 2) enabling timely service provision to the SJU with relevant experience in cleaning services;
 - iv. All team members should have good oral command of the French and basic oral command of English language

Lot 2

1. The Tenderer shall have:
 - i. Necessary professional capacity.
 - ii. The tenderer must have the relevant certificates and / or authorizations legally required in Belgium enabling him to carry out the facility for maintenance and renovation services.
2. The team proposed to implement the contract shall possess:
 - i. The manager, quality controller and the liaison officer who will be the interlocutor with SESAR must have at least 3 years of relevant experience;
 - ii. Team members should have relevant work experience in related services in business environment;
 - iii. Sufficient dedicated agents (at least 2) enabling timely service provision to the SJU with at least relevant experience in relevant services;
 - iv. All team members should have good oral command of the French and basic oral command of English language

Lot 3

1. The Tenderer shall have:
 - i. Necessary professional capacity.
 - ii. The tenderer must have the relevant certificates and / or authorizations legally required in Belgium enabling him to carry out the cleaning services.
2. The team proposed to implement the contract shall possess:
 - i. The administrative manager and on-site team leader who will be the interlocutor with SESAR must have at least 3 years of relevant experience;
 - ii. Team members should have relevant work experience in related works/services in business environment;
 - iii. Sufficient dedicated agents enabling timely service provision to the SJU with relevant experience in carpet removal and flooring placement services;
 - iv. All team members should have good oral command of the French and basic oral command of English language

4.3.3.2 Evidence to be provided:

Lot 1

1. For the tenderer:

- ii. Brief presentation of the tenderer containing a detailed description of the structure, explaining the suitability of the tenderer's organisation set up to perform the activities under the contract;
 - iii. Relevant authorisations to perform cleaning services as required in the terms of reference;
 - iv. Three examples of the provision of similar services (during the last three years), specifying the dates of the implementation of these activities, their amount and their recipient, within Europe and/or for an international organisation and/or an European institution, public or private;
 - v. Three references from customers of the tenderer;
 - vi. A proposed schedule paying special attention to provision 2.3.2.1 and 2.3.2.2, for the daily and weekly activities, categorised by general and specific services and their proposed times;
 - vii. A proposed schedule paying special attention to provision 2.3.2.3, for the quarterly, bi-annually and yearly activities, categorised as special services and their proposed times;
 - viii. The certificate of visit of the premises of the SJU given during the mandatory visit organized by the SJU;
 - ix. A list of the recurrent cleaning equipment and supplies including the regularity method and estimated content of each delivery
2. For the team members:
- iv. Detailed CVs (only) of all the persons who will be responsible for carrying out the tasks through an EU CV format indicating all relevant educational and professional qualifications, work experience and linguistic levels;

Lot 2:

1. For the tenderer:
- i. Brief presentation of the tenderer containing a detailed description of the structure, explaining the suitability of the tenderer's organisation set up to perform the activities under the contract;
 - ii. Relevant authorisations to perform facility maintenance and renovation services as required in the terms of reference;
 - iii. Three examples of the provision of similar services (during the last three years), specifying the dates of the implementation of these activities, their amount and their recipient, within Europe and/or for an international organisation and/or an European institution, public or private;
 - iv. Three references from customers of the tenderer;

- v. A proposed schedule that includes at least 5 examples of works as listed in Section 2.3.3 with estimated solution times. The proposed schedule should also include categorisation of works that the Tenderer believes should take place during working hours and works that should take place outside working hours;
 - vi. The certificate of visit of the premises of the SJU given during the mandatory visit organized by the SJU;
2. For the team members:
- i. Detailed CV of the manager who will be responsible for carrying out the tasks through an EU CV format indicating all relevant educational and professional qualifications, work experience and linguistic levels;

Lot 3:

1. For the tenderer:
- i. Brief presentation of the tenderer containing a detailed description of the structure, explaining the suitability of the tenderer's organisation set up to perform the activities under the contract;
 - ii. Relevant authorisations to perform similar services as required in the terms of reference;
 - iii. Three examples of the provision of similar services (during the last three years), specifying the dates of the implementation of these activities, their amount and their recipient, within Europe and/or for an international organisation and/or an European institution, public or private;
 - iv. Three references from customers of the tenderer;
 - v. A proposed schedule paying special attention to provision 2.3.1 (iii) and 2.3.3. The schedule should specify the delivery dates by zone taking into account the "type" of office occupation;
 - vi. The certificate of visit of the premises of the SJU given during the mandatory visit organized by the SJU;
 - vii. A list of the materials, raw materials equipment and supplies
3. For the team members:
- i. Detailed CVs (only) of the administrative manager and on-site team leader who will be responsible for carrying out the tasks through an EU CV format indicating all relevant educational and professional qualifications, work experience and linguistic levels;

4.4 Minimum requirements

The evaluation committee will check the technical tender form for compliance with the minimum requirements set out in the technical specifications.

