

## Annex 4 Selection Criteria BSPM/09/CP/AG/24

As part of their Application, Candidates are requested to address each item/question below and supply the requested evidence. The response to the Eligibility and Selection Criteria must be done in the Annex 1 DPS Response Template. The first page of the Response Template will ask you to select the Discipline(s) you bid for and whether you will be part of a consortium and use subcontractors. Depending on your selection the Response Template will ask you to submit the relevant forms.

Once you click 'Start' you will be prompted to save the Response Template on to your desktop. This is needed to ensure proper functioning of the template.

You can always save the document and return to it, the information you have entered to date will be saved. However please note that if you go back to the first page (Selection of the disciplines), some information entered will be lost. A message will warn you before you this happens.

If you encounter difficulties, please use the Correspondence tab in the procurement tool to seek clarification.

The selection criteria apply to the Candidate as a whole, i.e. a consolidated assessment of the combined capacities of all involved legal entities declared is applicable (e.g. consortium members and/or subcontractors) will be carried out.

If you are bidding for multiple Disciplines, the DPS Response Template will guide you to respond only once to all Selection and Eligibility criteria except for the 3<sup>rd</sup> criteria 'Relevant experience' which will need to be responded to for each Discipline bid for.

**Please note that for the purpose of the evaluation of the Applications, the ESM will assess the responses provided to the items set out below.**

### 1) *Economic and financial standing*

Candidates must comply with the following selection criteria in order to prove that they have the necessary economic and financial capacity to perform the Contract.

Item Number	Selection Criteria	Requirements	Evidence
1	The Candidate must prove sufficient revenue for consultancy services.	Annual revenue in excess of €500,000 for the last two financial years	Duly completed Annex 1.
2	Completion of the commercial response template.	Completion of the commercial response template for each Discipline bid for.	Duly completed Annex 1 and Annex 5 Commercial response template completed for all the Disciplines bid for and embedded in Annex 1.

**2) Technical and professional ability**

Candidates must comply with the following selection criteria in order to prove that they have the necessary technical and professional ability to perform the Contract.

Item Number	Selection Criteria	Requirements	Evidence
3	Relevant experience	<p>For each Discipline bid for, provide 3 contracts/projects completed prior to the submission of this application in that discipline topic. Examples must be relevant to the Discipline.</p> <p>A same example can be used in various Disciplines provided that it is relevant to all these Disciplines. The example must however be described under each Discipline, i.e. you cannot refer to something described in another field.</p> <p>Minimum requirements per contract/project:</p> <ul style="list-style-type: none"> <li>• Project/contract completed in the last 3 years prior to the submission of your application (the end date of the project must be within the last three years of your application submission and the start date is not required to be included).</li> <li>• <del>Contract/project delivered in English,</del></li> <li>• Summary of the scope.</li> </ul>	Duly completed Annex 1.
4	Minimum Requirements for future consultants proposed	Confirmation that the Company has access to and will only propose Consultants meeting the minimum requirements listed in section 4 of the ToR.	Duly completed Annex 1.

**3) Authorisation and suitability to carry out the relevant professional activity**

Candidates must comply with the following selection criteria in order to prove that they have the necessary authorisation and suitability to perform the Contract.

Item Number	Selection Criteria	Evidence
5	The Candidate must prove that they have legal capacity to perform the Contract and the regulatory capacity to pursue the professional activity necessary to carry out the services subject to this procurement process.	Duly completed Annex 1 and copy of a proof of enrolment in a relevant trade or professional register embedded in Annex 1.