



Tender Specifications annexed to Invitation to Tender

Ref. SJU/LC/0111-CFT

Provision of Project Audit services to the SESAR Joint Undertaking

founding members



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1 INTRODUCTION

1.1 Acronyms and terminology

ATM	Air Traffic Management
ATM Master Plan	ATM Master Plan available at https://www.atmmasterplan.eu/
CBF	Cost Breakdown Form
EUROCONTROL	European Organisation for the Safety of Air Navigation
FP7	Seventh Framework Programme of the European Community for research and technological development including demonstration activities
IFAC	International Federation of Accountants
MA	Membership Agreement
MFA	Multilateral Framework Agreement
PPP	Public Private Partnership
SESAR	Single European Sky ATM Research Programme
SJU	SESAR Joint Undertaking (European Union body created under Council Regulation (EC) No 219/2007 as amended by Council Regulation (EC) No 1361/2008)
TEN-T	The Trans-European Transport Networks

1.2 The SESAR Programme

The Single European Sky Air Traffic Management Research and Development (“SESAR”) Programme aims to modernise the air traffic management (“ATM”) in Europe and represents the technological pillar of the Single European Sky.

The SESAR Programme comprises three interrelated, continuous and evolving collaborative processes: (1) the definition of the content and priorities, (2) the development of new technological systems, components and operational procedures of the SESAR concept and (3) the deployment plans of the next generation of ATM systems contributing to the achievement of the Single European Sky performance targets.

The definition process delivered the first edition of the European ATM Master plan (“ATM Master Plan”). The European ATM Master Plan 2012 is governing the different activities performed in the contest of the overall SESAR Programme.

1.3 The SESAR Joint Undertaking

1.3.1 Purpose of the SESAR Joint Undertaking

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

The SJU was set up by Regulation (EC) No 219/20073 of 27 February 2007, for the purpose of managing the activities of the development process of the SESAR Programme under the European Union’s 2007-2013 financial perspectives.

1.3.2 Objectives and Scope of the SESAR Joint Undertaking

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

The SJU work programme, covered by the European Union’s 2007-2013 financial perspectives, addresses all elements of Step 1 and approximately 80% of Step 2 of the ATM Master Plan. The related activities should be completed by 2016 while the remaining activities of Step 2 and those related to Step 3 should start in 2014 under the Union’s 2014-2020 financial framework Contractual rules governing the SESAR Programme

The relationship between each SJU Member, other than the Founding Members - the European Union and Eurocontrol - and the SJU is governed by 15 respective Membership Agreements (“MAs”), which define in particular:

- the bilateral relationship that each Member has with the SJU, and
- the terms and value of the contribution of the concerned Member to the SJU.

Furthermore, a Multilateral Framework Agreement (“MFA”) has been concluded between the Members and the SJU. The MFA defines the rules, rights, obligations as well as technical and financial details relating to the Members’ participation in the SESAR Programme. The MFA also defines the technical description of the work to be carried out by each Member, the description of the programme management structure, the payment modalities, provisions on audits, provisions on risk management and mitigation measures, etc.

Although tailored to the specific needs of the SESAR Programme and PPP structure of the SJU, the provisions developed in the MAs and the MFA are in line with the broad principles of FP7. Neither the MAs nor the MFA are public documents, nevertheless in order to ensure fair competition and transparency in answering to this call for tenders, the relevant extracts from the MFA are attached hereto as Annex IV. In addition, tenderers can refer to the principles underpinning the establishment of the partnership contained in the following document “Principles governing the accession and participation of the Members of the SESAR Joint Undertaking” available on the SJU public website at http://www.sesarju.eu/sites/default/files/documents/adb/2008/13_2008_Accession_policy.pdf.

In addition, the SESAR Joint Undertaking has produced - for internal use of the Programme - a specific SESAR Programme Management Plan (“SESAR PMP”), which describes the framework to execute the SESAR Programme Development & Innovation. This document is not a public document. However, in order to ensure fair competition and transparency in answering to this call for tenders, this document can be made available upon request at the following e-mail address: procurement@sesarju.eu.

