Pre-Commercial Procurement (PCP)

Tender Document 3 (TD3)

Tender Forms

Deadline to submit an offer:

15th September 2021, at 12:00 midday (CET)

Important notice: This Request for Tenders is composed by a set of documents listed hereafter:

- TD1 – Request for Tenders
- TD2 – Challenge Brief
- TD3 – Tender forms
- TD4 – Framework agreement
- TD5 – Specific contract template for phase 1
- TD6 – Annexes

All documents available on *https://ecare-pcp.eu/* website.

TABLE OF CONTENTS

1 Form 1: General Tender Submission and Power of Attorney 7
1.1 Type of Tenderer 7
1.2 Single Tenderer / Lead Tenderer Information 7
1.3 Subcontractor Information and Declaration 7
1.4 Power of Attorney 8
1.5 Tenderer Statement Confirmation 8
1.6 Framework Agreement and Specific Contract for Phase 1 9
2 Form 2: Exclusion criteria 11
2.1 Part A 11
2.2 Part B 12
2.3 Part C 13
3 Form 3: Selection criteria 15
4 Form 4: Compliance criteria 17
5 Form 5: Technical offer 20
6 Form 6: Financial offer and cost breakdown 25
6.1 Introduction 25
6.2 Financial offer general instructions 25
6.3 Financial envelope general instructions 27
6.4 Phase 1 – Solution design cost breakdown 27
6.5 Phases 2 and 3 cost breakdowns 30
6.6 Binding unit prices for all phases 30
6.7 Estimation of market price 30
6.8 Financial offer and cost breakdown declaration 30

Table index

Table I. Form 2.A – Exclusion criteria 11
Table II. Form 2.B – Exclusion criteria 12
Table III. Form 2.C – Conflict of interest 14
Table IV. Form 3 – Selection criteria 15
Table V. Form 4.A – Compliance with the definition of R&D services 17
Table VI. Form 4.B – Compatibility with other public financing 17
Table VII. Form 4.C – Compliance with requirements relating to the place of performance of the contract 18
Table VIII. Form 4.D – Ethics and research integrity 18
Table IX. Form 4.E – Security 19
Table X. Technical offer. Section 0 – Project Management quality criteria – feasibility and organization 20
Table XI. Technical offer. Section 1 – Functional quality criteria – Ability to satisfy the need 20
Table XII. Technical offer. Section 2 –Technical soundness and non-functional quality criteria 21
Table XIII. Technical offer. Section 3 – Organizational and legal criteria 21
Table XIV. Technical offer. Section 4 – Innovation and Impact of the proposed solution 22
Table XV. Technical offer. Section 5 – Prototype 23
Table XVI. Technical offer. Section 6 – Field testing 23
Table XVII. Technical offer. Section 7 – Declaration of pre-existing rights (IPR) 23
Table XVIII. Technical offer. Section 8 – Ethical and security issues 23

INTRODUCTION

Offers are organised in the eTendering Platform according to different forms.

These forms are structured in 3 envelopes:

- **Qualification envelope** (administrative forms):
  - Form 1: General Tender Submission
  - Form 2: Exclusion Criteria
  - Form 3: Selection Criteria
  - Form 4: Compliance Criteria

The qualification envelope also includes several attachments to be completed, **electronically signed** and uploaded in the system. See TD6 – Annexes for more information:

  - Subcontractor Information
  - Subcontractor Declaration
  - Single Tenderer Power of Attorney
  - Lead Tenderer Power of Attorney
  - Framework Agreement and Specific Contract for Phase 1

Additionally, you should **complete and electronically sign** the following documents:

  - Framework Agreement template (TD4) and
  - Specific Contract for Phase 1 template (TD5).

- **Technical envelope (Technical forms):**
  - Form 5: Technical Offer

- **Financial envelope (Financial forms)**:
  - Form 6: Financial Offer

General rules to be considered:

- These forms should be **completed directly in the eCare eTendering Platform**.
- Complete the information required following the recommendations given in Appendix 1 of the TD1 – Request for Tenders document.
- Before starting to complete the information required in the envelopes, you are encouraged to carefully **read the eTendering Response Manual**.
- Where you have no specific information to put on certain parts of obligatory forms, you are advised to indicate "not applicable" or "none" or "no relevant information" or an equivalent indication. **Do not leave empty parts in obligatory forms**.
- After completing all information required, you should electronically sign and submit each envelope in the eTendering platform. You are strongly advised at this point to follow the instructions given in the eTendering Response Manual.
- The **validity period** of the offer **is 6 months** from submission date.
- Tenders that do not comply with the formal requirements will automatically be rejected.
- More detailed information about the final layout requirements for the phases 2 and 3 offers will be provided in the call-off.

- The Lead Procurer may request clarification or additional evidence where there is any doubt.

Below the different Forms to be completed in the eTendering platform are shown.

1 Form 1: General Tender Submission and Power of Attorney

1.1 Type of Tenderer

Please, select if you are presenting the Tender as Single Tenderer (alone) or as Lead Tenderer (joint consortium).

