**Annex EC: Confirmation of Eligibility criteria and documents to be submitted**

The tenderer must duly fulfil without limitation or modification the following eligibility criteria. The tenderer must also provide as separated annexes, where indicated, the necessary evidence with the submission of the bid.

Only those tenderers that fulfil all formal requirements and eligibility criteria will be evaluated on the basis of the award criteria. The other tenderers will be excluded from the further procedure.

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| **EC** | **Eligibility Criteria**  | **Confirmation / documents to be submitted** |
| **EC 1** | **Economic/financial standing and organisational capability**The tenderer/ the consortium confirms that it has appropriate economic/financial standing and organisational capability to carry out the mandate and meet its legal obligations with regard to taxes, duties and social security contributions.All consortia members have to fulfil this criterion and submit the documents. | **Confirmation**[ ]  Yes[ ]  No |
| **EC 2** | **Proof of Compliance with the conditions of participation**In the case of a consortium, each member has to fill in and sign the self-declarations. | **Documents to be submitted:**[ ]  Legal signature on the self-declaration 'Proof of compliance with the participation conditions' of the Federal Procurement Conference (FPC) (annex 1b)[ ]  Legal signature on the self-declaration form ‘pursuant to Article 29c of the Ordinance on measures in connection with the situation in Ukraine’ of the State Secretariat for Economic Affairs (SECO) (annex 1c) |
| **EC 3** | **Tenderer information**The tenderer / the consortium has to fill in the 'Tenderer Information'. All consortia members have to sign the 'Tenderer Information'. | **Documents to be submitted:**[ ]  Completed and signed form 'Tenderer information’ according to annex 2. |
| **EC 4** | **Acceptance of GTC and code of conduct**The tenderer/ the consortium confirms, without limitation or modification, the acceptance of both1. [the FDFA’s GTC for mandates (Types A+B) – version May 2021](https://www.eda.admin.ch/content/dam/eda/en/documents/dienstleistungen-publikationen/auftraege/AGB_TypA_B_Mai_2021_EN.pdf)
2. [the Code of Conduct for Contractual Partners of the FDFA](https://www.eda.admin.ch/content/dam/eda/en/documents/dienstleistungen-publikationen/code-conduct-partners_EN.pdf)

In the case of consortia, confirmation must be submitted for every member of the consortium. | **Confirmation**[ ]  Yes[ ]  No |
| **EC 5** | **a) Legal status for legal entities and institutions****(Type B mandate)\***All consortia members have to fulfil this criterion and submit the documents. | **Documents to be submitted:**[ ]  The tenderer confirms that before signing the contract, the successful tenderer will submit an extract from the commercial register and an extract from the debt enforcement register within 3 working days (not older than 3 months). Tenderers from abroad must submit comparable foreign official documents |
| **b) Legal documents for self-employed individuals (natural persons)****(Type B mandate)\*** | **Documents to be submitted:**[ ]  Proof (not older than 2 years) provided by the responsible social security authority at which the company/person is registered Tenderers from abroad must submit comparable foreign official documents:[ ]  Comparable proof for tenderers from abroad |
| **EC 6** | **Experience**The tenderer / the consortium has enough experience in projects comparable to the present mandate in terms of scope, financial amount and complexity. As proof of this experience, it provides 3 references for the last 8 years.If a subcontractor provides essential services as part of the present mandate, the subcontractor must also provide proof of suitable experience in the field of activity for this mandate.References on the tenderer for projects carried out for the Confederation are only permitted if the referee consents in writing to the disclosure of this information in each case. | **Documents to be submitted:**[ ]  Written evidence of 3 references, providing the following information as a minimum:* Name of company and address of contact person(s) and telephone numbers
* Time and place of performance of the mandate
* Volume (working days and financial) of the mandate performed
* Description of the services provided

The contracting authority reserves the right to contact the persons indicated. |
| **EC 7** | **Personnel resources**The tenderer / the consortium confirms that it has the necessary personnel at its disposal to be able to perform the mandate as described in the terms of reference | **Confirmation**[ ]  Yes[ ]  No**Documents to be submitted:**[ ]  Clear documentary evidence is enclosed regarding the human resources to be deployed for the mandate. |
| **EC 8** | **Contact partner (SPOC)**The tenderer / the consortium confirms that it has a single point of contact (SPOC) at its disposal who will be able to do what is necessary so that decisions can be taken and who will take responsibility for the mandate in the event of an escalation of problems. | **Confirmation**[ ]  Yes[ ]  No **Documents to be submitted:**[ ]  Last name and first name, contact details, function name and deputy of the SPOC |
| **EC 9** | **Language skills of the key persons**The tenderer / the consortium is willing to deploy key persons who can communicate in English both orally and in writing and are able to compile and supply the project results and documentation in English. At least one key person is able to understand, compile and supply the project results and documentation in French and German too. | **Confirmation**[ ]  Yes[ ]  No**Documents to be submitted:**[ ]  Document evidencing the language skills of the key persons (according to [CEFR](https://www.coe.int/en/web/common-european-framework-reference-languages)) |
| **EC 10** | **Independence from the (FDFA) and SDC** (cf. ToRs, § 3)The tenderer / the consortium confirms his proven independence (absence of linkage, close relation or any other issues that might bias the evaluation process or result) from the SDC.  | **Confirmation**[ ]  Yes[ ]  No |

**\*CI 5: Information for self-employed natural persons (type B mandate) – long-term mandates**

Please note: the awarding of long-term mandates to self-employed persons (sole proprietorships) can lead to their economic dependence on the contracting authority which can result in the re-classification of the contractor as 'type A' for the purposes of the Old-Age and Survivors' Insurance Act).

**Confirmation of the tenderer (single tenderer or consortium):**

*In the case of a consortium: all consortium members (as set out in the ‘tenderer information’ form) must sign the following confirmation.*

The tenderer/ the consortium confirms by means of legally valid signature(s) that

* all information provided is true, accurate and complete.
* all required documents, enclosures and evidence are provided in their entity.

The tenderer/ the consortium acknowledges that incomplete information, missing documents, enclosures and evidence or false information / documents may disqualify the tenderer/ the consortium from the award procedure.

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| **#** | **Place, date** | **First name, surname, function** | **Signature***Legally valid signature(s) of the tenderer/ the consortium* |
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