1.4 Purpose of this call for tender

In order to ensure the adequate management of its activities and deal with the complexity of the SESAR Programme without increasing rigidity in its organisation and cost structure, the SJU considers key to avail itself with the support of external providers in the field of project audit.

For this purpose, the SJU is launching an open call for tenders with a view to draw multiple framework service contract(s) in cascade with various economic operators for the provision of Project Audit services.

Upon the condition of having received enough compliant tenders, the SJU may decide to sign up to three contracts, so as to enable the cascade system as far as possible (see section 3 below for further information on implementation of the contract).

This document constitutes the tender specifications accompanying the SJU's Invitation to tender. It sets out the purpose and the scope of the call for tenders, describes the types of services that will be covered under the Framework Service Contract(s) and may be requested (as detailed in Section 2 below) and the evaluation procedure on the basis of the exclusion, selection and award criteria (as detailed in Section 4 below).

1.5 Indicative timetable

Milestone	Indicative date
Dispatch of the contract notice to the Official Journal of the EU	22 September 2014
Deadline for requesting additional information/clarification from the SJU	No later than 10 calendar days before the closing date for submission of tenders
Last date on which clarifications are issued by SJU	No later than 6 calendar days before the closing date for submission of tenders
Deadline for reception of tenders at SJU's premises	04 November 2014
Notification of award	End of November 2014
Contract signature	December 2014

2 TECHNICAL SPECIFICATIONS

2.1 Objective and scope

The SJU requires external expertise to perform project audits and other assurance engagements or related services in order to assess the sound financial management – as defined in Title II Chapter 7 of the SJU Financial Rules¹– of the SESAR Programme results.

To ensure an adequate implementation of the MAs/MFA, the SJU needs to assess whether the outputs delivered by its Members meet the required standards, whether remedial measures are necessary and/or effective.

Most specifically, the objectives of the audit activities may include:

- to assess the regularity and legality of transactions, including the direct financial contribution;
- to determine the sound financial management of transactions, with the support of the internal or external technical experts, with the overall objective to assess the value for money of the SJU operations;
- to identify systemic errors through the analysis and synthesis of the results obtained and to formulate recommendations to address the issues;
- to provide the SJU auditees with recommendations in order to improve the financial management, processes, procedures and practices applied to the activities related to the SJU contracts;

where necessary, to provide a sound basis for the recovery of funds.

For this purpose the SJU intends to select an entity qualified by a Member State of the European Union to perform statutory audits, performance audits and any other assurance engagements and/or related services.

2.2 Typology of assignments

On a case by case basis and when the needs arise, the SJU may require support for the performance of the following non-exhaustive list of assignments.

2.2.1 Agreed-upon-procedures

This expenditure verification is an engagement to perform certain agreed procedures with regard to cost statements or Cost Breakdown Forms (“CBF”) of a Member. Verification means that the auditor examines the factual information in the Member’s CBF and compares it with the terms and conditions of the MAs/MFA. As this mandate does not include assurance, the auditor does not provide any audit opinion or assurance. The user department assesses for itself the factual findings reported by the auditor and draws its own conclusions from these findings. The auditors are not permitted to reduce the checks below those specified by the SJU: full coverage if less than 20 items, otherwise a sample of minimum 20, or 20% of the items, whichever is the greater; this requirement applies to the categories of costs which are: personnel, subcontracting, other direct costs.

The audit shall be carried out in line with “ISRS 4400 Engagements to perform Agreed-Upon-Procedures regarding financial information”, as well as the requirements of independence from beneficiaries as stated below in section 2.4.2.

¹ Ref. SJU-AB-028-13-DOC-06 adopted on 12 December 2013

It should be noted that the large majority of the SJU assignments will consist of agreed-upon-procedures.