Any tender which departs from the requirements set out in the tender specifications or which fails to meet all those requirements may be rejected on the grounds of non-compliance with the tender specifications and will not be evaluated.

The tender shall also be in compliance with applicable environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour law conventions listed in Annex X to the Directive 2014/24 EU. The tenderer will declare in the Declaration on Honour on Exclusion Criteria and Selection criteria (Annex 3) being compliant with these requirements.

All compliant tenders will be evaluated according to the award method described below.

4.5 Assessment in the light of award criteria

The Contract will be awarded on the basis of the economically most advantageous tender as detailed in the subsequent sections.

The quality of the offer will be evaluated in accordance with the award criteria and the associated weighting detailed in the table below.

The tender must reach a minimum score of 50% or more per award criterion and 60 points or more globally in order to be admitted to the financial evaluation. The tenders with lower scores will be considered non-suitable and therefore excluded.

NB: Tenders presenting a mere repetition of the tender specifications or source documentation will be scored below the minimum required.

Lot 1: Cleaning Services

| Award Criteria | | Maximum available |
|--|------|-------------------|
| Organisational aspects: | | 40 |
| - Quality and effectiveness of proposed schedule for general tasks; | - 30 | |
| - Quality and effectiveness of proposed schedule for specific tasks; | | |
| - Quality and effectiveness of proposed schedule for special tasks | | |
| - Quality of follow-up services proposed | - 10 | |
| Quality and relevance of the Methodology: | | 45 |
| - Efficiency of the methodology proposed to meet SJU requirements; | - 25 | |
| - Balance of profiles and breakdown of tasks. | | |

| | | |
|--|------|------------|
| - Consistency of the follow-up on quality and liaison services at the request of the SJU | - 10 | |
| - Quality and efficiency of the organization of the delivery of supplies and other materials (Including the regularity method and estimated content of each delivery) - Quality of the proposed supply list identifying the minimum required products and equipment - Respect for the green requirements (environmentally friendly products and procedures ¹⁰) | - 10 | |
| Quality assurance of contract management: - Continuity of services - Timely response and delivery - Quality of services | | 15 |
| Score Award Criteria | | 100 |

Lot 2: Facility Services for Maintenance and Renovation

| Award Criteria | | Maximum available |
|--|------|-------------------|
| Organisational aspects: | | 50 |
| - Quality and effectiveness of proposed schedule for Facility Services for Maintenance and Renovation including examples with estimated time solutions and work categorisation | - 40 | |
| - Quality of follow-up services proposed | - 10 | |
| Quality and relevance of the Methodology: | | 30 |
| - Efficiency of the methodology proposed to meet SJU requirements; | - 20 | |
| - Balance of profiles and breakdown of tasks; | | |
| - Consistency of the proposed follow-up on quality and liaison services upon request of the SJU | - 10 | |

¹⁰ Beyond the core criteria identified above within the Selection criteria.

| | |
|--|------------|
| Quality assurance of contract management: <ul style="list-style-type: none"> - Continuity of services - Timely response and delivery - Quality of services | 20 |
| Score Award Criteria | 100 |

Lot 3: Replacement and installation of flooring

| Award Criteria | Maximum available |
|---|-------------------|
| <ul style="list-style-type: none"> - Quality of the proposed supplies in terms of: <ul style="list-style-type: none"> a. Level of resistance; b. Maintenance (cleaning and partial replacement); c. Acoustic isolation; and d. Aesthetics | 40 |
| <ul style="list-style-type: none"> - Organisational aspects: Quality, effectiveness and relevance of the provisional timetable for preparation, general organization of the site, delivery of supplies and related services. | 30 |
| Quality and relevance of the Methodology: <ul style="list-style-type: none"> - Efficiency of the methodology proposed to meet SJU requirements; - Environmental impact, Eco-labelling. | 10 |
| Quality assurance of contract management: <ul style="list-style-type: none"> - Continuity of services - Timely response and delivery - Quality of services - Duration of warranty - After-sale service and technical assistance | 20 |
| Score Award Criteria | 100 |

4.6 Financial evaluation and recommendation for award

The price that will be taken into account for the financial evaluation and the award of the Contract, is the “Total Price” (resp. “Average Price” for Lot 2) proposed by the tenderer in the financial offer as indicated in the Invitation to tender ref. SJU/LC/0139-CFT.

