



European Centre for the Development  
of Vocational Training

Thessaloniki, 29/10/2008  
RS/PRO/2008/1192

## OPEN INVITATION TO TENDER

AO/RES/SAN/Network Equipment/027/08

### ‘Acquisition of Network Equipment and Associated Services’

Dear Sir/Madam,

We thank you for the interest you have shown in this tender.

The purpose of this tender and additional information necessary to present a tender can be found in the attached Tendering Specifications. You should note however the following important points concerning the submission of a tender and its implications.

1. Tenders should be submitted **preferably** in English, or in one of the official languages of the European Union (see point IV.3.6 of the contract notice).
2. Tenders may be submitted **exclusively in one of the following ways:**
  - (a) **by post** to be dispatched not later than **01/12/2008**, in which case the evidence shall be constituted by the date of dispatch, the postmark or the date of the deposit slip, to the following address:

**European Centre for the Development of Vocational Training (Cedefop),  
Procurement Service  
Attention of Mr G. Paraskevaïdis  
PO Box 22 427  
GR – 55102 Thessaloniki  
Greece**

**Important:**

***Tenderers shall inform Cedefop by e-mail ([c4t-services@cedefop.europa.eu](mailto:c4t-services@cedefop.europa.eu)) or fax (+30 2310 490028)***

- ✓ ***that they have submitted an offer in time, and***
- ✓ ***that they request Cedefop to confirm receipt of the e-mail or fax.***

***Do not attach your offer (or any summary thereof) to the confirmation e-mail or fax.***

Or

(b1) by courier service to be dispatched not later than **01/12/2008**, in which case the evidence shall be constituted by the date of dispatch, or the date of the deposit slip,

or

(b2) delivered by hand not later than **17h00** on **01/12/2008**, in which case a receipt must be obtained as proof of submission, signed and dated by the official in the above mentioned Service who took delivery,

to the following address:

**European Centre for the Development of Vocational Training (Cedefop),  
Procurement Service  
Attention of Mr G. Paraskevaïdis  
Europe 123,  
GR-57001 Thessaloniki-Pylea  
Greece  
Tel: +30 2310 490111 / 490 064**

Please note that Cedefop is open from 09h00 to 17h00, Monday to Friday. It is closed on Saturday, Sunday and Cedefop holidays.

3. Tenders must be submitted strictly adhering to the following:

Tenders must be submitted in a sealed envelope, itself enclosed within a second sealed envelope. If self-adhesive envelopes are used, they must be sealed with adhesive tape and the sender must sign across this tape.

The **outer envelope**, addressed simply to Cedefop (address depending on the means of submission, see point 2 above), should only bear additionally **the name and address** of the sender.

The **inner envelope**, addressed to the Procurement Service as indicated under point 2 above, must bear a self-adhesive label with the indication **“Open Invitation to tender – Not to be opened by the internal mail service”** and all the necessary information, as shown below:

<p style="text-align: center;"><b>OPEN INVITATION TO TENDER</b></p> <p style="text-align: center;"><b>CEDEFOP No: AO/RES/SAN/Network Equipment/027/08</b></p> <p style="text-align: center;"><b>‘Acquisition of Network Equipment and Associated Services’</b></p> <p style="text-align: center;"><i>Name of tenderer: .....</i></p> <p style="text-align: center;"><b>NOT TO BE OPENED BY THE INTERNAL MAIL SERVICE</b></p>
--

The inner envelope must also contain three sealed envelopes, namely, Envelope A – “Supporting Documents”, Envelope B – “Technical Proposal” and Envelope C – “Financial Proposal”. The content of each of these three envelopes is described in **point 6** of the attached tendering specifications.

4. Tenderers must ensure that their tenders are signed by an authorised representative and that tenders are legible so that there can be no doubt as to words and figures.
5. Submission of a tender implies acceptance of all the terms and conditions set out in this invitation to tender, in the specifications and in the draft contract and, where appropriate, waiver of the tenderer's own general or specific terms and conditions. It is binding on the tenderer to whom the contract is awarded for the duration of the contract.
6. The opening of tenders will take place at Cedefop on **10.12.2008, 11h00** (local time). Each tenderer may be represented at the opening of tenders by one person. The name of the person attending the opening must be notified in writing by fax (Fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu) at least two working days prior to the opening session.
7. Contacts between the contracting authority (Cedefop) and tenderers are prohibited throughout the procedure save in exceptional circumstances and under the following conditions only:

Before the final date for submission of tenders:

- At the request of the tenderer, the Cedefop Procurement Service may provide additional information solely for the purpose of clarifying the tendering documents. Any request for additional information must be made in writing by fax (fax No +30 2310 490 028) or by e-mail (C4T-services@cedefop.europa.eu).

**Requests for additional information/ clarification should be received by 21/11/2008. No such requests will be processed after that date.**

- The contracting authority may, on its own initiative, inform interested parties of any error, inaccuracy, omission or any other clerical error in the text of the call for tender.

**Any additional information, including that referred to above, will be published on Cedefop's website. Please ensure that you visit regularly the site for updates.**

After the opening of tenders:

- If clarification is required or if obvious clerical errors in the tender need to be corrected, the contracting authority may contact the tenderer provided the terms of the tender are not modified as a result.
8. All costs incurred in preparing and submitting tenders are borne by the tenderers and cannot be reimbursed.
  9. This invitation to tender is in no way binding on Cedefop. Cedefop's contractual obligation commences only upon signature of the contract with the successful tenderer.

Up to the point of signature, the contracting authority may either abandon the procurement or cancel the award procedure, without the candidates or tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or tenderers notified.

10. Tenderers are informed that for the purposes of safeguarding the financial interests of the Communities, their personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel and/or to the European Anti-Fraud Office (OLAF).

Data of economic operators which are in one of the situations referred to in Articles 93, 94, 96(1)(b) and 96(2)(a) of the general Financial Regulation may be included in a central database and communicated to the designated persons of the Commission, other institutions, agencies, authorities and bodies mentioned in Article 95(1) and (2) of the same Regulation. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered into the database has the right to be informed of the data concerning it, upon request to Cedefop's Head of Finance and Procurement.

11. Evaluating your tender, and your possible subsequent replies to questions, in accordance with the specifications of the invitation to tender will involve the recording and processing of personal data (such as your name, address and CV). Such required personal data will be processed by Cedefop's Finance & Procurement Service solely for that purpose and pursuant to Regulation (EC) No 45/2001 on the protection of individuals with regard to the processing of personal data by the Community institutions and bodies and on the free movement of such data. You are entitled to obtain access to your personal data on request and to rectify any such data that is inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Head of Finance & Procurement Service. You have the right of recourse at any time to the European Data Protection Supervisor for matters relating to the processing of your personal data.
12. All tenderers will be informed in writing of the results of this tender procedure.

Yours sincerely,

signed G. Paraskevidis  
Head of Finance and Procurement

Attached: Tendering Specifications

# **OPEN INVITATION TO TENDER**

**Cedefop No: AO/RES/SAN/Network Equipment/027/08**

**‘Acquisition of Network Equipment and Associated Services’**

## **Tendering Specifications**

## Table of contents

INTRODUCTION TO CEDEFOP .....	3
1. OVERVIEW OF THIS TENDER.....	4
1.1. Description and type of the contract .....	4
1.2. Place of delivery or performance .....	4
1.3. Division into lots.....	4
1.4. Variants4	
1.5. Value or quantity of purchase .....	4
1.6. Validity of tenders.....	5
1.7. Duration of the contract .....	5
1.8. Main terms of financing and payment .....	5
2. TECHNICAL SPECIFICATIONS .....	5
2.1. General Purpose .....	5
2.2. Background Information and existing network infrastructure.....	6
2.3. Technical Overview .....	9
2.4. Deliverables of the Call for Tender .....	10
2.4.1. <b>Network equipment</b> .....	10
2.4.2. <b>Associated Services</b> .....	12
2.5. Delivery time .....	13
3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER.....	14
3.1. Exclusion criteria .....	14
3.2. Selection criteria .....	14
3.3. Legal Position .....	16
4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION TO THIS TENDER.....	16
4.1. Participation of consortia .....	16
4.2. Subcontracting/Subcontractor.....	16
5. AWARD OF THE CONTRACT .....	17
5.1. Technical Evaluation .....	17
5.2. Technical proposal .....	18
5.3. Financial evaluation.....	20
5.4. Financial proposal.....	20
6. INFORMATION ON PRESENTATION AND CONTENT OF TENDER .....	21
6.1. Envelope A – Supporting documents .....	21
6.2. Envelope B – Technical proposal .....	21
6.3. Envelope C – Financial proposal .....	21
ANNEX A - FINANCIAL OFFER FORM .....	22
ANNEX B - TECHNICAL QUESTIONNAIRE .....	25
ANNEX C - CONTRACT NOTICE .....	31
ANNEX D - DRAFT CONTRACT .....	32
ANNEX E - DECLARATION OF HONOUR .....	33
ANNEX F - LEGAL ENTITY FORM .....	35
ANNEX G - FINANCIAL IDENTIFICATION FORM.....	36
ANNEX H – SELECTION CRITERIA FORM .....	37
ANNEX I - CHECK LIST OF MANDATORY DOCUMENTS .....	38
ANNEX J - CEDEFOP’S ICT PROFILE.....	39