In case you are a consortium, please, indicate the **number of consortium entities** and complete the following information **for each consortium member**:

- **Name of the legal entity**: Provide the full name under which the consortium member is officially registered.
- **Services to be performed**: Briefly described the activities that the consortium member is going to performed.
- **% Participation**: Indicate the quote of participation of this consortium member
- **VAT number**: Provide the entity's VAT registration number (if not applicable complete N/A)
- **Contact Person**: Enter Name, Surname of the authorised person of the consortium member
- **E-mail**: include the e-mail of the contact person
- **Nationality**: include the nationality of the entity (where it is placed)

1.2 Single Tenderer / Lead Tenderer Information

All Tenderers should complete the following information regarding their own organization and contact details:

- **Name of the legal entity:** Provide the full name under which the Tenderer is officially registered.
- **Services to be performed:** Indicate the services you are going to performed.
- **VAT number:** Provide the entity's VAT registration number (if not applicable complete N/A)
- **Contact Person:** Enter Name, Surname of the authorised person (who has power of attorney to sign the offer)
- **E-mail:** include the e-mail of the contact person
- **Nationality:** include the nationality of the entity (where it is placed)
- **Number of subcontractors:** Include the number of subcontractors who will be engaged to perform part of the services

1.3 Subcontractor Information and Declaration

You should **download the Template "Subcontractor Information" and complete** the following information for each subcontractor involved in the project:

- **Name of the legal entity:** Provide the full name of the subcontractor
- **Services to be performed:** indicate the % of subcontracted services and a brief description.
- **VAT number:** If applicable, provide the entity's VAT registration number.
- **Contact Person:** Enter Name, Surname of the subcontractor contact person

- **E-mail:** include the e-mail of the subcontractor contact person
- **Nationality:** include the nationality of the entity (where it is placed)

After completing the template "Subcontractor Information", please **upload it in the application again in PDF format**.

Instructions for signing and uploading subcontractor DECLARATION (Single / Lead Tenderer):

- Download the attachment template "Subcontractor declaration"
- Complete it with the information of each subcontractor involved in your Tender.
- After completion, each subcontractor will MANUALLY SIGN the document
- Finally, and the Single / Lead Tenderer will electronically sign and upload again the template.

NOTE: The platform allows uploading ONLY ONE completed Subcontractor declaration in PDF format. Make sure it contains the digital of physical signatures of all involved subcontractors.

1.4 Power of Attorney

In case of **Single Tenderer** complete, sign and upload **ONLY the Single Tenderer Power of attorney**.

In case of **Lead Tenderer**, complete, sign and upload **ONLY the Lead Tenderer Power of attorney**.

- **Power of attorney attachment (Single Tenderer)**: Power of attorney template to be downloaded and electronically signed by the single tenderer as evidence of having the legal capacity required to act on behalf of his/her company. This template will be available for download in the eTendering Platform System.

- **Power of attorney attachment (Lead Tenderer)**: Power of attorney template to be downloaded and manually signed by each member of the consortium and electronically signed by the Lead tenderer as evidence of having the legal capacity required to act on behalf of his/her company. This template will be available for download in the eTendering Platform System.

1.5 Tenderer Statement Confirmation

You **should select if you are Single or Lead Tenderer** and confirm the corresponding e Single / Lead Tenderer Confirmation Statement.

- **Single Tenderer Statement confirmation**: the contact person, being authorised signatory confirms by clicking in the corresponding box that contents of the PCP Tender documents have been examined and accept without reserve. Below it is presented the completed text that has to be confirmed in the system:

> I declare that I have examined and I accept without reserve or restriction the entire contents of the PCP Tender Documents for the tender procedure in the framework of the eCare project, especially those enumerated in Section "2.7. IPR Issues - Commercial exploitation of the results - Declaration of pre-existing rights" of the "TD1 - Request for Tenders" document, and of the tender submitted.
>
> I guarantee that the subcontractor(s) identified to perform parts of the services meet the relevant criteria as established in the Tender Documents. I am fully aware that the subcontractor(s) cannot be replaced, nor can subcontractors be added, without the prior written authorisation of Procurer.
>
> I am fully aware that any dispute arising out of, or in connection with, the tender procedure shall be brought before the Administrative Court of Benevento, as set out in the in the Section "5.7. Procedures of appeal" of the "TD1 - Request for Tender" document.

- **Lead Tenderer Statement confirmation**: the contact person, being authorised signatory confirms by clicking in the corresponding box that contents of the PCP Tender documents have been examined and accept without reserve. Below it is presented the completed text that has to be confirmed in the system:

> I, being the authorised signatory of the Lead Tenderer, hereby declare that I have examined and I accept without reserve or restriction the entire contents of the PCP tender documents for the tender procedure in the framework of the eCare project, especially those enumerated in Section "2.7. IPR Issues - Commercial exploitation of the results - Declaration of pre-existing rights" of the "TD1 - Request for Tenders" document, and of the tender submitted.
>
> I guarantee that the subcontractor(s) identified to perform parts of the services meet the relevant criteria as established in the Tender Documents. I am fully aware that the composition of the Consortium cannot be altered and that the subcontractor(s) cannot be replaced, nor can subcontractors be added, without the prior written authorisation of the Lead Procurer.
>
> I am fully aware that the Consortium members are jointly and severally liable to Lead Procurer for the execution of the Contracts. I am fully aware that any dispute arising out of, or in connection with, the tender procedure shall be brought before the Administrative Court of Benevento, as set out in the Section "5.7. Procedures of appeal" of the "TD1 - Request for Tender" document.

1.6 Framework Agreement and Specific Contract for Phase 1

You should find the templates: Framework Agreement and Specific Contract for Phase 1 ready for download.

Complete them with the information details of your organization and with the information required from your consortium members (in case of being a Lead Tenderer).

Note that you should also **insert your final actual price (excluding VAT) and the final actual price (including VAT) in the Specific Contract for Phase 1** (Article 4 Price and payment arrangements).

