



**SCIENTIFIC HIGH-THROUGHPUT AND UNIFIED TOOLKIT  
FOR TRACE ANALYSIS BY FORENSIC LABORATORIES IN  
EUROPE**

**PRE-COMMERCIAL PROCUREMENT (PCP)**

**TENDER DOCUMENT 4 (TD 4) :**

**TENDER FORMS**

**Deadline to submit an offer:**

**20<sup>th</sup> November 2019 at 12 p.m (EET)**



This Tender Document 4 (Tender Forms)-Annexes A, B1, B2 and C, should be read in conjunction with other documents related to this Pre-Commercial Procurement (PCP), listed hereunder:

Tender Document 1 (TD 1): Call for Tenders

Tender Document 2 (TD 2): Use cases and Specifications-Annexes K & L

Tender Document 3 (TD 3): Background IPRs-Annex H

Tender Document 5 (TD 5): Technical Offer-Annex F

Tender Document 6 (TD 6): Financial Offer and Cost Breakdown-Annex G

Tender Document 7 (TD 7): Framework Agreement-Annex D

Tender Document 8 (TD 8): PCP Specific contract for Phase 1-Annex E

Tender Document 9 (TD 9): End of phase report-Annex I

Tender Document 10 (TD 10): Contractor details & project abstracts-Annex J

All documents are available on the SHUTTLE website [www.shuttle-pcp.eu](http://www.shuttle-pcp.eu)



**ANNEX A**

**Declaration of Honour**

I, the undersigned (name and surname)<sup>1</sup>

\_\_\_\_\_

As an individual (or position within the legal entity)

\_\_\_\_\_

Of the following legal entity (hereafter the 'Bidder') (name of legal entity)

\_\_\_\_\_

With registered office in

\_\_\_\_\_

Street address

\_\_\_\_\_

Post code

\_\_\_\_\_

In the City of

\_\_\_\_\_

Telephone

\_\_\_\_\_

<sup>1</sup> If the Bidder is a consortium or association of several entities, each of the consortium's/association's members should issue this Form



Fax

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E-mail

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VAT reg. no.

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IF APPLICABLE:

Acting in the context of a consortium or association of several entities together with the following entities:

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Attention: Please ensure that the others concerned provide a separate form.

HEREBY STATE AND DECLARE

under my own personal responsibility, fully aware of the infringements and penalties provided by the Greek Law in case of fraudulent statements,



THAT

## **SECTION 1**

The Bidder fulfils the selection criteria set out under section 3.3 of the Tender.

Accordingly, the undersigned formally declares that the information stated under the above Section 2 and the certificates and other forms of documentary evidence provided are accurate and correct and that they have been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declares to be able, upon request and without delay, to provide other certificates or forms of documentary evidence referred to, except where the contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database of a Member State that is available free of charge. (This should be possible on the condition that the economic operator has provided the necessary information, thus allowing the contracting authority or contracting entity to have access. Where required, this must be accompanied by the relevant consent to do so).

## **SECTION 2**

### **Ability to perform R&D up to original development of the first products or services and to commercially exploit the results of the PCP, including intangible results in particular IPRs**

*Has the economic operator the ability to perform R&D up to original development of the first products or services and to commercially exploit the results of the PCP, including intangible results in particular IPRs? Yes / No*

- Provide a description of relevant reference and /or previous projects (executed during the last 5 years) which reflect the competences and capacity of the Tenderer in the different phases and domains of the SHUTTLE project, such as research, development, prototyping, testing and commercialisation. These references will be based on previous projects of the Tenderers and /or other members of the joint consortia and subcontractors who will be working on the project.

-Demonstrate the expertise and working experience required to undertake an innovative R&D project by providing a number of CVs of key personnel and competences, which they consider necessary to complete the project.



-Confirm the Business Continuity / Disaster Recovery / Risk Management plan that ensures that the described services are delivered in the event of a disruption affecting your business and ensures continuity of supply / service from your critical suppliers.

-Confirm the appropriate level of insurance cover if it is to be successful in winning the contract.

### **SECTION 3**

The Bidder fulfils the compliance criteria set out under section 3.4 of the Tender.