## **INTRODUCTION TO CEDEFOP**

The European Centre for the Development of Vocational Training (Cedefop) is an agency of the European Union. Created in 1975 with a tripartite Governing Board, it provides services for the European Commission, the European Union Member States and the social partners as well as for the associated countries of Norway and Iceland. The candidate countries are also associated with its activities.

As the European Union's reference centre for vocational education and training, Cedefop provides policymakers, researchers and practitioners with information to promote a clearer understanding of developments and so enable them to take informed decisions on future action. Cedefop assists the European Commission in encouraging, at Community level, the promotion and development of vocational education and training.

The main tasks of Cedefop as defined in its founding Regulation are to:

- compile selected documentation and analysis of data;
- contribute to the development and coordination of research;
- exploit and disseminate useful information;
- encourage and support a concerted approach to vocational training development issues;
- provide a forum for a wide and diverse audience.

Cedefop's medium-term priorities for 2008-11 concentrate on the priorities set out in the Maastricht communiqué, which has been agreed by 32 countries, the European Commission and the European social partners:

1. 'promoting the image and attractiveness of the vocational route for employers and individuals to increase participation in VET;
2. achieving high levels of quality and innovation in VET systems to benefit all learners and make European VET globally competitive;
3. linking VET with the knowledge economy's requirements for a highly skilled workforce and especially, because of the strong impact of demographic change, the upgrading and competence development of older workers;
4. addressing the needs of the low-skilled (about 75 million people aged between 25 and 64 in the EU) and disadvantaged groups so as to achieve social cohesion and increase labour market participation.'

More information about Cedefop can be found on its website:  
<http://www.cedefop.europa.eu>

## **1. OVERVIEW OF THIS TENDER**

### **1.1. Description and type of the contract**

- a) Title of the contract is: “Acquisition of Network Equipment and Associated Services”.
- b) The type of contract is a Framework Supply Contract.
- c) The specifications and requirements in this document constitute a call for tender for the acquisition of Network Equipment and associated services (installation, migration, configuration, warranty, maintenance, etc) in the context of a framework contract signed between the successful tenderer and Cedefop.
- d) Orders will be placed by means of Order Forms. Order Forms will be issued throughout the validity of the contract. Their number will depend on the needs and the budget situation of Cedefop.

NB: Signature of the Contract does not put Cedefop under any obligation whatsoever to place orders.

### **1.2. Place of delivery or performance**

The described items and all associated maintenance services must be delivered to Cedefop premises, Europe 123, Pylea, Thessaloniki.

### **1.3. Division into lots**

This invitation to tender **is not** divided into lots.

### **1.4. Variants**

Tenderers **may not** offer variant solutions to what is requested in the tendering specifications.

### **1.5. Value or quantity of purchase**

It is not possible for Cedefop to commit itself at the current stage. It is however expected that in the four coming years and during this framework contract, Cedefop will acquire network equipment that includes central core switches, access switches and wireless access points for its needs. Cedefop will also acquire configuration, installation, migration, optimization, maintenance and related services for the new network equipment infrastructure.

The total value of the required products and services described hereafter is not expected to exceed an upper limit of **500.000,00 EUR** over a **4 year period**.

The sum of Order Forms to be issued during the period (see 1.1.d above) may not however reach that maximum amount; Cedefop will only be bound by the amounts effectively entered in the successive Order Forms.

## **1.6. Validity of tenders**

Tenderers must maintain the validity of their tender for at least **6 months** following the tender submission date i.e. **until 01.06.2009**.

## **1.7. Duration of the contract**

The framework contract shall enter into force on the date of signature of the last contracting party, shall be valid for a period of 1 year and may be automatically renewed up to three (3) times, each for an additional period of one (1) year, covering a total acquisition period of four (4) years (1+1+1+1).

## **1.8. Main terms of financing and payment**

Payments will be made within 30 days of submission of invoices and at the conditions set out in the draft contract.

## **2. TECHNICAL SPECIFICATIONS**

### **2.1. General Purpose**

Cedefop wishes to acquire Network Equipment in order to upgrade the existing infrastructure so as to increase systems efficiency and speed, simplify its network structure, and guarantee its availability. Moreover, Cedefop wishes to implement a new network configuration for the main network components (Central Core switches, access switches). These components constitute today a SPOF (Single Point of Failure) regarding the overall network availability, meaning that a potential failure will make Cedefop unreachable halting incoming and outgoing traffic.

The objective of this call for tender is to acquire network equipment so as to:

- (a) Eliminate the existing network SPOF by building a new RAS (Reliability Availability Serviceability) network based on a fully redundant configuration of Central Core switches so that the overall network should be resilient and reliable, able to respond to failures and undergo maintenance without shutting it down entirely.
- (b) Upgrade the existing network infrastructure (backbone, end user switches) so as to provide 100% 1Gbps network services to the end user and fault tolerant 10GB between the Central Core Switches and the access switches of each location (floor).
- (c) Expand the existing pilot wireless network in the premises by installing the required wireless access points.

Analytically Cedefop is looking to acquire the following

- (1) Network equipment components (See section § 2.4.1):
  - (a) Central Core Switches

- (b) Access Switches
  - (c) Wireless Access Points
- (2) Associated services covering (See section § 2.4.2):
- (a) Warranty and maintenance of the proposed equipment
  - (b) Other associated services including installation, configuration, migration, wiring installation, rewiring of patch panels and network closets to the existing infrastructure and optimization of all network equipment that will be acquired under this framework contract.

In general, the Contractor shall be responsible for the interoperability of the existing and the equipment that will be purchased throughout the Framework Contract.

## **2.2. Background Information and existing network infrastructure**

The network infrastructure of Cedefop consists of one main router (CISCO 7204), one core Gigabit switch (CISCO 5505) and several distribution and access switches (CISCO 2950, 2970, 2924, 3524) that share the traffic to the various levels of Cedefop premises. Cedefop also has an installed firewall between the router and the core switch described above.

The contractor should also note that Cedefop uses an inter-autonomous system routing protocol for supporting Classless Inter-Domain Routing (CIDR, <http://www.rfc-archive.org/getrfc.php?rfc=4632>) (*Border Gateway Protocol (BGP) version 4*). Thus the tenderer should take into account and include in the proposed configuration the necessary memory that will allow the FIRT (Full Internet Routing Table) information to be always stored in the Cedefop networking equipment. Cedefop maintains two connections to the Internet (E-line Metro Ethernet of 20 Mbps being the primary connection and a Wi-Fi connection of 1 Mbps for backup and resilience).