After that, you **should electronically sign both contracts and upload them** in the sections indicated in the system:

- Framework Agreement Signature
- Specific Contract for Phase 1 Signature

2 Form 2: Exclusion criteria

2.1 Part A

Single Tenderer / or Lead Tenderer should fill the following form to confirm that ALL entities involved in the Tender (Singe / Lead Tenderer; consortium members and subcontractors involved in the performance of the work) meet with the exclusion criteria part A.

Responses to these questions will be assessed as "pass" or "fail". Only those bids achieving a "pass" will be considered for further evaluation. It is evaluated to ALL entities involved in the Tender: Single and/or Lead Tenderer, subcontractors and Consortium Members (in case of Joint Tenders).

Table I. Form 2.A – Exclusion criteria

	Do any of the following criteria apply to your organisation as Single / Lead Tenderer and also to ALL of your member consortium and subcontractor organizations?	
A.1	Is your organisation as Single / Lead Tenderer and also any of to your member consortium and subcontractor organizations in a situation of bankruptcy, insolvency, compulsory winding up, receivership, composition with creditors, or subject to relevant proceedings?	Yes / No
A.2	Is your organisation as Single / Lead Tenderer and also any of to your member consortium and subcontractor organizations in a situation of a conviction (or convictions) for a criminal offence related to business or professional conduct?	Yes / No
A.3	Is your organisation as Single / Lead Tenderer and also any of to your member consortium and subcontractor organizations in a situation of Legal or administrative finding of a commission of an act of grave misconduct in the course of business?	Yes / No
A.4	Is your organisation as Single / Lead Tenderer and also any of to your member consortium and subcontractor organizations in a situation of Failure to fulfil obligations related to payment of social security contributions?	Yes / No
A.5	Is your organisation as Single / Lead Tenderer and also any of to your member consortium and subcontractor organizations in a situation of Failure to fulfil obligations related to the payment of taxes?	Yes / No
A.6	Is your organisation as Single / Lead Tenderer and also any of to your member consortium and subcontractor organizations in a situation of Failure to provide information required or providing inaccurate / misleading information when participating in a procurement exercise?	Yes / No
A.7	Is your organisation as Single / Lead Tenderer and also any of to your member consortium and subcontractor organizations in a situation of Failure to obtain and maintain relevant licencing or membership of an appropriate trading or professional organisation where required by law?	Yes / No
A.8	If the answer to any of these is "Yes" please give brief details below, including what has been done to correct the situation.	

2.2 Part B

Single Tenderer / or Lead Tenderer should fill the following form to confirm that ALL entities involved in the Tender (Singe / Lead Tenderer; consortium members and subcontractors involved in the performance of the work) meet with the exclusion criteria part B.

Responses to these questions will be assessed as "pass" or "fail". Only those bids achieving a "pass" will be considered for further evaluation. It is evaluated to ALL entities involved in the Tender: Single and/or Lead Tenderer, subcontractors and Consortium Members (in case of Joint Tenders).

Table II. Form 2.B – Exclusion criteria

	Has your organisation or any of its directors or any other person with power of representation, decision or control of the organisation been convicted of any of the following offences? Has ALL of your member consortium and subcontractors organizations been convicted of any of the following offences?	
B.1	Has your organisation, or any of your consortium members and subcontractors, including any of its directors and any other person with power of representation, decision or control of the organisation been convicted of Criminal offences referred to in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on combating organized crime?	Yes / No
B.2	Has your organisation, or any of your consortium members and subcontractors, including any of its directors and any other person with power of representation, decision or control of the organisation been convicted of Corruption as defined in Article 3 of Council Act of 26 May 1997 preparation on the basis of Article K.3.2 c Treaty on European Union, the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of, and Article 3.1 Council Joint Action 98/742/JHA of 22 December 1998 adopted by the Council on the basis of Article K.3 of the Treaty on European Union, on corruption in the private sector?	Yes / No
B.3	Has your organisation, or any of your consortium members and subcontractors, including any of its directors and any other person with power of representation, decision or control of the organisation been convicted of Money laundering as defined in Article 1 of Council Directive 91/308/EEC of 10 June 1991 on measures to prevent the financial system for money laundering, amended by European Parliament and Council Directive 2001/97/EC?	Yes / No
B.4	Has your organisation, or any of your consortium members and subcontractors, including any of its directors and any other person with power of representation, decision or control of the organisation been convicted of Fraud within the meaning of Article 1 of the Convention drawn up on the basis of Article K.3 of the Treaty on European Union for the Protection of the Communities' financial interests.?	Yes / No

B.5	Has your organisation, or any of your consortium members and subcontractors, including any of its directors and any other person with power of representation, decision or control of the organisation been convicted of Terrorist offences or offences linked to terrorist activities as defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism.?	Yes / No
B.6	Has your organisation, or any of your consortium members and subcontractors, including any of its directors and any other person with power of representation, decision or control of the organisation been convicted of Child labour and other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA?	Yes / No
B.7	Has your organisation, or any of your consortium members and subcontractors, including any of its directors and any other person with power of representation, decision or control of the organisation been convicted of or is guilty of serious misrepresentation in supplying the information required under this section or has not supplied such information?	Yes / No

2.3 Part C

Single Tenderer / or Lead Tenderer should confirm that none of the organizations involved (Single / Lead Tenderer; consortium members and subcontractors involved in the performance of the work) have any conflict of interest in connection to the contract.

Responses to these questions will be assessed as "pass" or "fail". Only those bids achieving a "pass" will be considered for further evaluation. It is evaluated to ALL entities involved in the Tender: Single and/or Lead Tenderer, subcontractors and Consortium Members (in case of Joint Tenders).