2.2.2 Performance audit

The auditor examines to what extent the audited entity has, in performing its tasks, used the funds received in accordance with the principles of economy, efficiency and effectiveness.

This type of audit shall be carried out in line with “The International Standards of Supreme Audit Institutions, ISSAI 3000 – 3100”.

2.2.3 Systems audit

The auditor produces an opinion based on reasonable assurance that legal requirements have been complied with and the audited system functions effectively.

This type of audit shall be carried out in line with “The International Standards of Supreme Audit Institutions, ISSAI 4000 – 4200”.

2.2.4 Ad hoc audit

This category of audits covers the audits that must meet very specific needs not listed above. It allows therefore some flexibility in the contract. For example, it could cover the following non exhaustive list of activities:

- Detection audit: the purpose of this audit is to confirm or reject suspected fraud.
- Ex post document inspections (after payment) of financial transactions (interim or final payment) with a view to checking the exact amounts already paid in order to establish an error rate at the level of the population;
- Ex ante assessment (before payment) of compliance of cost statements submitted by the Members;
- Follow-up audits, etc.

2.2.5 Financial audits

The objective of an audit of financial statements is to provide the SJU with an audit opinion whether financial statements of a Member are prepared, in all material respects, in accordance with an applicable financial reporting framework; the level of confidence required is usually 95%. The main tasks expected to be performed in this context will be the following:

- to carry out an examination of the reliability of the financial statements
- to assess whether procedures used concerning the accounting system are reasonable and in accordance with the applicable regulations and rules, and
- to confirm that accounting records are properly kept

This type of audit shall be carried out in line with “International Standard on Auditing 200”.

2.3 Type of funding

The Financial provisions within which the audit activities shall be performed are those established in the MAs, the MFA, the 7th Framework Programme in Research and the TEN-T, with consideration, when required, of the Horizon 2020 rules for expenditure.

2.4 Type of team for specific assignments

The tenderer shall propose a Team to ensure the adequate achievement of the tasks, while maintaining a light structure. As a minimum, the team of the future contractor shall include the following:

2.4.1 Audit Co-ordinator

In order to ensure the optimum delivery of such services, the future contractor shall appoint an Audit Co-ordinator. The Audit Co-ordinator will be the permanent interface with the SJU for any task to be performed and shall manage the future Contractor's internal organisation and monitor the different tasks.

The Audit Co-ordinator shall be responsible for all administrative and financial matters, as well as the technical co-ordination and the quality control of the audit, assurance and any other services provided, compliance with the relevant international standards, if relevant, during the preparation, execution, reporting and follow up activities. The Audit Co-ordinator will be the single access point to the entire organisation. Its name, its professional background and experience and the location where the Audit Co-ordinator will be based should be mentioned in the tender.

2.4.2 Auditors

The auditors shall perform their duties in accordance with:

- The Code of Ethics for Professional Accountants produced and published by the IFAC's International Ethics Standards Board for Accountants (IESBA), or
- Similar internationally recognised standards;

The Code sets out fundamental ethical principles for auditors concerning integrity, objectivity, independence, professional competence, the duty to exercise due care and diligence, confidentiality, professional behaviour and technical standards.

Although ISRS 4400 concerning engagements to perform agreed-upon procedures does not include independence as a criterion for missions based on agreed procedures, the SJU requires the auditor to be independent from the SJU Member (beneficiary of SJU co-financing) and to comply with the independence conditions laid down in the IFAC's ethics code for professional accountants.

2.5 Deliverables

2.5.1 Content and format

The Deliverables will mainly consist of one written Draft Audit Report per audit performed in English language. This Draft Report will be subject to the review of the SJU and will lead to the Final Audit Report (templates of the Reports will be provided by the SJU at the time of signature of the relevant Specific Contract or organisation of the related kick-off meeting).

The report should describe the purpose, the procedures used and the factual findings in sufficient detail to enable the audited entity and the user department to understand the nature and extent of the procedures performed by the auditor and the factual findings by the auditor and any comments by the audited entity.