Accordingly, the undersigned formally declares that the information stated under the above Section 2 and the certificates and other forms of documentary evidence provided are accurate and correct and that they have been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declares to be able, upon request and without delay, to provide other certificates or forms of documentary evidence referred to, except where the contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database of a Member State that is available free of charge. (This should be possible on the condition that the economic operator has provided the necessary information, thus allowing the contracting authority or contracting entity to have access. Where required, this must be accompanied by the relevant consent to do so).

### **SECTION 4**

#### **1.COMPLIANCE WITH THE DEFINITION OF R&D SERVICES**

Does the economic operator guarantee that it is in compliance with the requirements regarding the definition of R&D services as set out in the Tender?

Yes / No

*Please note that according to the Tender this circumstance must be accredited by the presentation of the financial part of the offer, which must contain the following information:*

*The financial part of the offer for the framework agreement must provide binding unit prices for all foreseeable items for the duration of the whole framework agreement.*

*The financial part of the offer for each phase must give breakdown of the price for that phase in terms of units and unit prices for every type of item in the contract, distinguishing clearly the units and unit prices for items that concern products.*

*The offers for all three phases may include only items needed to address the*



*challenge in question and to deliver the R&D services described in the request for tenders.*

*The offer for all the three phases must offer services matching the R&D definition above.*

*The total sum of the value of products offered in each phase and all previous phases must be less than 50% of the value of the framework agreement.*

## **2.COMPLIANCE WITH OTHER PUBLIC FINANCING**

Does the economic operator guarantee that it is not receiving any public funding not permitted by EU legislation from other sources, including EU state aid rules, in areas of work related to the scope of the provision of services for the procurement in the terms established in the Tender? Yes / No

## **3.COMPLIANCE WITH REQUIREMENTS RELATING TO THE PLACE OF PERFORMANCE OF THE CONTRACTS**

Does the economic operator guarantee that in case of selection it will comply with the requirements stated in the Tender Document regarding the place of performance of the contracts? Yes / No

*Please note that according to the Tender the following evidence is required:*

*A list of staff working on the specific contract (including for subcontractors), indicating clearly their role in performing the contract (i.e. whether they are principal R&D staff or not) and the location (country) where they will carry out their tasks under the contract.*

*A confirmation or declaration of honour that, where certain activities forming part of the contract are subcontracted, subcontractors will be required to comply with the place of performance obligation to ensure that the minimum percentage of the total amount of activities that has to be performed in the EU Member States or in countries participating in Horizon 2020 is respected.*

## **4.ETHICS, DATA PROTECTION AND RESEARCH INTEGRITY**

Does the economic operator guarantee that in case of selection it will comply with the rules regarding ethics, data protection and research integrity set out in the Tender? Yes / No

## **5.SECURITY**



Does the economic operator guarantee that in case of selection it will comply with the provisions regarding security set out in the Tender? Yes / No

## **SECTION 5**

The Bidder is not involved in any of the exclusion grounds set out under section 3.2 of the Tender (or, if existing, under similar regulations in the country in which it is established).

Accordingly, the undersigned formally declares that the information stated under the above Section 2 and the certificates and other forms of documentary evidence provided are accurate and correct and that they have been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declares to be able, upon request and without delay, to provide other certificates or forms of documentary evidence referred to, except where the contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database of a Member State that is available free of charge. (This should be possible on the condition that the economic operator has provided the necessary information, thus allowing the contracting authority or contracting entity to have access. Where required, this must be accompanied by the relevant consent to do so).

## **SECTION 6**

### **1. EXCLUSION GROUNDS RELATING TO THE CONFLICT OF INTEREST**

Is the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control involved in any current or potential conflict of interest, as indicated in the Tender documents, due to its participation in the procurement procedure or for any other reason? Yes / No

Please describe it:

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**2.EXCLUSION GROUNDS RELATING TO BANKRUPTCY & PROFESSIONAL MISCONDUCT**

Is the economic operator itself bankrupt or is being wound up, is under compulsory administration or is the subject of a composition or has indefinitely stopped its payments or is subject to a prohibition on conducting business? Yes / No

Please describe it:

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Is the economic operator itself the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by the court or composition or any other similar proceedings? Yes  / No

Please describe it:

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Has the economic operator itself been convicted by a judgment which has the force of *res judicata* for an offence relating to professional practice? Has the economic operator been guilty of grave professional misconduct and can the procuring agencies prove this? Yes  / No

Please describe it:

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Has the economic operator not fulfilled its obligations relating to social insurance charges or tax in its own country? Yes  / No

Please describe it:

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### 3. EXCLUSION GROUNDS RELATING TO CRIMINAL OFFENCES

#### a) Participation in a criminal organisation

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Yes  / No

Date of conviction

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Reason

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Who has been convicted

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Length of the period of exclusion



**b) Corruption**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for corruption, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Yes  / No

Date of conviction:

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Reason:

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Who has been convicted:

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Length of the period of exclusion:

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**c) Fraud**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for fraud, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Yes  / No

Date of conviction:

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Reason:

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Who has been convicted:

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Length of the period of exclusion:

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**e) Terrorist offences or offences linked to terrorist activities**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for terrorist offences or offences linked to terrorist activities, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Yes / No

Date of conviction:

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Reason:

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Who has been convicted:

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Length of the period of exclusion:

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**f) Money laundering or terrorist financing**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for money laundering or terrorist financing, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Yes / No

Date of conviction:

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Reason:

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Who has been convicted:

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Length of the period of exclusion:

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**g) Child labour and other forms of trafficking in human beings**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgement for child labour and other forms of trafficking in human beings, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Yes / No

Date of conviction:

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Reason:

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Who has been convicted:

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Length of the period of exclusion:

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**4. EXCLUSION GROUNDS OF PROPOSED SOLUTION ALREADY AVAILABLE ON THE MARKET**

Does the economic operator undertake that the tendered solution presented is not already available on the market? Yes / No

In witness whereof I sign this statement.

**Place and date**

**Signature**



**ANNEX B1**  
**Consortia Statement**

I, the undersigned (name and surname), acting in the name of (name of the one of the members of the consortium), a company duly incorporated under the law of \_\_\_\_\_, with registered office \_\_\_\_\_, with VAT no. \_\_\_\_\_, in my capacity as \_\_\_\_\_;

I, the undersigned (name and surname), acting in the name of (name of the one of the members of the consortium), a company duly incorporated under the law of \_\_\_\_\_, with registered office \_\_\_\_\_, with VAT no. \_\_\_\_\_, in my capacity as \_\_\_\_\_;

I, the undersigned (name and surname), acting in the name of (name of the one of the members of the consortium), a company duly incorporated under the law of \_\_\_\_\_, with registered office \_\_\_\_\_, with VAT no. \_\_\_\_\_, in my capacity as \_\_\_\_\_;

I, the undersigned (name and surname), acting in the name of (name of the one of the members of the consortium), a company duly incorporated under the law of \_\_\_\_\_, with registered office \_\_\_\_\_, with VAT no. \_\_\_\_\_, in my capacity as \_\_\_\_\_;

Acting in the context of a consortium or association of several entities (hereafter the '**Consortium**')  
(name of the consortium or the association)

**HEREBY STATE AND DECLARE**

**under our own personal responsibility, fully aware of the infringements and penalties provided by the Greek Law in case of fraudulent statements,**

**THAT**



**1.-** In connection with the SHUTTLE PCP Procedure, we have agreed to set up a team to participate jointly in the above-mentioned Procedure, undertaking to form and to maintain a designed temporary Consortium of Bidders, in order to comply jointly with the purposes of the PCP Procedure and with the contracts. Within this Procedure, the team may be awarded to the Consortium in the event of being selected to have access/to access to Phase 1. During the whole period of validity of the commitment to maintain the Consortium of Bidders, which shall coincide with the period of time during which the Consortium is participating in the SHUTTLE PCP Procedure, each of the members of the Consortium shall assume the following participation:

Bidder Participation (%)

**2.-** All of the members of the Consortium shall remain jointly and severally liable towards the Procuring Entity.

**3.-** During the period of the PCP Procedure, the Consortium will be represented by (the name of the single authorized representative of the Consortium), with sufficient powers to exercise the rights and comply with the obligations that arise from the SHUTTLE PCP Procedure.

**4.-** We also state that during the management of the Proposal selection, for the purposes of communications that may be necessary for its development, the team will be represented by (name, address, telephone, email).