Table III. Form 2.C – Conflict of interest

	Tenderers submitting a Tender in respect to this PCP confirm:	
C1	By selecting "Yes", Tenderers state and understand that: - They do not have any conflict of interest in connection to the contract. A conflict of interest may 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; -They will inform the Lead Procurer, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest; - They have not made, and will not make, any offer of any type whatsoever from which an advantage can be derived under the contract; - They have not granted, sought, attempted to obtain or accepted and will not grant, seek, attempt to obtain, or accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal or corrupt practice, either directly or indirectly, as an incentive or reward relating to the award of the contract; - They understand that the Lead Procurer reserves the right to verify this information and that they are aware of the consequences which may derive from any false declaration in respect of the information required by the awarding body as a condition of participation in the contract procedure.	Yes / No

Single Tenderer / Lead Tenderer confirmation Statement: the contact person, being authorised signatory confirms that neither me not ALL consortium members and subcontractors involved meet any of the Exclusion Criteria for this Tender.

3 Form 3: Selection criteria

General instructions:

1) This form should be completed by the Tenderer or the Lead Tenderer in the case of a consortium.
2) In the case of Tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.
3) Responses to these questions will be assessed as pass/fail. Only those bids achieving a "pass" will be considered for further evaluation.
4) If you need to include additional information to selection criteria questions, please, use the 'additional attachments' area available at the end of the Qualification response envelope.

Table IV. Form 3 – Selection criteria

Tenderer information	Answer
Demonstrate 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.	Provide a description of relevant reference and/or previous projects which reflect the competences and capacity of the Tenderer in the different phases and domains of the eCare for project. Provide a list of current/previous services performed/developed which are similar in scope and complexity to this Tender. These references can be provided based on previous projects of the Tenderer or one or several of the consortium partners and/or Subcontractors who will be working on the project. The references should have been executed during the last five years. The list must contain at least the following contents: title of the project, duration, budget, objectives and description (capacity, materials, equipment and financial structures). Please, see Section "3.3 Selection criteria" of the "TD1 Request for tenders" document for more information. This information should be provided by **attaching a PDF document** to the eCare eTendering platform.
No references	If you cannot provide at least one reference, please explain briefly why.

Demonstrate the Tenderers expertise and working experience required to undertake an innovative R&D project that entails software development, integration and commercialization	List the name and include a brief description of the profile of the key personnel with competences and skills necessary to complete the project. Identify who the subcontractor(s) is/are and what they will deliver. Include at least the name, position in the organization, role in the project and main skills and competences to develop the R&D services. This information should be provided by **attaching a PDF document** to the eCare eTendering platform.
Attach the CVs of key personnel with competences and skills necessary to complete the project in EUROPASS format. English CV.	**Attach one ZIP file** with all CVs attached
Does your organisation have a Business Continuity / Disaster Recovery / Risk Management plan that ensure the described services are delivered in the event of a disruption affecting your business and ensures continuity of supply / service from your critical suppliers?	Yes/No
If you indicated "Yes" to the previous question, please provide a brief description of the measures.	Text description
Insurance: Demonstrate appropriate level of insurance, covering the risks that might occur in case of award in the end of the PCP, or statement that insurance will be taken before the award. In this case, the proof must be provided before the award.	Provide details of your current insurance cover: - Employer's Liability - Public Liability - Professional Indemnity (if applicable) - Product Liability (if applicable) - Other This information should be provided by **attaching a PDF document** to the eCare eTendering platform.
Please confirm whether you will take the appropriate level of insurance cover if you are successful in winning the contract.	Yes/no
Single Tenderer / Lead Tenderer confirmation Statement. The contact person, being authorised signatory confirms that all references and information given in the Selection criteria Form	Yes/no

4 Form 4: Compliance criteria

General instructions:

1) This form should be completed by the Tenderer or the Lead Tenderer in the case of a consortium.
2) In the case of Tenders submitted by a consortium, these selection criteria will be applied to the consortium as a whole.
3) Responses to these questions will be assessed as pass/fail. Only those bids achieving a "pass" will be considered for further evaluation.
4) If you need to include additional information to compliance criteria questions, please, use the 'additional attachments' area available at the end of the Qualification response envelope.

Table V. Form 4.A – Compliance with the definition of R&D services

Tenderer declaration	Answer
The tenderer declares that the financial part of the offer for the framework agreement provides binding unit prices for all foreseeable items for the duration of the whole framework agreement.	Yes / No
The tenderer declares that the financial part of the offer for each phase gives a 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.	Yes / No
The tenderer declares that the offers for all three phases includes only items needed to address the challenge in question and to deliver the R&D services described in the request for tenders.	Yes / No
The tenderer declares that the total sum of the value of products offered in each phase and all previous phases is less than 50 % of the total value of the framework agreement.	Yes / No
Please confirm that you fully understand the definition and requirements of R&D as provided above and that your tender submission is solely for the provision of R&D services.	Yes / No

Table VI. Form 4.B – Compatibility with other public financing

Tenderer declaration	Answer
The tenderer declares that he does not receive public funding from other sources that may lead to double public funding or an accumulation of different types of public financing not permitted by EU legislation, including EU state aid rules.	Yes / No

Table VII. Form 4.C – Compliance with requirements relating to the place of performance of the contract

Tenderer declaration	Answer
The tenderer declares that at least 51 % if the total value of activities covered by the framework agreement is going to be performed in the EU Member States of H2020 associated countries. The principal R&D staff **working on the PCP** is located in the EU Member States or H2020 associated countries.	Yes / No
The tenderer declares that at least 51% of the total value of activities covered by each specific contract for each PCP phase is going to be performed in the EU Member States or in H2020 associated countries. The principal R&D staff working on **each specific contract** is located in the EU Member States or H2020 associated countries.	Yes / No