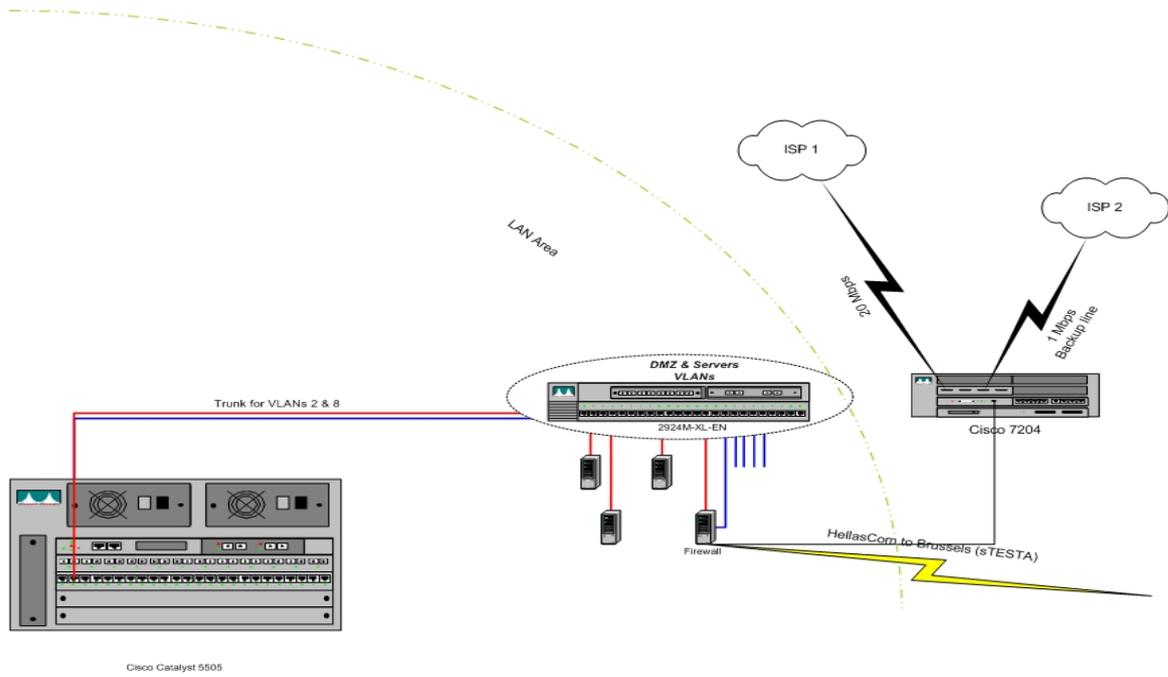
The contractor should also take into account that presently Cedefop uses TCP-IP ipv4 and it is allocated two public class C networks. The addresses of these networks are utilised for the configuration of all the components of its network. Additionally, Cedefop uses private IP space for the configuration of internal devices and their operation and management.

Finally the contractor should take into account that the existing infrastructure includes several VLANs and a VPN with a branch office in Brussels. The building of Cedefop is interconnected with Fibre-Optic cables, all of which connect all the floors with the 2<sup>nd</sup> floor where the Computer Room is located. Further information can be provided by Cedefop ICTF staff upon request to be made exclusively in accordance with point 7, 1<sup>st</sup> bullet of the Invitation to Tender.

The Figure 1 below shows a diagram of the Cedefop WAN connections

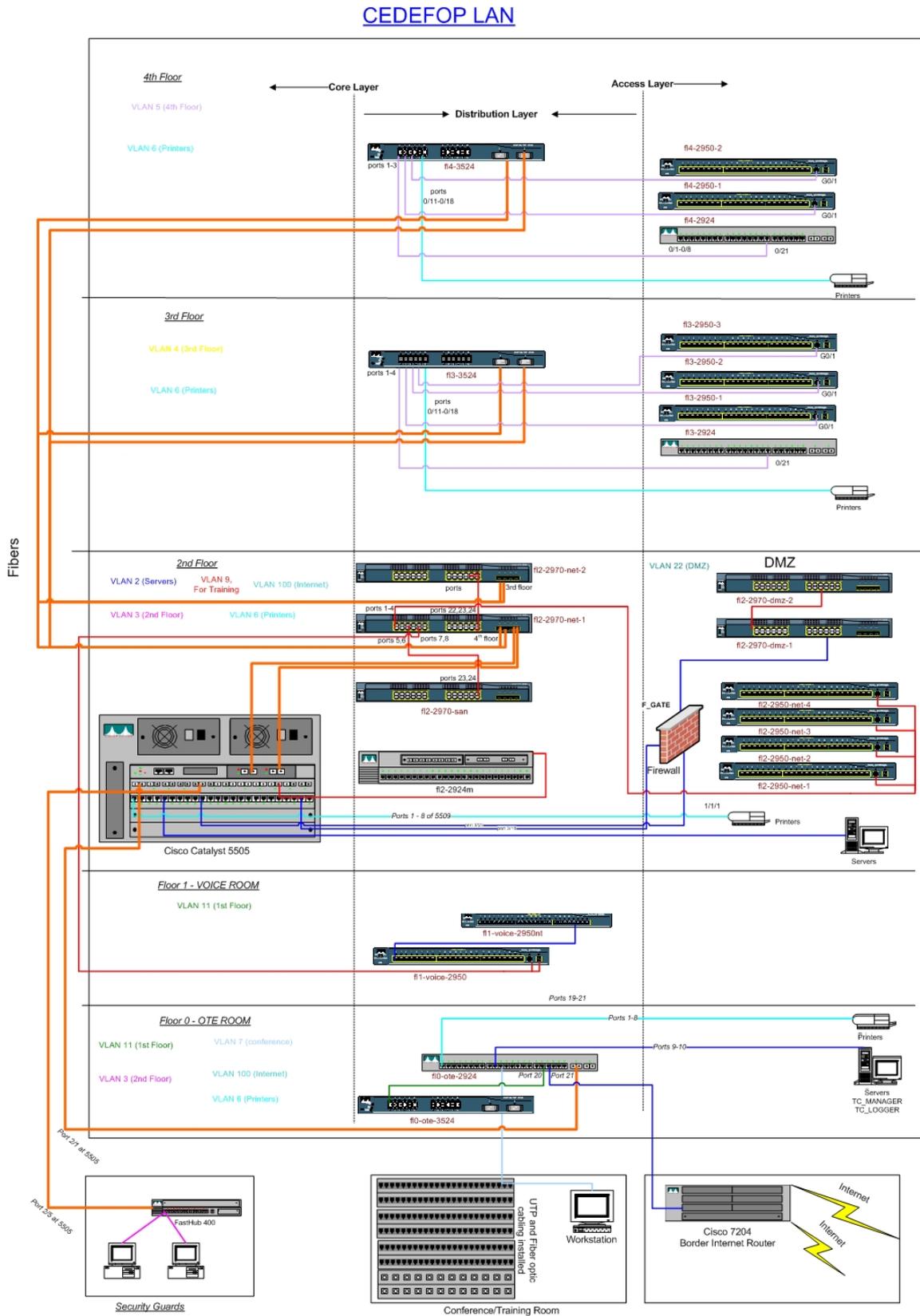
Figure 1

CEDEFOP WAN



The diagram that best describes the existing network structure is provided below (Figure 2).

Figure 2



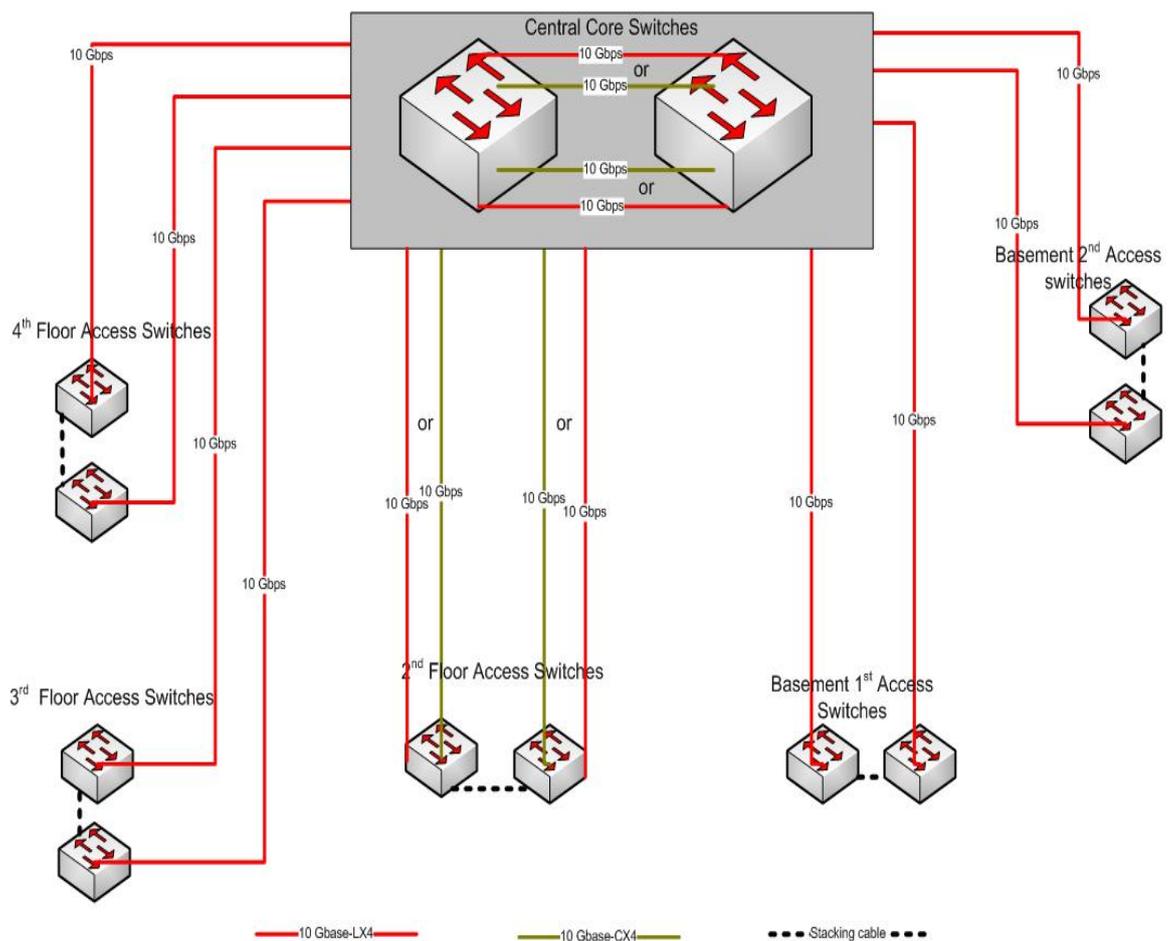
Finally, Cedefop is currently using Cisco Aironet 1200 wireless access points in order to deliver wireless network services to the staff and visitors in the cafeteria, conference rooms and lobby of the ground building level.