2.5.2 Timing

The Draft Audit Report is expected to be sent to the SJU within one month from the end of the fieldwork.

The report should describe the purpose, the procedures used and the factual findings in sufficient detail to enable the audited entity and the user department to understand the nature and extent of the procedures performed by the auditor and the factual findings by the auditor and any comments by the audited entity.

2.5.3 Acceptance

Acceptance of the deliverables by the SJU will be performed within one month after reception.

In case of need to update or reject the deliverables, the SJU shall provide in writing the reasons for this decision and propose a way forward. The contractor will have 30 calendar days in which to submit additional information or corrections as set forth in Articles I.4.2 and I.4.3 of the draft contract.

2.6 Place of performance

The audit services may take place anywhere in the 28 European Union territories or, exceptionally, outside these territories. The Contractor is expected to be able to provide services on the spot.

In exceptional cases, the Contractor might be requested to perform audits outside Europe.

2.7 Meetings

Meetings between the future Contractor(s) and the SJU shall be held at the SJU's premises in Brussels (unless exceptionally stated otherwise) or through electronic conferencing systems.

2.8 Daily rates, Expenses and Total Price

Tenderers are requested, as indicated in point 7.c of the Invitation to tender ref. SJU/LC/0111-CFT, to submit daily rates and a total price using the template provided in Annex II.

Fixed daily rates

The financial offer needs to specify firm and non-revisable daily rates for each category of staff indicated in the template. These rates, called fixed daily rates, need to include all costs and expenses directly and indirectly connected with the services to be provided. This includes travel costs within the EU. In fact, as mentioned above, the auditing services may take place anywhere in the 28 European Union territories. The fixed daily rates will be the same regardless of the place of performance of the audit.

When, in exceptional cases, the Contractor is requested to perform audits outside the 28 European Union countries, and, only if the Contractor does not have a corresponding entity on the spot, the mission costs will be reimbursable in accordance with the Rules on the reimbursement of expenses incurred by external experts attached to the Contract as Annex III.

The fixed daily rates will be used for the implementation of the contract. Indeed, future specific contracts will be concluded on the basis of these fixed daily rates. Therefore, the financial offer together with the rest of the tender will be an integral part of the future contract.

Total Price

In addition, the financial offer template contains a split of rates among staff categories. Although this split is purely fictional, it will be used to calculate the 'Total Price' of the financial offer. The tenderer is therefore requested to propose fixed daily rates fully in line with its usual pricing policy and comparable with market prices for the type of services.

The 'Total Price' will be used for the financial evaluation (see point 4.4.2 below).

2.9 Additional information on past assignments

The following is provided for the mere purpose of information, and does not constitute either a commitment or a forecast of the SJU in terms of volume, type and/or place of performance.

For the last three years (2011, 2012, 2013) 32 agreed upon procedures have been performed and 1 performance audit has been launched. The average days per audit vary from 3-5. The geographical split was as follows: 6 in France, 5 in Italy, 4 in Sweden, 1 in Finland, 5 in Germany, 1 in Czech Republic, 3 in Spain, 1 in UK, 2 in Austria, 2 in Norway, 2 in Switzerland.

3 INFORMATION ABOUT THE CONTRACT/S

3.1 Nature

The contract to be concluded is a **multiple framework service contract in cascade** with a maximum of three economic operators. Therefore, a maximum of three economic operators will be selected as a result of this call for tender

In submitting a tender, the tenderer accepts all terms and conditions specified in the draft contract.

3.2 Duration

The duration of the contract is 12 months, which may be renewed for up to a total duration of 48 months or 4 years (see Article I.2.5 of the draft contract annexed to the Invitation to tender).

3.3 Value/volume

It is expected that approximately 20 to 25 assignments per year will be given to the selected contractor(s).