Table VIII. Form 4.D – Ethics and research integrity

Tenderer declaration	Answer
The tenderer commits to execute the tasks assigned under the Framework Agreement and Specific Contracts in compliance with provisions set out in the Framework Agreement, and compliant the rules of: - Ethical principles (including the highest standards of research integrity, notably as set out in the European Code of Conduct for Research Integrity, and, in particular, avoiding fabrication, falsification, plagiarism and other research misconduct); - Applicable international, EU and national law, including those on checks, reviews and audits by the European Commission and the European Anti-fraud Office (OLAF) and on data protection.	Yes / No
The tenderer declares that they do not plan to carry out activities that are prohibited in all Member States or in a country outside the EU (where whose activities are allowed).	Yes / No
The tenderer declares that they do not plan to carry out activities whose aims to: - Carry out human cloning for reproductive purposes - Modify the genetic heritage of human beings in such a way as could make such changes heritable (with the exception of research relating to cancer treatment of the gonads) - Create human embryos solely for the purpose of research or for the purpose of stem cell procurement, including by means of somatic cell nuclear transfer	Yes / No
The tenderer declares that they do not plan to carry out activities that do not focus exclusively on civil applications.	Yes / No
The research involves Human Embryonic Stem Cells (HESCs), human participants, human cells or tissues?	Yes / No
Does this research involve personal data collection and/or processing?	Yes / No
If yes - Does it involve the collection and/or processing of sensitive personal data (e.g. health, sexual lifestyle, ethnicity, political opinion, religious or philosophical conviction)?	Yes / No
Does it involve processing of genetic information?	Yes / No

Does it involve tracking or observation of participants?	Yes / No
Does the tenderer understand and comply with the ethics requirement included in the eCare project as detailed in Section "3.4.5 Compliance with ethics and research integrity" of TD1 – Request for tenders" document?	Yes / No
Please, give detailed information on the procedures that will be implemented for data collection, storage, protection, retention and destruction and confirmation that they comply with national and EU legislation.	Text description
In addition, please describe how you will meet the ethics requirements described in Section "3.4.5 Compliance with ethics and research integrity" of TD1 – Request for tenders" document.	Text description

Table IX. Form 4.E – Security

Tenderer declaration	Answer
The submitted bid complies with the EU, national and international law on dual-use good or dangerous materials and substances.	Yes / No
Single Tenderer / Lead Tenderer confirmation Statement: The contact person being the authorised signatory of the above Tenderer (for Consortia, this must include all Consortium Members) hereby declare that I, or my company, provided accurate information.	Yes / No

5 Form 5: Technical offer

General instructions:

1) This form is related to the technical offer of the Tender, and it is found inside the technical envelope. Each section is required and shall be completed as stated below.
2) The Tenderer should upload an attachment with the required response to each technical section.
3) Annexes do not have maximum characters allowed per section. However, the eCare PCP Tender **recommends being clear, synthetic and focused on your responses**.
4) Additional information / documents that a Tenderer may need to include in the offer should use the Additional attachments area to upload further information (diagrams, pictures, etc.).
5) Except for the documents uploaded in the Additional information area, the rest of annexes must be uploaded in **PDF format**.

Table X. Technical offer. Section 0 – Project Management quality criteria – feasibility and organization

Tenderer declaration	Answer
C0.1 – Methodology of the project, including risk management and quality assurance	Describe the methodology and methods used for project management, development, testing, and implementation. Include the measures to be taken with respect to risk management and quality assurance (i.e. risk assessment and risk mitigation strategy) Upload an attachment with the response.
C0.2 – Quality and completeness of the work-plan as well as detail of task and result descriptions	Describe the work organization and supply chain. Include time schedule, deliverables and milestones as detailed in the Request for Tenders and the Functional Specification. Upload an attachment with the response.
C0.3 – Feasibility of plan and resources to meet the objectives specified	Specify the configuration (e.g. consortium) and role of each partner and/or sub-contractors, if applicable. Elaborate on your approach to selecting and managing your sub-contractors. Present a list of staff working on the specific contract (including for sub-contractors), clearly indicating their role in performing the contract. Detail and demonstrate the consistency of the schedule for the execution of the contract, split into Phases 1-2-3. Upload an attachment with the response.

Table XI. Technical offer. Section 1 – Functional quality criteria – Ability to satisfy the need

Tenderer declaration	Answer
C1.1 – Frailty screening	Describe how requirements described in TD2 – Section “5.1.1 Requirements related to frailty screening” are fulfilled. Upload an attachment with the response.

C1.2 – Frailty management and prevention	Describe how requirements described in TD2 – Section “5.1.2 Requirements related to care frailty management and prevention” are fulfilled. Upload an attachment with the response.
C1.3 – Develop integrated pathways	Describe how requirements described in TD2 – Section "5.1.3 Requirements related to develop integrated pathways" are fulfilled. Upload an attachment with the response.
C1.4 – Develop knowledge sharing	Describe how requirements described in TD2 – Section "5.1.4 Requirements related to develop knowledge sharing." are fulfilled. Upload an attachment with the response.
C1.5 – Parameters/measuring units	Describe how requirements described in TD2 – Section "5.4 Parameters/measurement units’ requirements" are fulfilled. Upload an attachment with the response.