All tenders must contain a separate financial offer following the template attached to the tender specifications in Annexe II and in line with the requirements detailed in section 2 above.

The formula that will be used to rank the tenders incorporates the following elements:

Lot 1

Quality (60%)

- the score of the award criteria of the tender
- the highest score of the award criteria among acceptable tenders

Price (40%)

- the ‘Total Price’ of the tender
- the ‘Total Price’ of the lowest priced acceptable tender

The ranking of the tenders, for the award of the contract, will be established by using the formula below.

Score tender Y =

$$\left[\left(\frac{\text{Score of the award criteria of tender Y}}{\text{highest score of the award criteria among acceptable tenders}} \times 60\% \right) + \left(\frac{\text{‘Total Price’ of the lowest priced acceptable tender}}{\text{‘Total Price’ of tender Y}} \times 40\% \right) \right] * 100$$

Lot 2

Quality (60%)

- the score of the award criteria of the tender
- the highest score of the award criteria among acceptable tenders

Price (40%)

- the ‘Average Price’ of the tender
- the ‘Average Price’ of the lowest priced acceptable tender

The ranking of the tenders, for the award of the contract, will be established by using the formula below.

Score tender Y =

$$[(\text{Score of the award criteria of tender Y} / \text{highest score of the award criteria among acceptable tenders}) \times 60\%] + (\text{'Average Price' of the lowest priced acceptable tender} / \text{'Average Price' of tender Y}) \times 40\%] * 100$$

Lot 3

Quality (70%)

- the score of the award criteria of the tender
- the highest score of the award criteria among acceptable tenders

Price (30%)

- the 'Total Price' of the tender
- the 'Total Price' of the lowest priced acceptable tender

The ranking of the tenders, for the award of the contract, will be established by using the formula below.

Score tender Y =

$$[(\text{Score of the award criteria of tender Y} / \text{highest score of the award criteria among acceptable tenders}) \times 70\%] + (\text{'Total Price' of the lowest priced acceptable tender} / \text{'Total Price' of tender Y}) \times 30\%] * 100$$

5 Annexes

- ANNEX I – Declaration on honour on exclusion criteria and selection criteria
- ANNEX II - Public Holidays 2018
- ANNEX III - SJU's 4th & 5th Floor Plans
- ANNEX IV - Draft Contracts
- ANNEX V - Financial Proposals
- ANNEX VI - Mandate Consortium Coordinator

ANNEXE I – Declaration on honour on exclusion criteria and selection criteria

Available in a separate word document

ANNEXE VI

MANDATE CONSORTIUM COORDINATOR

I, the undersigned, [forename and surname of the legal representative of the consortium member signing this mandate], representing, [full official name of the consortium member] [ACRONYM] [official legal status or form]¹¹ [official registration No]¹² [full official address] [VAT number],

hereinafter referred to as "the consortium member", for the purposes of the signature and the implementation of the contract resulting of call for tender ref. SJU/LC/0095-CFT with the SESAR Joint Undertaking (hereinafter referred to as "the contract") hereby:

1. Mandate

[full official name of the coordinator] [ACRONYM] [official legal status or form] [official registration No]¹³ [full official address] [VAT number],

represented by [forename, surname and function of the legal representative of the coordinator] (hereinafter referred to as "the coordinator")

to submit a tender and sign in my name and on my behalf the contract and its possible subsequent amendments with the SESAR Joint Undertaking.

2. Mandate the coordinator to act on behalf of the consortium member in compliance with the contract.

I hereby confirm that the consortium member accepts all terms and conditions of the contract and, in particular, all provisions affecting the coordinator and the other consortium members. In particular, I acknowledge that, by virtue of this mandate, the coordinator alone is entitled to receive payments from the SESAR Joint Undertaking and distribute the amounts corresponding to the consortium member's participation in the contract.

I hereby confirm that the consortium member will place the resources necessary for performance of the contract and will do everything in its power to help the coordinator fulfil its obligations under the contract, and in particular, to provide to the coordinator, on its request, whatever documents or information may be required.

I hereby declare that the consortium member agrees that the provisions of the contract, including this mandate, shall take precedence over any other agreement between the consortium member and the coordinator which may have an effect on the implementation of the contract.

This mandate shall be annexed to the contract as part of the tender, in case of award of contract to the consortium, and shall form an integral part thereof.

SIGNATURE

[forename, surname, function of the legal representative of the mandating consortium member] [signature]

Done at [place], [date]

In duplicate in English

founding members



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