The maximum allocated budget for the contract(s) is estimated at 2.500.000 EUR (VAT excluded) for the total maximum duration of the contract(s).

Article 134 (1) e) and f) of the Rules of Application² applies to this procedure; The SJU may negotiate the repetition of similar services entrusted to the selected contractors for a maximum of a 50% of the total value indicated in this section.

3.4 Implementation of the contract

The **multiple framework service contract(s) in cascade** to be placed will be implemented through **specific contracts** according to the template annexed to the draft contract attached to the Invitation to tender.

² Commission delegated Regulation (EU) no 1268/2012 of 29 October 2012 on the rules of application of regulation (Eu, Euratom) no 966/2012 of the European Parliament and of the Council on the financial rules applicable to the general budget of the Union, applies to this procedure

The cascading mechanism consists in a rank of the tenderers in descending order with a view to establishing the list of contractors and the sequence in which they will be requested to submit a specific offer. The following rules shall apply:

(1) As the need for support arises, the SJU shall submit a *request for services* describing the services to be procured, the timing, the estimated level of effort, a milestone payment plan, when applicable, and the deliverables expected to be produced. The contractor shall make his offer in response to the SJU's request for services within the deadline set.

(2) When launching a request for services, the SJU shall initially address the contractor who has been *nominated in first place* on the basis of the results of the evaluation of this call for tenders. If this first contractor is in a position to meet the criteria for response time and fulfil the specifications, then he shall be awarded the specific contract in question.

(3) If the first contractor is unable to meet either of these criteria, then he shall be regarded as being unavailable. In this case, the SJU shall then address the same request to the contractor who has been nominated in the second place on the basis of the results of the evaluation of the call for tenders cited in the Contract. If this second contractor is in a position to meet the criteria for response time and specifications, then he shall be awarded the specific contract in question.

(4) If this second contractor is unable to meet either of these criteria, then he shall be considered unavailable. In that event, the SJU shall then repeat this process with the contractor who has been nominated in third place.

(5) This process will terminate either with the award of the specific contract in question to one of the contractors who has been nominated, or with the failure to award the specific contract to any contractor. In the event of failure the SJU may redefine the request for services or start the procedure again.

(6) The inability of the contractor to provide the specific services, shall not be considered to afford grounds for terminating the contract, nor shall it affect the order in which the contractor is to be addressed for subsequent projects.

As described in the roadmaps, in all cases the first contractor must be consulted first. The first contractor has won the market described in the call for tenders and the other contractors are contacted only to compensate the lack in the first contractor's service offering. If it arises that the main contractor is unable to service all requests, the cascade mechanism may apply. In this case careful documentation of all communication between the contractors and SJU is imperative in order to ensure a decision is transparent to all parties.

During the cascade mechanism the request for services' specifications may not change (e.g. profiles and/or technical annexes must remain the same).

4 ASSESSMENT OF THE TENDERS AND AWARD OF THE CONTRACT

4.1 Introduction

The assessment will be strictly based on the content of the received tenders and in the light of the criteria set out hereunder.

The assessment procedure will be carried out in three consecutive stages, each of them with a precise aim:

- **Stage 1 – assessment in the light of exclusion criteria (see section 4.2 below),**
- **Stage 2 – assessment in the light of selection criteria (see section 4.3 below) and**
- **Stage 3 – assessment in the light of award criteria (see section 4.4 below).**

The aim of each of these stages is:

- To check on the basis of the exclusion criteria, whether the tenderer can take part in the procurement procedure;
- To check on the basis of the selection criteria whether the tender has the necessary legal, economic and financial, technical and professional capacity for the performance of the contract;
- To assess on the basis of the award criteria each offer which has passed the exclusion and selection stages.