Table XII. Technical offer. Section 2 –Technical soundness and non-functional quality criteria

Tenderer declaration	Answer
C2.1 – Methodology	Describe how requirements described in TD2 – Section "5.2.1 Methodology" are fulfilled. Upload an attachment with the response.
C2.2 – Data analysis	Describe how requirements described in TD2 – Section "5.2.5 Data analysis" are fulfilled. Upload an attachment with the response.
C2.3 – Architecture, scalability and performance	Describe how requirements described in TD2 – Section "5.2.6 Architecture, scalability and performance" are fulfilled. Upload an attachment with the response.
C2.4 – Compatibility, interoperability and adaptation to local context	Describe how requirements described in TD2 – Section "5.2.2 Compatibility, interoperability and adaptation to local context" are fulfilled. Upload an attachment with the response.
C2.5 – Security	Describe how requirements described in TD2 – Section "5.2.3 Security" are fulfilled. Upload an attachment with the response.
C2.6 – Usability and configurability	Describe how requirements described in TD2 – Section "5.2.4 Usability and configurability" are fulfilled. Upload an attachment with the response.

Table XIII. Technical offer. Section 3 – Organizational and legal criteria

Tenderer declaration	Answer
C3.1 – Organizational and staff	Describe how requirements described in TD2 – Section "5.4 Organizational, staff and business requirements" are fulfilled. Upload an attachment with the response.
C3.2 – Commercialization	Describe how requirements described in TD2 – Section "5.5 Commercialization requirements" are fulfilled. Upload an attachment with the response.

C3.3 – Legal and regulatory	Describe how requirements described in TD2 – Section "5.6 Legal and regulatory requirements" are fulfilled. Upload an attachment with the response.

Table XIV. Technical offer. Section 4 – Innovation and Impact of the proposed solution

Tenderer declaration	Answer
C4.1 – Level of innovativeness and ability to go beyond the state-of-the-art	Describe the current situation of the proposed solution (not yet commercially available). Give details of what is the state-of-the art and in which aspects and grade of progress the proposed solution goes beyond it. Upload an attachment with the response.
C4.2 – Value of benefits due to the solution innovation for patients and procurers	Describe how the proposed solution addresses the unmet needs described in Section 3 and the use cases in Section 4 of TD2 document. Describe in detail the benefits both for patients and procurers in a future implemented solution. Upload an attachment with the response.
C4.3 – Evidence of technical and economic effectiveness, reliability and sustainability of the vision and of the business plan	Describe giving details to assess how its degree of maturity is enough to be ready for demonstration and pre-commercial scale. Describe in detail the business plan highlighting the economic effectiveness, reliability and sustainability aspects that support the proposed solution. Upload an attachment with the response.
C4.4 – Reproducibility of the solution through an adequate industrial process in accordance with the relevant market features	Describe how is going to fill the gap between the pre-commercial state and the industrial process and give information about how the reproducibility of the solution are to be facilitated. Give details about the steps and the resources to be used and provide similar examples in which this task can rely on to give evidence of its feasibility. Upload an attachment with the response.
C4.5 – Actions implemented to limit the solution costs through its life cycle	Describe the measures and those specific aspects introduced in the design and in any other part that form parts of the solution that controls the solution cost through its life cycle. Upload an attachment with the response.

Table XV. Technical offer. Section 5 – Prototype

Tenderer declaration	Answer
Prototype	Describe your vision and plan for developing a prototype at lab conditions in the context of this PCP. Give details about the tests to be made for validating, the scope of the lab demo and give information about those aspects not covered that will be addressed during field testing. Upload an attachment with the response.

Table XVI. Technical offer. Section 6 – Field testing

Tenderer declaration	Answer
Field testing	Describe your vision and plan on executing a field testing in the context of this PCP, including your concrete approach towards tackling the target group composition defined by the buyers group, giving specific details for health care and social care entities. Give information about how the heterogeneity of the buyers group is going to be address while covering the whole proposed solution testing. Upload an attachment with the response

Table XVII. Technical offer. Section 7 – Declaration of pre-existing rights (IPR)

Tenderer declaration	Answer
IPR list	Provide a list of the pre-existing rights (Background) relevant to the Tenderer's proposed solution, in order to allow IPR dependencies to be assessed. A final list will have to be provided and will be agreed on within 30 days following the awarding of the Framework Agreement. Upload an attachment with the response

Table XVIII. Technical offer. Section 8 – Ethical and security issues

Tenderer declaration	Answer
Does this Tender involve ethical issues?	Yes/No (If Yes, include an attachment with an ethics self-assessment giving explanations how the issues will be addressed)
Does this Tender involve activities or results that may raise security issues and/or EU classified information as background or results?	Yes/No (If Yes, include an attachment explaining how these issues will be addressed)

Single Tenderer / Lead Tenderer confirmation Statement: The contact person being the authorised signatory of the above Tenderer hereby declare that I, or my company, provided accurate information.

6 Form 6: Financial offer and cost breakdown

6.1 Introduction

The purpose of this Form is to provide the Buyers Group with:

1) **A fixed total Price for Phase 1, broken down** to show unit prices and the number of each unit needed to carry out phase 1 (given in euros, excluding VAT but including any other taxes and duties).

2) Set **binding unit prices for the entire duration** of the Framework Agreement.

3) An **estimated total price for phases 2 and 3**.

For the above purpose, a **Total Cost** and a Cost **Breakdown** shall be submitted by completing Form 6 (Financial Envelope).

Financial Offers must be completed and submitted **through the eTendering Platform System**. Full justifications and details must always be provided in the comments and attachments sections if necessary.

Tenderer could directly complete the financial offer in the system or download the form in Excel format, complete it and upload it in the system again. Further instructions are given in the eTendering Response manual.