Cedefop wishes to expand the pilot wireless network availability into the premises by installing the required number of wireless access points where necessary.

### 2.3. Technical Overview

The purpose of this call is to acquire network equipment in order to upgrade the existing infrastructure in terms of throughput and capabilities. Moreover the network should be redundant and it should provide no Single Point of Failure at its switching system. A schematic **logical** diagram that could be considered to allow full redundancy of the network components is presented below (Figure 3).

Figure 3



## 2.4. Deliverables of the Call for Tender

### 2.4.1. Network equipment

The network equipment that should be supplied through the contract resulting from this tendering procedure is as follows:

#### (1) The Central Core Switches should consist of:

- (a) A set of high availability redundant hardware units (chassis), CPU, modules, and links, and redundant protocols, gateway redundancy protocol, and routing,
- (b) Redundant and Load sharing power supplies,
- (c) At least eight (8) expansion slots, seven (7) of which will be available for network expansion modules,
- (d) A configuration that will allow them to function as one unit, allowing the clustering of two physical chassis into a single logical managed entity. It is managed using a single point of management, and it has a single configuration file for the set of the units. It shall represent an active-active cluster with full layer 2 capacity active in both chassis main units at all times,
- (e) A combined switch configuration that shall be capable for Multiple chassis EtherChannel and should be able to create simple loop free topologies, eliminating any dependency on the Spanning Tree Protocol,
- (f) At least one asynchronous out of band management port (Configuration and Management) through a local terminal (console) and one Ethernet management port, where access should be password protected.

#### **The Central Core Switches should bear the following characteristics and capabilities:**

- (g) All of the Central Core Switches components should be modular including the main processors unit, the power supplies, the Ethernet ports, the cooling fans etc.,
- (h) Each one of the two physically separate Central Core Switches units should be connected with the floor access switches with 10 GB fiber connections. The access switch on the same floor as the Central Core Switches shall be connected with 10GBASE copper cables,
- (i) Blade Servers (a maximum number of 5 such sets of servers) should also be able to connect to the Central Core Switches using redundant 10 GBASE connections to them,
- (j) Servers shall be connected to the central core switch with redundant connections,

- (k) Policy changes or configuration file changes and any other updates are synchronized between the set of physical switches,
- (l) The Central Core Switches proposed have a single (IP) gateway address and offer full redundancy until its first hop. This shall also eliminate the need for gateway redundancy protocols and their associated overhead,
- (m) The units (chassis) proposed should be 19" Rack mountable,
- (n) A switch member failure shall result in a stateful failover of the two chassis without disruption to applications that rely on network state information,
- (o) All links are forwarding at all times, and loss of one of the uplinks just represents a loss of link in EtherChannel,
- (p) A deterministic below 200ms stateful convergence, resulting in no disruption to application or business.

(2) **The Access Switches** that will connect to the Central Core Switches with a speed of 10GBASE, interconnecting services and users, **should consist of:**

- (a) A set of high availability redundant hardware components, with modular replacement of AC power units and fan tray,
- (b) At least 48 ports per switch of 10/100/1000 GBASE,
- (c) At least one asynchronous out of band management port (Configuration and Management) through a local terminal (console) and one Ethernet management port, where access should be password protected.

**The Access Switches should bear the following characteristics and capabilities:**

- (d) The provision of an external Backup power supply that will allow each unit to be connected with, in an event of power failure,
- (e) The capability of having at least two stacking ports that will be used to perform a redundant stacking link at high speed of at least 64Gbps throughput between the units,
- (f) For reasons of homogeneity, interoperability, and manageability the access switches proposed should be of the same manufacturer as the Central Core Switches.

(3) **The Wireless Access Point** should have the following technical characteristics:

- (a) Use the following radio protocols 802.11a, 802.11b, and 802.11g and allow either single or dual radio configuration,
- (b) Have a Modular Antenna where either an Omni-directional, or directional can be installed,

- (c) Be IEEE 802.11i compliant; WPA2 and WPA certified in order to ensure interoperable security with devices from various manufacturers,
- (d) For reasons of homogeneity, interoperability, and manageability the Access Point devices should be of the same manufacturer as the Central Core Switches.

#### 2.4.2. Associated Services

##### 2.4.2.1. **Warranty and Maintenance**

Tenderers must submit a complete proposal for warranties, maintenance and support services taking into account minimum service level described below covering such services over the guarantee period (proposed by the tenderer).

Minimum Service Level for Warranty and Maintenance Plan:

- (1) The minimum period for the Warranty and maintenance of each device of the network equipment must be four (4) years, and should be given together with the acquisition price of each equipment/component.
- (2) Warranty, maintenance and support must be performed on-site. The manufacturer must also support this warranty given by tenderers. A letter stating so is mandatory.
- (3) Response time for all network equipment (and ancillary components) shall be maximum five (5) days a week for all types of malfunction for all working days.
- (4) Call out period: 9h00 – 17h00.
- (5) Maximum repair time for all network equipment and components under this support package, for all types of malfunction (hardware, firmware etc.), is set to 48 hours. If repair time is extending 48 hours then the equipment must be replaced. The repaired or replaced equipment should be delivered installed and configured as before the malfunction.
- (6) Provision of assistance in case of a hardware failure / repair the support personnel should (if requested) in order to bring the repaired system to an operational state.
- (7) Notification for new firmware and firmware availability and information about criticality of the update.
- (8) Regular preventive maintenance (every 6 months obligatory and each time firmware updates are considered critical) including equipment health check, cable management, firmware upgrades, etc.
- (9) Provision of a single point of contact for "hot-line" support to resolve urgent problems and System (Hardware and/or Software) failures.

The services offered should be described in details and analysed. An action procedure for the help desk should also be included, e.g. a description on how the tenderer will respond to a service call and the procedure and logistics following it etc.

#### 2.4.2.2. Ancillary Services

In addition to maintenance, the contractor shall provide upon request the following **additional services** in connection with the acquired Network equipment:

- Installation and migration of the network equipment which should be performed ensuring minimum downtime for the network (after working hours, or weekends or holidays).
- Configuration of the network equipment in order to be in conformity with the network requirements and interoperable with the existing network infrastructure.
- If necessary, a new private TCP - IP addressing scheme in the internal network configuration could be proposed / used for covering the needs of the new infrastructure. In such case the new configuration of Network Address Translation will also be necessary to be included in the offer for this project.
- Optimization of the network infrastructure to ensure simplicity and the highest efficiency.
- Training of the new functionalities of the proposed networking equipment to the relevant IT Staff.
- Installation and termination of copper and fibre connections between the locations in the premises of Cedefop (50m, 100m, 150m length).
- Reconfiguration (house-keeping) of network distribution closets by rearranging the patch cords according to the instructions and needs of Cedefop.

