

Annex 2

SELECTION CRITERIA (Applicable to LOT 1 and LOT 2)

As part of their Proposal, Candidates are requested to address each item/question below and supply the requested evidence in the correspondingly named and numbered way.

The selection criteria apply to the Candidate as a whole, i.e. a consolidated assessment of the combined capacities of all involved entities will be carried out. **Please note that for the purpose of the evaluation of the Proposals, the ESM will assess the responses provided to the items set out below in this Section 2.**

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 past revenue	<p>LOT 1: Candidate shall have had an average annual turnover from similar contracts of at least 40,000 EUR over the last three (3) financial years.</p> <p>LOT 2: Candidate shall have had an average annual turnover from similar contracts of at least 15,000 EUR over the last three (3) financial years.</p>	LOT 1 and LOT 2: The candidate must sign and submit the self-attestation form included in Annex 7

2) Technical or professional ability

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

Item Number	Selection Criteria	Requirements	Evidence
1.	Ability and capacity to deliver services as per the Terms of Reference (Annex 4)	<p>LOT 1: Candidate must confirm capacity to deliver payroll services as described in the Terms of Reference (Annex 4) under a client-specific framework not based on national payroll legislation, including software customisation and integration of ESM internal rules (e.g. tax rules, deductions, life events, etc.).</p> <p>LOT 2: Candidate must confirm capacity to deliver tax services compliant with Luxembourg tax laws while incorporating ESM-specific tax regime requirements.</p>	LOT 1 and LOT 2: The candidate must sign and submit the self-attestation form included in Annex 7 . Confirmation of at least two (2) references from similar contracts in the last five (5) years
2.	Provision of key personnel meeting the minimum requirements set out in the Terms of Reference (Annex 4)	LOT 1 and LOT 2: Ability to assign qualified personnel to the contract in line with required qualifications and experience	LOT 1 and LOT 2: The candidate must sign and submit the self-attestation form included in Annex 7 and CVs of proposed key personnel

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
1.	The candidate must prove that they have the legal capacity to perform the services as per the Terms of Reference (annex 4)	LOT 1 and LOT 2: The candidate must sign and submit the self-attestation form included in Annex 7 and provide a certificate or authorisation confirming that they are permitted to perform the contract in Luxembourg. The certificate of the authorisation to be attached