Finally, the Tenderer will confirm the Financial Offer Declaration confirming that the information given in this application is complete, that you are actively engaged in this project and responsible for its overall management and agree to administer the contract if made.

The information provided in the financial section of the tender will be used to evaluate the tenders on the basis of the price award criteria.

6.2 Financial offer general instructions

Please read Section "4.4 Financial Section of the Tender" of the "TD1 - Request for Tender" document.

Tenderers must specify binding unit prices for all items needed for carrying out Phase 1 and for items that are expected to be needed for Phases 2 and 3 (given in euros, excluding VAT, but including any other taxes and duties).

Tenderers must quote binding unit prices for each category of R&D resources needed, e.g. junior, senior researchers, developers, product owner, testers, etc. (hourly rates) and specify other costs. Tenderers must also quote binding unit prices for their own resources for Phases 2 and 3 that are not expected to be used in Phase 1 and quote estimated unit costs for resources of third parties to be used in Phases 2 and 3.

The unit prices quoted for each category of items remains binding for all phases (i.e. for the duration of the Framework Agreement).

Tenderers must provide a cost breakdown for Phase 1, resulting in a fixed total price for Phase 1 and an estimated total price for Phases 2 and 3 broken down to show unit prices and the number of each unit needed to carry out the Phases (given in euros, excluding VAT, but including any other taxes and duties).

The **cost breakdown** shall provide:

1. A percentage (%) of the labour price allocated to R&D services. Note that the price must comply with the R&D definition (see Section "3.4.2 Compliance with the definition of R&D services" of the "TD1 - Request for tenders" document and the total sum of the material/equipment/other Costs offered in each Phase must be less than 50 % of the total value of Total Price of each Phase).
2. The location or country in which the different categories of activities are carried out (e.g. 'x' hours of senior researchers in country 'L' at 'a' euro/hour; 'y' hours of junior developers in country 'M' at 'b' euro/hour). Demonstrate compliance with the compliance criteria related to the place of performance (see Section "3.4.4 Compliance with requirements relating to the place of performance of the contract" of the "TD1 - Request for Tenders" document).
3. A financial compensation valuing the transfer of ownership of the IPRs generated during the PCP to the Tenderer, by giving an absolute value for the price reduction between the price offered in the tender compared to the exclusive development price (i.e. the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group).

The financial compensation for IPRs must reflect the market value of the benefits received (i.e. the opportunity that the IPRs offer for commercial exploitation) and the risks assumed by the contractor (e.g. the cost of maintaining IPRs and bringing the products onto the market).

To ensure that a fair market price is offered, according to the above explanation, **Tenderers must state two prices:**

- The **"virtual" price** that they would have quoted if all Intellectual Property Rights, including the ownership of results under the PCP, would be fully retained by the Buyers Group and tenderers would not have the possibility to exploit the results; and

- The **"actual" price** that takes into account the fact that the Tenderers do keep ownership of the Intellectual Property Rights attached to the results under PCP, in accordance with the provisions of the contracts, and that they can exploit these results.

Note that the **price must comply with the R&D definition** (see Section "3.4.2 Compliance with the definition of R&D services" of the "TD1 - Request for tenders" document) and the total sum of non-Personnel costs (such as material/Travelling/Subcontracting/Other costs) offered in each Phase must be less than 50 % of the total value of Total Price of each Phase.

Actual prices quoted for each phase must respect the maximum budgets specified per Contractor per each Phase. See Section "2.5 Total budget and budget distribution (per phase)" of the "TD1 - Request for tenders" document.

All offers above those amounts shall be excluded from the process.

6.3 Financial envelope general instructions

You can complete the fields directly in the application, or download the "Supplier Response Form", complete the spreadsheet file downloaded and import the "Supplier Response Form" again in the system.

- For each cost line, complete only the items applicable to your offer.
- All the costs items are activated. When there are no further items to complete in a category of cost, please, unselect boxes "Tick if Quoting" for the items that you do not need.
- "Refresh" the formulas after inserting prices so as to see calculation of the budget.

6.4 Phase 1 – Solution design cost breakdown

Provide the cost breakdown for your proposed solution for Phase 1.

This information will be used to check if you are indeed proposing R&D Services (see Section "1.1 Pre-commercial procurement" of the "TD1 - Request for tenders" document). It will also be used for the overall Tender evaluation.

A. Personnel cost (Phase 1)

- **Item Code**: this code is automatically generated by the system.
- **Description**: this code is automatically generated. It refers to the specific category in which you are introducing the cost (i.e.: A.1 Personnel cost)
- **Unit of measurement**: The unit of measurement is hourly rate (€/hour)
- **Quantity**: You should include the number of hours needed by each member of personnel to carry out the project
- **Actual Price**: You should insert the actual price for this item taking into account the fact that the Tenderers keep ownership of the Intellectual Property Rights attached to the results under the PCP. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation)
- **Actual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Actual Price" column.
- **Tenderer Comments (if any)**: Here, you can include comments and /or justify the items included, if necessary.
- **Virtual Price**: You should include the hourly rate of each member of personnel involved in the project. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation).
- **Virtual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Virtual price" column.
- **Category / Role in the project**: You should identify each professional category and / or the role in the project of personnel allocated to the project in a clear and

unambiguous manner. Examples of staff categories / roles in the project are senior engineer / project manager, technician / data analysis, administrative / financial management, senior engineer 2 / data analysis; etc.

- **Description of activities**: You should briefly describe the main activities that this category / role is going to perform in this specific project phase.
- **% of labour allocated to R&D services**: Insert the quote of labour allocated to R&D services.
- **Country or location of performance**: You should include the country or location of performance of the category described.