#### 2.5. Delivery time

As delivery time we define the intermediate time between the signature of an order form and the date that the network equipment(s) are delivered and installed in Cedefop premises.

The contractor is obliged to execute each single order form (delivery and installation included) within thirty (30) working days.

### **3. SPECIFIC INFORMATION CONCERNING PARTICIPATION TO THIS TENDER**

Tenderers must meet the exclusion and selection criteria and have the legal position to allow them to participate in this tendering procedure.

#### **3.1. Exclusion criteria**

Participation to this tender is only open to tenderers who are in a position to subscribe in full to the declaration on exclusion criteria and absence of conflict of interest in Annex E. Therefore all tenderers, all consortium members (if any) and all subcontractors (if any) shall provide the self-declaration found in Annex E duly signed and dated.

In case of recommendation for contract award the tenderer may be requested to provide the following documentation:

- as satisfactory evidence that the tenderer is not in one of the situations described in points a), b) or e) of the declaration, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.

- as satisfactory evidence that the tenderer is not in the situation described in point d) of the declaration, a recent certificate issued by the competent authority of the State concerned. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

Cedefop reserves the right to check the situations described in points c) and f) of the declaration.

#### **3.2. Selection criteria**

The tenderer must submit evidence of their economic, financial, technical and professional capacity to perform the contract.

##### **Economic & Financial capacity**

The tenderer must be in a stable financial position and have the economic and financial capacity to perform the contract. The minimum annual turnover of the tenderer (in case of consortium will be taken as a whole) for the past 3 years shall be at least 450,000 €.

Proof of economic and financial capacity may in particular be furnished **by one or more** of the following documents:

- Balance sheets or extracts from balance sheets for at least the last three (3) 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 the published version must be included; otherwise such documents must be certified by the company's chartered accountant);
- A statement of annual overall turnover and annual turnover concerning the network equipment and the respective services covered by this call for tenders of at least 450,000 € during each of the last three financial years, which will be verified with the information provided in Annex J.

### **Technical and professional capacity**

Tenderers are required to prove that they have sufficient technical and professional capacity to perform the contract (i.e to supply all the equipment described in the Technical Specifications and provide the related services - commissioning, installation, support, warranty, maintenance, etc).

The following documents or information must be presented by the tenderer to prove his technical and professional capacity to perform the proposed contract:

- Document for enrolment in the relevant professional register, as prescribed by the laws of the Member State, where the tenderer is established, is required;
- Detailed company profile, demonstrating the adequate structure and resources (trained and certified technical staff) of the tenderer to supply all equipment described in the Tendering Specifications and to perform services, similar to those described in this call for tenders;
- Relevant valid certification of the quality management system of the tenderer (ISO 9001:2000 or equivalent);
- List of at least 3 contracts performed in the past three (3) years similar to the scope, size and nature as those required in this call for tenders, describing the subjects, the amounts, the dates; the percentage performed by the tenderer, and the consignees (Annex H);
- List of established service center(s)/ point(s) in Greece, authorized by the manufacturer(s) of the offered equipment, for the warranty maintenance of all items tendered;
- Assurance that all offered network equipment is included in the manufacturers' current product list and will be technically supported for the next five (5) years;
- The CV of the network engineer that will be proposed to implement the installation, configuration, migration and optimisation of the network equipment, indicating the certification accredited by the manufacturer of the proposed equipments (i.e. for 3Com that would be a 3Com Certified WAN Expert, for Cisco that would be a Cisco Certified

Inter-network Expert, for HP that would be HP Master Accredited Systems Engineer, for Juniper that would be Juniper Networks Certified Internet Expert, etc).

### **3.3. Legal Position**

Tenderers are requested to complete the Legal entity form found in **Annex F** and to provide the documents requested in the form. Tenderers must ensure to include the name and function of the individual(s) entitled to sign on behalf of the organisation in the case of contract award.

## **4. ADDITIONAL INFORMATION CONCERNING PARTICIPATION TO THIS TENDER**

### **4.1. Participation of consortia**

Groupings of suppliers (or consortia), irrespective of their legal form, may submit a tender on condition that it complies with the rules of competition. Such groupings (or consortia) must specify the company or person heading the project and must also submit a copy of the document authorising this company or person to submit a tender.

In addition, each member of the consortium must provide the required evidence for the exclusion and selection criteria. Concerning the selection criteria ‘technical and professional capacity’, the evidence provided by each member of the consortium will be checked to ensure that the consortium as a whole fulfils the criteria.

If awarded, the contract will be signed by the company or the person heading the project who will be vis-à-vis Cedefop, the only contracting party responsible for the performance of this contract. Tenders from consortia of firms or group of service providers, contractors or suppliers, must specify the role, qualifications and experience of each member or group.

### **4.2. Subcontracting/Subcontractor**

Any subcontracting/subcontractor must be approved by Cedefop, either by accepting the bidder’s tender, or, if proposed by the Contractor after contract signature, in writing by an exchange of letters. The subcontracting/subcontractor will be accepted only if it is judged necessary and does not lead to distortion of competition. If awarded, the contract will be signed by the Tenderer, who will be vis-à-vis Cedefop the only contracting party responsible for the performance of this contract.

The tenderer must indicate clearly, which parts of the work will be sub-contracted, and additionally specify the identity of those subcontractors only undertaking more than 10% of the work by value.

All subcontractors must provide the required evidence for the exclusion and selection criteria.

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

## 5. AWARD OF THE CONTRACT

Only the tenders meeting the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price.

A quality-price ratio will be calculated for each tender by dividing the total points for quality (*Total Technical Value*) by the price (*Total Financial Value*).

The contract shall be awarded to the tenderer submitting the tender that offers the best-value-for-money (best Quality-Price ratio).

### 5.1. Technical Evaluation

The following technical award criteria will be applied to this tendering procedure and will be weighted according to the points below:

**Table 1: Technical evaluation**

	Award Criterion	Max. Points
1	<p>Quality of the technical proposal, understanding of the scope and the outcome to be achieved, ability to carry out the work and meet the tendering specifications detailed in § 2.4 and 2.4.2.</p> <p>The detailed solutions, that the tenderers will offer for the issues described in items <b>(1) to (6) in § 5.2</b> of the Tendering Specification, will be scored as follows:</p> <p>For (1) – max. 7 points;            For (2) - max. 7 points;            For (3) - max. 7 points;            For (4) - max. 7 points;            For (5) - max. 6 points;            For (6) - max. 6 points.</p>	40
2	<p>Technical solutions proposed, quality and characteristics of the supplies offered in regards to redundancy, speed etc, <b>(please see and fill-in Annex B - Technical Questionnaire)</b>:</p> <p>- Central Core Switches - max 20 points;            - Access Switches - max 15 points;            - Access Points - max 5 points.</p>	40
3	<p>Allocation of resources:</p> <p>- Project management - max 5 points;            - Work/time planning and scheduling, reporting - max 5 points;            - Quality of the proposed technical staff - max 5 points.</p>	15
4	Modalities for Secure and Easy communication with Cedefop	5
	<b>TOTAL</b>	<b>100</b>

**Attention:** Tenders scoring **less than 65** (of a maximum of 100) points against the technical award criteria, will not be considered acceptable and will therefore not have their financial proposal evaluated.

## 5.2. Technical proposal

The tenderer's technical proposal should consist of a clear and comprehensive response to all requirements **as per the technical specifications in section § 2 above.**

The assessment of the technical quality will be based on the ability of the tenderer to meet the purpose of the contract as described in the tendering specifications.

To this end, the tenderer must submit **a detailed Technical Proposal** where he should outline all matters laid down in the specifications (sections § 2.4 and 2.5, Annex B) and should include:

- methodological information;
- description of technical solutions (tenderers should fill-in the questionnaire in Annex B);
- work planning, scheduling, reporting, technical staff;
- Secure and easy communication with Cedefop.

The level of detail will be very important and it will be assessed during the evaluation of the tender. The Technical Proposal must demonstrate that the Tenderer and his proposed team have the necessary knowledge of Software and Hardware for the selection of the Network supplies and associated services for the successful implementation of the contract. It should also prove that the Tenderer is capable of meeting the tendering specifications, by providing to all the information related to the scope of this project, namely:

- methodology,
- timeline,
- management of the project.