The undersigned persons apply for admission to the above-mentioned PCP Procedure, having expressed their acceptance of all the provisions and conditions set out in the SHUTTLE PCP Invitation to Tender (IT).

**Place and date**

**Signature**



**ANNEX B2**  
**Subcontracting Statement**

I, the undersigned (name and surname)<sup>2</sup>

\_\_\_\_\_

As an individual (or position within the legal entity)

\_\_\_\_\_

Of the following legal entity (hereafter the 'Bidder') (name of legal entity)

\_\_\_\_\_

With registered office in

\_\_\_\_\_

Street address

\_\_\_\_\_

Post code

\_\_\_\_\_

In the City of

\_\_\_\_\_

Telephone

\_\_\_\_\_

\_\_\_\_\_

<sup>2</sup> If the Bidder is a consortium or association of several entities, each of the consortium's/association's members should issue this Form





Fax

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E-mail

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VAT reg. no.

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IF APPLICABLE:

Acting in the context of a consortium or association of several entities together with the following entities:

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**HEREBY STATE AND DECLARE**

**under my own personal responsibility, fully aware of the infringements and penalties provided by the Greek Law in case of fraudulent statements,**

**THAT**

According to the provisions set out in the Tender Documents, the Bidders intent on subcontracting the following parts of the scope of the SHUTTLE PCP Procedure:

<b>ACTIVITY TO BE</b>	<b>NAME OF THE</b>	<b>STATEMENT (According to</b>
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SUBCONTRACTED	SUBCONTRACTOR	Section 2)

**THAT**

I rely on the capacities of the proposed Subcontractors to perform part of the work in compliance with the requirements stated in the Call for Tenders and in its related documentation.

**AND THAT**

Hereby acknowledge and unconditionally states that the Subcontractor(s) is/are fully aware of the provisions set out in the Tender Documents, that it/they meet(s) the qualification requirements for the subcontracted service and that it/they have/has its/their resources at the Bidder disposal for the entire duration of the contract.

In witness whereof I sign this statement

**Place and date**

**Signature**



**ANNEX C**

**Legal Capacity of the Bidder Statement**

I, the undersigned (name and surname),

\_\_\_\_\_

As an individual (or position within the legal entity)

\_\_\_\_\_

Of the following legal entity (hereafter the 'Bidder')

\_\_\_\_\_

With registered office in

\_\_\_\_\_

Street address

\_\_\_\_\_

Post code

\_\_\_\_\_

In the City of

\_\_\_\_\_

Telephone

\_\_\_\_\_

Fax



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E-mail

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VAT reg. no.

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IF APPLICABLE:

Acting in the context of a consortium or association of several entities together with the following entities:

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**Attention: Please ensure that the others concerned provide a separate form.**

**HEREBY STATE AND DECLARE**

**under my own personal responsibility, fully aware of the infringements and penalties provided by the Greek Law in case of fraudulent statements,**

**THAT**

**SECTION 1**



The Bidder is empowered to contract with the Procuring Entity as, being free to act, is not involved in any of the exclusion grounds set out under section 3.2 of the Tender (or, if existing, under similar regulations in the country in which it is established).

Accordingly, the undersigned formally declares that the information stated under the above Section 2 and the certificates and other forms of documentary evidence provided are accurate and correct and that they have been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declares to be able, upon request and without delay, to provide other certificates or forms of documentary evidence referred to, except where the contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database of a Member State that is available free of charge. (This should be possible on the condition that the economic operator has provided the necessary information, thus allowing the contracting authority or contracting entity to have access. Where required, this must be accompanied by the relevant consent to do so).

## **SECTION 2**

### **DECLARE FURTHERMORE**

That the Bidder (just in case of legal persons), is registered at the following register of legal persons according to the law of the country of establishment:

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The activity performed is

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The registration number is

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The Bidder has run from

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The legal form of the Bidder is

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The social object of the Bidder is

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The nationality of the Bidder is

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The address of the Bidder is

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And specifically list:

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_





Title: \_\_\_\_\_ Name: \_\_\_\_\_  
Surname: \_\_\_\_\_

**In witness whereof I sign this statement.**

**Place and date**

**Signature**