B. Materials & equipment (PHASE 1):

- **Item Code**: this code is automatically generated by the system.
- **Description**: this code is automatically generated. It refers to the specific category in which you are introducing the cost (i.e.: B.1 Materials & Equipment)
- **Unit of measurement**: The unit of measurement is €/unit
- **Quantity**: You should include the number of units needed to carry out the project
- **Actual Price**: You should insert the actual price for this item taking into account the fact that the Tenderers keep ownership of the Intellectual Property Rights attached to the results under the PCP. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation)
- **Actual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Actual Price" column.
- **Tenderer Comments (if any)**: Here, you can include comments and /or justify the items included, if necessary.
- **Virtual Price**: You should include the cost for each materials & equipment needed. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation).
- **Virtual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Virtual price" column.
- **Type of materials & equipment**: You should identify each materials & equipment: licenses, hardware, etc.
- **Description of activities**: You should briefly describe the main activities for which these materials & equipment are necessary to perform this specific Phase.

C. Subcontracting (PHASE 1):

- **Item Code**: this code is automatically generated by the system.
- **Description**: this code is automatically generated. It refers to the specific category in which you are introducing the cost (i.e.: C.1 Subcontracting cost)
- **Unit of measurement**: €/unit

- **Quantity**: You should include the number of subcontracting activities needed to carry out the project
- **Actual Price**: You should insert the actual price for this item taking into account the fact that the Tenderers keep ownership of the Intellectual Property Rights attached to the results under the PCP. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation)
- **Actual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Actual Price" column.
- **Tenderer Comments (if any)**: Here, you can include comments and /or justify the items included, if necessary.
- **Virtual Price**: You should include the hourly rate of each member of personnel involved in the project. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation).
- **Virtual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Virtual price" column.
- **Type of subcontracting**: You should identify each subcontracting type (technical consultancy, graphic designer, etc.)
- **Description of activities**: You should briefly describe the main activities that this subcontractor is going to develop in the specific phase of the project.
- **Country or location of performance**: You should include the country or location of performance of the category described.

D. Other Cost (PHASE 1):

- **Item Code**: this code is automatically generated by the system.
- **Description**: this code is automatically generated. It refers to the specific category in which you are introducing the cost (i.e.: D.1 Other costs)
- **Unit of measurement**: The unit of measurement is €/unit
- **Quantity**: You should include the number of units needed to carry out the project
- **Actual Price**: You should insert the actual price for this item taking into account the fact that the Tenderers keep ownership of the Intellectual Property Rights attached to the results under the PCP. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation)
- **Actual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Actual Price" column.
- **Tenderer Comments (if any)**: Here, you can include comments and /or justify the items included, if necessary.
- **Virtual Price**: You should include the cost for each materials & equipment needed. You should include here the price that would have been quoted if the IPR ownership would have been kept by the Buyers Group (showing the financial compensation).
- **Virtual Price Formula**: This column is calculated automatically by the system. It multiplies the total number of person hours inserted in "Quantity" column by the hourly rate included in "Virtual price" column.

- **Type of other cost**: You should identify the other costs that you need to develop this specific phase: travel costs, general and administration cost (overheads), etc.
- **Description of activities**: You should briefly describe the main activities for which this other cost is necessary to perform this specific Phase.

Total Actual Price of Phase 1: It is automatically generated, summing up the total actual cost of Phase 1 (Sum of Actual Price Formula for all items from sections A, B, C and D)

Total Virtual Price of Phase 1: It is automatically generated, summing up the total virtual cost of Phase 1 (Sum of Virtual Price Formula for all items from sections A, B, C and D)

6.5 Phases 2 and 3 cost breakdowns

The same structure described for Phase 1 is replicated by the rest of cost breakdown for Phases 2 and 3.

Cost breakdown for your proposed solution for Phase 2 and 3 and envisioned. Only unit prices are binding. Overall resources are merely estimative.

This information will be used to check if you are indeed proposing R&D Services (Section "1.1 Pre-commercial procurement" of the "TD1 - Request for tenders" document). It will also be used for the overall Tender evaluation.

Remember that for Phases 2 and 3, you should insert manually the following total costs in section Total Price Phase 2 and Total Price Phase 3:

- Total **virtual** Price Phase 2 and Phase 3: Insert manually the total **virtual** price of Phase 2 and Phase 3
- Total **actual** Price Phase 2 and Phase 3: Insert manually the total **actual** price of Phase 2 and Phase 3

6.6 Binding unit prices for all phases

Provide the unit prices for all items needed for carrying out Phase 1 and for items that are expected to be needed for Phases 2 and 3 (given in euros, excluding VAT but including any other taxes and duties). This unit prices are **binding, not subject to change during the entire duration of the Framework Agreement**.

6.7 Estimation of market price

Indicate, by means of a calculation/explanation, an estimation of future market price of the developed solution and exploitation of interims results.

6.8 Financial offer and cost breakdown declaration

The Tenderer is assumed to have discussed the tender within their own company and any other body whose co-operation will be required to deliver the project.

The Tenderer will need to obtain consent from an authorised officer or appropriate signatory who will sign the contract if successful. The contract is a legally binding document and subject to the outcome of this competition.

By submitting the Tender, including Financial Envelope, you are confirming that the information given in this application is complete, that you are actively engaged in this project and responsible for its overall management and agree to administer the contract if made.

You are confirming that:

- Your organisation is prepared to carry out this project at the stated price,
- You are not subject to the Exclusion criteria, and
- That the services offered are within Research and Development as mentioned, and
- That you comply with the Compliance criteria stated in the eCare Request for Tenders.