The Technical Proposal should describe also the means provided to the staff for seamless service delivery under all possible situations (except those covered under force majeure conditions). At the same time it should indicate the proposed human resources and time allocated respectively.

The Technical Proposal shall include the number of resources in person-days of the internal Cedefop ICTF staff that will be needed for this project to be successfully completed. This information will be used for planning purposes.

The tenderers should propose an effective way for easy communication with Cedefop (e-mail, ftp, website etc) without posing additional requirements to the Centre. If a remote connection is established it should be secure (encrypted).

The technical proposal should also address in details the following issues:

- (1) Elimination of the SPOF of the Central Core Switch by implementing a clustering of two physical switches into a single logical managed switch. This new set of Central Core Switches shall be able to connect to all five locations (see figure 3) using redundant 10Gbps fibre optic/copper cabling infrastructure.
- (2) The upgrade of the backbone network from 1 Mbps into 10Gbps between the Central Core Switches and all access switches in all locations.
- (3) Simplify the network topology and management by eliminating distribution switches (Figure 2) and replacing them with access switches capable of connecting to the Central Core Switches with at least 10 GBASE fault tolerant (redundant) connections, and providing throughput of at least 1GBASE to the end users.
- (4) Propose equipment that will maximize the available bandwidth in the installed redundant network infrastructure, increase return on investment (ROI) and at the same time reduce additional capital expenditures if additional capacity is required in the future.
- (5) Expand the wireless network availability using additional Access Point devices while maintaining compatibility with existing infrastructure and protecting the existing investment in hardware and knowledge.
- (6) Ensuring full interoperability between the proposed network equipment and the existing infrastructure described under 2.2.

In addition to the above the tenderer must clearly specify which parts of the work will be sub-contracted (if any) and specify the identity of those subcontractors only undertaking more than 10% of the work by value as requested in point 4.2 (second paragraph).

**NB:** All the information and means of proof provided are binding and commit the contractor throughout the duration of the contract.

### 5.3. Financial evaluation

Only tenders scoring **65 points** or more (of a maximum of 100) points against the technical award criteria will have their financial proposal evaluated. The evaluation will be made on the basis of the price offered.

The financial evaluation will be performed based on the prices submitted by the tenderer in the financial grids (Table I and Table II) of **Annex A** “Financial Offer Form”.

### 5.4. Financial proposal

In order to allow for a comparison of the offers, the tenderers are requested to fill-in **Annex A** - Financial Offer Form. The Total price offered in the Financial Proposal will be the sum of the totals of Table I and Table II of the Financial Offer Form (**Annex A**). The offered prices are for the pre-defined scenario reflecting the volume estimates of the Centre for the supply of the network equipment and the related services. The scenario is presented for evaluation purposes only, and actual quantities and percentages may vary during the actual execution of the contract to reflect the development of the business needs.

For ease of the simulation, the scenario is designed on the basis of the maximum possible duration of the supply framework contract (4 years).

Please note that Cedefop estimates are indicative and do not constitute any kind of legal obligation for the centre.

The Products list proposed by the Contractor may be changed after the first year on the basis of replacement of a specific item with a newer model and with equivalent usage and performance. Any change of the Product list must be communicated to Cedefop beforehand and must be agreed by both parties before implementation. Any other alteration or addition if accompanied by a price change in the item(s) proposed must not exceed the percentage mentioned in the Framework Contract. If price exceeds this percentage it must be accompanied by clear technical justification to support such change. Cedefop reserves the right to accept or reject any change in the product catalogue or pricelist.

#### **Information concerning prices**

- The prices quoted must be fixed and not revisable for the first two years of the contract. From the third year of the contract prices may be revised as specified in the draft contract.
- Prices must be quoted in Euro and include all expenses such as transport, delivery, unpacking, mounting, technical support during warranty period etc. Any other extra costs must be noted separately in the sub-category “Other Expenses” in the Financial Forms found in Annex A.
- Under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Communities, Cedefop is exempt from all charges, taxes and dues, including value added tax (VAT). Such charges may not therefore be included in the calculation of the price quoted. The VAT amount must be indicated separately in the relevant columns in the Financial Offer Form found in Annex A.

## **6. INFORMATION ON PRESENTATION AND CONTENT OF TENDER**

It is extremely important that tenderers present their tender in the correct format and provide all documents necessary to enable the evaluation committee to assess their tender. Tenderers should note the instructions indicated in points 2 and 3 of this open invitation tender.

In addition, below tenderers will find details of the required documentation.

### **6.1. Envelope A – Supporting documents**

One original and one copy of:

- the Checklist found in Annex I
- the Exclusion Criteria declaration (*Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest*) as requested in point 3.1 and standard template found in Annex E
- the Selection Criteria documents and information as requested in point 3.2 and in Annex H – Selection criteria form
- the Legal Entity Form as requested in point 3.3 and found in Annex F
- a statement containing the name and position of the individual(s) entitled to sign the contract
- the Financial Identification form as found in Annex G

### **6.2. Envelope B – Technical proposal**

One original signed unbound copy and three bound copies of:

- the Technical Proposal providing all information requested in paragraph 5.2 and Annex B (Technical Questionnaire)

### **6.3. Envelope C – Financial proposal**

One original signed unbound copy and three bound copies of:

- the Financial Offer Form in Annex A containing all information requested in point 5.4.

## ANNEX A - FINANCIAL OFFER FORM

The total financial proposal will be based on the financial scenario provided in the following tables. The quantities of each network product type specified in these tables are provided for evaluation purposes only and do not reflect the real or exact quantities that will be purchased during this framework contract.

**TABLE I – Supplies Financial Evaluation Scenario**

Product Type	Vendor/ Model	Part Number	Quantity	Item Price (VAT excluded)	Subtotal = Quantity * Item price
<b>Central Core Switches - Modules – Expansions and Same day support service</b>					
Central Core Switch Chassis			2		
Same Day Replacement-warranty (Support service for above item)			8 = 2 x 4 years		
Processor unit for each chassis of Central Core Switch			2		
1 GB Flash Memory for Central Core Switch			2		
8 Port 10 GBase Ethernet module for Central Core Switch			2		
10 GBase plug-in Fibre adapter for Central Core Switch			12		
10 GBase plug-in Copper adapter for Central Core Switch			8		
48 port 10/100/1000 module for Central Core Switch			4		
Power Supply for each Central Core Switch			4		
Fan Tray for each Central Core Switch			2		
Other items (if applicable, provide rows as necessary)					
<b>Cables and other expenses</b>					
5m Fibre patch cord to be used at fibre optic patch panel			24		
15m Fibre patch cord to be used at fibre optic patch panel			20		
12m Copper UTP Cat5e patch cord to be used at copper patch panel			20		
3m Copper UTP Cat5e patch cord to be used at copper patch panel			100		
1.5m Copper UTP Cat5e patch cord to be used copper patch panel			100		
50m 6 pair multimode Fibre optic cable 50/125 OM3 with terminators plug-			2		

outlet accessories on closet patch panel (with certified speed of 10GBASE)					
100m 6 pair multimode Fibre optic cable 50/125 OM3 with terminators plug-outlet accessories on closet patch panel (with certified speed of 10GBASE)			2		
150m 6 pair multimode Fibre optic cable 50/125 OM3 with terminators plug-outlet accessories on closet patch panel (with certified speed of 10GBASE)			2		
90m 4 pair UTP Cat5e cable with terminated RJ45 plug-outlet accessories on closet patch panel			100		
Other expenses (if applicable, provide rows as necessary)					
<b>Access Switches - Modules – Expansions - Same day support service</b>	<b>Vendor/ Model</b>	<b>Part Number</b>	<b>Quantity</b>	<b>Item Price (VAT excluded)</b>	<b>Subtotal = Quantity * Item price</b>
Access Switch with 10 GBase port and 48 10/100/1000 TBase ports for user access			10		
Same Day Replacement-warranty (Support service for above item)			40 =10x4 years		
10 GBase plug-in module for Fibre optic cable			10		
10 GBase plug-in module for copper cable			8		
External Power plate (1 for each location)			5		
Same Day Replacement-warranty (Support service for above item)			20 =5x4 years		
Extra Power supply for power plate (1 for each location)			5		
Other expenses (if applicable, provide rows as necessary)					
<b>Wireless Access Points as specified in §5.1.6</b>	<b>Vendor/ Model</b>	<b>Part Number</b>	<b>Quantity</b>	<b>Item Price (VAT excluded)</b>	<b>Subtotal = Quantity * Item price</b>
Wireless Access Point			10		
Omni-directional antenna			10		
Directional antenna			4		
Other expenses (if applicable, provide rows as necessary)					
<b>Total of Table I</b>					

**TABLE II – Services Financial Evaluation Scenario**

<b>Service Type</b>	<b>Quantity</b>	<b>Price per person day (VAT excluded)</b>	<b>Subtotal = Quantity * Price per person day</b>
Person day of technician for Installation, Configuration, Optimization, Migration, Software or Firmware upgrades	100 (=25x4 years)		
Person hour of technician for the installation/wiring/rewiring of network closet	80 (=20x4 years)		
Other expenses (if applicable, provide rows as necessary)			
<b>Total of Table II</b>			

**NOTE:** In case service type or product is provided Free of Charge for the duration of the framework contract please specify FREE OF CHARGE in the relevant table cell.