4.2 Assessment in the light of exclusion criteria

In order not to be excluded from participation in the present procedure, tenderers (coordinator, each consortium member in case of consortia and subcontractors) shall provide evidence of not being in any of the situations described in articles 106 and 107 of the Financial Regulation:

- a) be 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) have been convicted of an offence concerning professional conduct by a judgment which has the force of *res judicata*;
- c) have been guilty of grave professional misconduct proven by any means which the contracting authorities can justify ;
- d) have not 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) have been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the SJU/Union's financial interests;
- f) be a subject of the 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 his obligation under contract covered by the EU budget.

Evidence to be provided

Accordingly, tenderers (the coordinator, each member of the consortium and subcontractors) must provide a **Declaration on honour** (see Annex I), duly signed and dated, stating that they are not in one of the situations referred to above.

Nota Bene:

The tenderer to (the coordinator and each member of the consortium, if any) which the contract is to be awarded shall provide, within 14 calendar days following notification of award and preceding the signature of the contract, the **original** Declaration on honour (if provided in copy at the offer submission stage) and the following documentary proofs in **original** to confirm the declaration referred to above:

1. For situations described in (a), (b) and (e), production of a recent³ 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.
2. For the situation described in point (d) above, recent⁴ 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.⁵
3. For any of the situations (a), (b), (d) or (e), where *any* document described in 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.

The SJU may waive the obligation of a tenderer to submit the documentary evidence referred to above if such evidence has already been submitted to the SJU for the purposes of another procurement procedure and provided that the documents were issued not more than one year earlier and that they are still valid at dispatch of the information for candidates and tenderers. In such a case, the tenderer shall declare on his honour that the documentary evidence has already been provided in a previous procurement procedure, provide reference to that procedure and confirm that no changes in his situation have occurred.

Please refer to the following web page for additional information regarding the relevant requirements and model documents under national laws of the EU Member States: http://ec.europa.eu/internal_market/publicprocurement/e-procurement/e-certis/index_en.htm.

4.3 Assessment in the light of selection criteria

Tenderers (the coordinator and each member of the consortium, if any) must have the overall capabilities (legal, economic, financial, technical and professional) to perform the contract.

³ Not older than one year.

⁴ Not older than one year.

⁵ Tenderers are strongly advised to explore the sources in their respective national legal systems for acquiring the required supporting documentation and the related deadlines, already at the stage of the preparation and submission of their offers, in order to avoid any delays in providing the documents in case selected for award of the contract.

All the requirements listed below must be met in order to enter the next phase of the assessment in the light of award criteria.

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

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

4.3.1 Legal capacity

Tenderers are requested to prove that they are authorised to perform the contract under national law.

Evidence to be provided:

Tenderers shall provide a dully filled-in Legal entities' form, including all its supporting documentation (see section 7 b) of Invitation to tender Ref. SJU/LC/0099-CFT).

Evidence of inclusion in a trade or professional register, or a sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in the VAT register.

4.3.2 Economic and financial capacity

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

Evidence to be provided:

Proof of economic and financial capacity shall be furnished by at least two of the following documents:

- Evidence of professional risk indemnity insurance;
- Balance sheets (or extracts from balance sheets) for at least the last two years for which accounts have been closed;
- Statement of overall turnover during the last three financial years duly dated and signed.

If, for some exceptional reason which the SJU considers justified, the tenderer is unable to provide the documents requested here above, the tenderer may prove the economic and financial capacity by any other means which the SJU considers appropriate.

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

4.3.3 Technical and professional capacity

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

Minimum requirements:

1. Tenderer shall have:

- i) Capacity of the tenderer to provide the service required (i.e. Formal qualification/certification such as being member of the IRE / IBR in international audit to carry out statutory audits in accordance with EU requirements adequate demonstration of the human resources and European coverage).
 - ii) Audit expertise acquired in particular in the field of financial audit, agreed-upon-procedures, systems audit, and performance audit.
2. The tenderer shall demonstrate that it has competent and experienced staff to implement the Contract, for this purpose:
- a. the Audit co-ordinator who will be the interlocutor with SESAR must have:
 - i) a status of certified auditor in one of the 28 EU Member State;
 - ii) at least 3 years of work experience in managing EC Framework Programmes for Research (e.g. FP5, FP6 and FP7);
 - iii) at least 3 years of work experience managing a team;
 - iv) experience in performance auditing;
 - v) fluency in English and French.
 - b. the team members shall have:
 - i) at least 1 year of relevant work experience in auditing for EC Framework Programmes for Research (e.g. FP5, FP6 and FP7), and at least three years for the Team Leader;
 - ii) fluency in English and French.