**The Grand Total Financial Offer = Total of Table I + Total of Table II**

## ANNEX B - TECHNICAL QUESTIONNAIRE

Scenario for Award Criterion 2 (as per Tendering Specifications, Table 1: Technical evaluation)

### The combined switch configuration will form the “Central Core Switches” and have the following characteristics

Questions 1-25 and 37-38 are not graded with points however they are **mandatory**. Non-compliance with any requirements that are mandatory would lead to exclusion.

Questions 26-35 are graded with **max. 20 points** and each will be scored with:

- 1 point for equivalency or
- 2 points above equivalency.

	Please provide your answer to Section § 2.4.1(1) with all appropriate technical documentation substantiating each element for the items of the Central Core Switches	Requirement	Answer
	<b>Number of individual Units in the Core</b>	<b>min 2</b>	
1	a	Yes / Mandatory	
2	b	Yes / Mandatory	
3	c	Yes / Mandatory	
4	d	Yes / Mandatory	
5	e	Yes / Mandatory	
6	f	Yes / Mandatory	
7	g	Yes / Mandatory	
8	h	Yes / Mandatory	
9	i	Yes / Mandatory	
10	j	Yes / Mandatory	
11	k	Yes / Mandatory	
12	l	Yes / Mandatory	
13	m	Yes / Mandatory	
14	n	Yes / Mandatory	
15	o	Yes / Mandatory	
16	p	Yes / Mandatory	
	<b>Interfaces:</b>		
17	To be equipped with at least eight (8) ports 10 Gigabit Ethernet. The ports should be able to support the following protocols 10GBASE-SR, 10GBASE-LR, 10GBASE-ER, 10GBASE-LX4 and CX4 with a simple module change. Each unit should be offered with 10GBASE-LX4 support in four (6) of the above ports and 10GBASE-CX4 in two (2).  10GBASE-CX4 plug-in modules shall be used	Yes / Mandatory	

	where the proximity of the Access Switch and the Central Core Switches is sufficient (i.e. they are located on the same floor).		
18	To be equipped with at least forty eight (48) ports 10/100/1000 BaseTX. These modules must forward packets up to 30 Mpps per system and be upgradeable up to sustained 48 Mpps	Yes / Mandatory	
19	The configuration offered should have the capability to expand:  a) with modules that connect to at least sixteen (16) ports of 10 Gigabit Ethernet, that support protocols 10GBASE-SR, 10GBASE-LR, 10GBASE-ER, 10GBASE-LX4 and CX4  b) with modules of 48 port 10/100/1000 BaseT supporting Power over Ethernet standard 802.3af on all the ports	Yes / Mandatory	
20	The Central Core Switch chassis unit should have at least one external memory slot for compact flash or equivalent	Yes / Mandatory	
21	The Central Core Switch chassis should have at least one asynchronous out of band management port (Configuration & Management) through a local terminal or/and remote terminal via modem use. Access should be password protected	Yes / Mandatory	
	<b>Protocol Support</b>		
22	Ethernet: IEEE 802.3, 10BaseT, 10BaseFL	Yes / Mandatory	
23	Fast Ethernet: IEEE 802.3u, 100BaseTX, 100BaseFX	Yes / Mandatory	
24	Gigabit Ethernet: 802.3z, 1000BaseSX, 1000BaseLX/LH, 1000BaseZX, 802.3ab	Yes / Mandatory	
25	10GBASE Ethernet: IEEE 802.3ae	Yes / Mandatory	
26	IEEE 802.1Q, 802.1p, 802.1x	Yes / Mandatory	
	<b>Performance</b>		
27	Backplane bandwidth (Gbps)	$\geq 700$ / Mandatory	
28	Expansion capability in Hardware for L2 Bridging	$\geq 450$ /	

	(Mpps)	Mandatory	
29	Offered memory DRAM (MB) for Switch Processor	$\geq 1.024$ / Mandatory	
30	Offered memory DRAM (MB) for Route Processor	$\geq 1.024$ / Mandatory	
31	Offered memory Flash (MB) for Switch Processor	$\geq 1.024$ / Mandatory	
32	Offered memory Flash (MB) for Route Processor	$\geq 64$ / Mandatory	
33	Removable Storage Memory Flash (MB)	$\geq 1.024$ / Mandatory	
34	Maximum number of MAC Entries for Bridging and Filtering	$\geq 96.000$ / Mandatory	
35	Maximum number of supported IPv4 routes in the routing table	$\geq 1.000.000$ / Mandatory	
36	Maximum number of supported IPv6 routes in the routing table	$\geq 500.000$ / Mandatory	
	<b>Safety Compliance</b>		
37	Indicate the Safety Compliance Standards that apply to the equipment proposed	Yes / Mandatory	
	<b>EMI and EMC Compliance</b>		
38	Indicate the Electromagnetic Interference and ElectroMagnetic Compatibility Compliance standards that apply to the equipment proposed	Yes / Mandatory	

### **Specification for Access Switches at each location (floor)**

Questions **1-20** are not graded with points however they are mandatory. Non-compliance with any requirements that are mandatory would lead to exclusion.

Questions **21-29** will be scored with **max. 15** points whereby:

1) Each question between 21-27 will be graded with:

- 1 point for equivalency or
- 2 points above equivalency

2) The questions **28-29** may take up to 0.5 points each.

	Please provide your answer to Section § 2.4.1(2) with all appropriate technical documentation substantiating each element for the items of the Access Switches	Requirement	Answer
1	a	Yes / Mandatory	
2	b	Yes / Mandatory	
3	c	Yes / Mandatory	
4	d	Yes / Mandatory	
5	e	Yes / Mandatory	
6	f	Yes / Mandatory	
7	Rack Mountable 19" Chassis	Yes / Mandatory	
8	Field-replaceable AC power supply and tray fan	Yes / Mandatory	
9	Field-replaceable fan tray	Yes / Mandatory	
10	The units should have an External Back up power supply. Each unit should be capable of connecting to an external back up power supply in the event of power failure	Yes / Mandatory	
	<b>Interfaces:</b>		
11	To be equipped with at least forty eight (48) 10/100/1000 ports	Yes / Mandatory	
12	At Least two (2) expansion module slots for fiber and copper Ethernet connector modules. The ports should be able to support the following 10Gigabit Ethernet protocols, 10GBASE-SR, 10GBASE-LR, 10GBASE-ER, 10GBASE-LX4 and CX4 with a simple module change  Each unit should be offered with 10GBASE-LX4 support and 10GBASE-CX4. 10GBASE-CX4 plug-in modules shall be used where the proximity of the Access Switch and the Central Core Switches is sufficient (i.e. they are located on the same floor)	Yes / Mandatory	

13	The expansion slots should also have the capability for fibre and copper Gigabit Ethernet with the use of the appropriate slot adapter	Yes / Mandatory	
	<b>Standard Protocol Support</b>		
14	IPv6	Yes / Mandatory	
15	Multicast & IPv6 Routing after software upgrade.	Yes / Mandatory	
16	Ethernet: IEEE 802.3, 10BaseT, 10BaseFL	Yes / Mandatory	
17	Fast Ethernet: IEEE 802.3u, 100BaseTX, 100BaseFX	Yes / Mandatory	
18	Gigabit Ethernet: 802.3z, 1000BaseSX, 1000BaseLX/LH, 1000BaseZX, 802.3ab	Yes / Mandatory	
19	10GBASE Ethernet: 10GBASE-SR, 10GBASE-LR, 10GBASE-ER	Yes / Mandatory	
20	IEEE 802.1Q, 802.1p, 802.1x	Yes / Mandatory	
	<b>Performance</b>		
21	Switching fabric	$\geq 128$ / Mandatory	
22	Wire rate backplane (Gbps)	$\geq 68$ / Mandatory	
23	High-speed stacking(Gbps)	$\geq 64$ / Mandatory	
24	Offered memory DRAM (MB)	$\geq 256$ / Mandatory	
25	Offered memory Flash (MB)	$\geq 64$ / Mandatory	
26	Maximum number of MAC Entries for Bridging	6000	
27	Maximum number of MAC Entries for VLAN	12000 / Mandatory	
	<b>Safety Compliance</b>		
28	Indicate the Safety Compliance Standards that apply to the equipment proposed		
	<b>EMI and EMC Compliance</b>		
29	Indicate the Electromagnetic Interference and Electromagnetic Compatibility Compliance standards that apply to the equipment proposed		

### **Specification for Access Points**

Questions **1-5** and **11-12** are not graded with points however they are mandatory. Non-compliance with any requirements that are mandatory would lead to exclusion.

Questions **6-10** will be scored with **max. 5** points whereby:

- 1 point will be the scored for information provided for the proposed product.

	Please provide your answer to Section § 2.4.1(3) with all appropriate technical documentation substantiating each element for the items of the Access Points	Requirement	Answer
1	a	Yes / Mandatory	
2	b	Yes / Mandatory	
3	c	Yes / Mandatory	
4	d	Yes / Mandatory	
5	To be equipped with at least one (1) auto-sensing 10/100 BaseT Ethernet port	Yes / Mandatory	
6	Available Transmit Power settings for the 802.11 protocols that it supports	To be provided in dBm and mW	
7	Available Radio Frequency Bands	To be provided in Ghz	
8	Available Radio protocols	$\geq 2$ protocols	
9	Available ranges for Indoor and Outdoor client connectivity	To be provided in length of meters at each possible speed	
10	Available data rates supported	To be provided in Mbps	
	<b>Safety Compliance</b>		
11	Indicate the Safety Compliance Standards that apply to the equipment proposed	Yes / Mandatory	
	<b>EMI and EMC Compliance</b>		
12	Indicate the Electromagnetic Interference and Electromagnetic Compatibility standards that apply to the equipment proposed	Yes / Mandatory	

**ANNEX C - CONTRACT NOTICE**

**ANNEX D - DRAFT CONTRACT**

**ANNEX E - DECLARATION OF HONOUR**

**WITH RESPECT TO THE EXCLUSION CRITERIA AND ABSENCE OF CONFLICT OF INTEREST**

The undersigned.....*[name of the signatory of this form, to be completed]*:

- in his/her own name..... *(if the economic operator is a natural person or in case of own declaration of a director or person with powers of representation, decision making or control over the economic operator)*  
or
- representing..... *(if the economic operator is a legal person)*

official name in full *(only for legal person)*:.....

official legal form *(only for legal person)*:.....

official address in full: .....

VAT registration number: .....

declares that the company or organisation that he/she represents / he/she:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata*;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity detrimental to the Communities' financial interests;
- f) is not the subject of administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of its obligation under contract covered by the budget.

In addition, the undersigned declares on their honour that:

- g) they have no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties or any other relevant connection or shared interest;
- h) they will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;
- i) they have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;
- j) they have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to award of the contract;
- k) that the information provided to Cedefop within the context of this invitation to tender is accurate, sincere and complete;
- l) that in case of award of contract of a value greater than 133,000 Euro, they shall provide the evidence that they are not in any of the situations described in points a), b), d) and e) above. Specifically:

*For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied.*

*Where the Tenderer is a legal person and the national legislation of the country in which the Tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.*

*For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the Tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.*

*For any of the situations (a), (b), (d) or (e), where any document described in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.*

By signing this form, the undersigned acknowledges that they have been acquainted with the administrative and financial penalties described under Article 134b in conjunction with Article 133a of the Commission Regulation (EC, Euratom) No 2342/2002 of 23/12/2002 laying down detailed rules for the implementation of Council Regulation (EC, Euratom) No 1605/2002 on the Financial Regulation applicable to the general budget of the European Communities, which may be applied by analogy by Cedefop if any of the declarations or information provided prove to be false.

Full name

Date

Signature

## **ANNEX F - LEGAL ENTITY FORM**

(to be downloaded, depending on the nationality and legal status of the tenderer, from the following website)

[http://europa.eu.int/comm/budget/execution/legal\\_entities\\_en.htm](http://europa.eu.int/comm/budget/execution/legal_entities_en.htm)

## **ANNEX G - FINANCIAL IDENTIFICATION FORM**

(to be downloaded, depending on the nationality of the tenderer, from the following website)

[http://europa.eu.int/comm/budget/execution/ftiers\\_en.htm](http://europa.eu.int/comm/budget/execution/ftiers_en.htm)

### **PLEASE NOTE:**

Please indicate the BIC (Bank Identification Code) in the REMARKS box of the downloaded form.

## ANNEX H – SELECTION CRITERIA FORM

The tenderers are requested to complete the tables using the formats below:

Question	Answer		
<b>How many similar projects/ contracts in size and scope has your company realised? With what turnover for the years below?</b>	<b>Number of similar projects</b>	<b>Annual Turnover in Euro (with similar projects)</b>	<b>Percentage of overall company turnover</b>
<b>2005</b>			
<b>2006</b>			
<b>2007</b>			

Question	Answer
<b>Since when is your company a supplier of Network Equipment and provides the related services to private enterprises and public administration?</b>	

*(if space not sufficient please adapt the table)*

The tenderers are requested to summarise at least the 3 major relevant contracts carried out in the course of the past 3 years by the tenderer (single legal entity or entities (consortium)) submitting this tender.

Ref No.....	Contract title .....				
Name of legal entity	Country	Contact amount (EUR)	Proportion supplied by legal entity (%)	Name of client	Dates (start and end)
...	...	...	...	...	...
<b>Related supplies provided</b>			<b>Related services provided</b>		
.....			.....		

*(if space not sufficient please adapt the table)*

## ANNEX I - CHECK LIST OF MANDATORY DOCUMENTS

The checklist must be used to ensure that you have provided all the documentation for this tender and in the correct way. This checklist should be included as part of your offer.

**Please Tick ✓ the boxes provided**

<b>Mandatory documents to be included as part of the tender</b>	<b>Reference paragraph</b>	<b>Included</b>		<b>If the document is not included, please provide an explanation for the reason</b>
		<b>Yes</b>	<b>No</b>	
<u>Envelope 'A' must contain</u> one original and one copy of: - this checklist	Annex I	<input type="checkbox"/>	<input type="checkbox"/>	
- exclusion criteria declaration (If applicable, including those of consortia and subcontractors)	3.1, 4.1, 4.2 & Annex E	<input type="checkbox"/>	<input type="checkbox"/>	
- selection criteria documents (If applicable, including those of consortia and subcontractors)	3.2, 4.1, 4.2 & Annex H	<input type="checkbox"/>	<input type="checkbox"/>	
- legal entity form	3.3 & Annex F	<input type="checkbox"/>	<input type="checkbox"/>	
- name and position of the individual(s) entitled to sign contract	3.3	<input type="checkbox"/>	<input type="checkbox"/>	
- financial identification form	6.1 & Annex G	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'B' must contain</u> one original and three copies of:				
- the technical proposal	5.2, 6.2 & Annex B	<input type="checkbox"/>	<input type="checkbox"/>	
<u>Envelope 'C' must contain</u> one original and three copies of:				
- the financial proposal	5.4, 6.3 & Annex A	<input type="checkbox"/>	<input type="checkbox"/>	

**You should also ensure that:**

<input type="checkbox"/>	your offer is formulated in one of the official languages of the European Union.
<input type="checkbox"/>	both the technical and financial proposals of the offer are signed by you or your duly authorised agent.
<input type="checkbox"/>	your offer is perfectly legible in order to rule out any ambiguity.
<input type="checkbox"/>	your offer is submitted in accordance with the envelope system as detailed in the invitation to tender point 3.
<input type="checkbox"/>	the outer envelope bears the information mentioned in the invitation to tender point 3.

**ANNEX J - CEDEFOP'S ICT PROFILE**