Evidence to be provided:

1. For the tenderer
 - i) Brief presentation of the tenderer containing a detailed description of the structure (coordinator, other member/s and/or already identified subcontractors, focusing in particular on the capacity and the organizational structure set up to perform the activities), main current activities, and formal qualification in its possession.
 - ii) References of at least ten 10 audits, each one invoiced over €10.000, with at least one audit of each of the following types: financial audit, agreed-upon-procedures, systems audit, and performance audit. The provision of services directly relevant to the tender submitted must have been provided within the last three years. The list (a template is to be found in Annex II.1) must include the amount, date and public or private recipients of the services:
 - if supplied to contracting authorities, evidence must be provided in the form of certificates issued or countersigned by the competent authority;
 - if supplied to private purchasers, provision of service is to be certified by the purchaser or, failing this, simply declared by the tenderer to have been provided;
 - iii) List of audit assignments performed in the context of EU Framework Programmes within the last 3 years (a template is to be found in Annex II.1).
2. For the Audit co-ordinator and team members
 - i) Completed staff form to be found in Annexe II.2.
 - ii) Detailed CVs (only), using the Europass format, of the persons who will be responsible for carrying out the tasks, including mention to the certifications required above and the list of audit assignments that they have managed or in which they have participated during the last three years.

4.4 Assessment in the light of award criteria

Only the tenders which meet the requirements of the exclusion and selection criteria will be evaluated in terms of quality and price for the award of the Contract.

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

4.4.1 Evaluation of the award criteria (quality of the offer)

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

The tender must reach a minimum score of 50% or more per award criterion and 70 points or more globally in order to be admitted to the financial evaluation. The tenders with lower scores will be considered non-suitable and therefore excluded.

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

Award Criteria	Maximum available
<p>Organisational aspects:</p> <ul style="list-style-type: none"> - Suitability of the composition and balance of the proposed team for the performance of the audit activities (e.g.: balance between junior and senior staff; distribution of roles and tasks) - Suitability and availability of the proposed resources attributed to each deliverable or assignment in terms of skills and proposed material - Geographical coverage in relation to SJU members 	30
<p>Quality and relevance of the Methodology:</p> <ul style="list-style-type: none"> - Understanding of the domain/s and compliance with international standards - Familiarity with EC Framework Programmes for Research - Understanding of the overall objectives as described in section 2 and of the SESAR Programme - Appropriateness of the whole proposed methodological approach for achieving the objectives - Inclusion of the risk of fraud and the sound financial management approach among the methods used to carry out the various audits 	35
<p>Quality assurance of contract management:</p> <ul style="list-style-type: none"> - Continuity of services - Timely response and delivery - Quality of services - Identification, prevention and measures in place to mitigate any risk of <i>conflict of interest</i> during the implementation of the contract 	35
Score Award Criteria	100

4.4.2 Financial evaluation and recommendation for award

The price that will be taken into account for the financial evaluation and the award of the Contract, is the “Total Price” proposed by the tenderer in the financial offer as indicated in the Invitation to tender ref. SJU/LC/0111-CFT.

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

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

Quality (60%)

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

Price (40%)

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

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

Score tender Y =

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

5 ANNEXES

- ANNEXE I – Declaration on honour with respect to the exclusion criteria and absence of conflict of interest
- ANNEXE II – Template list for audits performed, staff form and financial form
- ANNEXE III– Relevant extracts of the MFA
- ANNEXE IV – Mandate Consortium Coordinator