

Tender specifications



TENDER SPECIFICATIONS

Reference: OC/EFSA/MESE/2023/01

Subject: Purchase of Document Delivery Services and Library portal solution, Resource discovery tool service, SUSHI harvester, A to Z list and Open URL link resolution functionality

Procurement procedure: Open call (Article 164(1) (a) of the Financial Regulation)

Project/Process code: EPA05.02-L3

Tender specifications purpose:

1. specify what EFSA will buy under the contract resulting from this procurement procedure;
2. announce the criteria which EFSA will use to identify the successful contractor;
3. guide tenderers in the preparation and sending of their offer;
4. form annex 1 of the contract resulting from this procurement procedure and be binding for contract implementation.

Additional guidance:

Please read the [EFSA Guidance for tenderers](#) available on the EFSA website, designed to assist potential tenderers in their understanding of EFSA procurement procedures.

Provide EFSA with feedback:

If you considered applying to this call for tenders but finally decided not to, please provide EFSAProcurement@efsa.europa.eu with your feedback on the call and reasons for not applying. Feedback will be treated confidentially and will only be used for improving future EFSA procurement calls.



PROCEDURE TIMETABLE

Milestone	Date ¹	Comments
Launch date	23/06/2023	Date Contract Notice is sent to Official Journal
Deadline for sending request for clarification to EFSA	25/08/2023 at 14:30 (CEST)	Requests for clarification may only be submitted through the e-Tendering website as described in the Invitation Letter. EFSA is not obliged to reply to clarifications received less than 6 working days before the deadline for submission of offers.
Deadline for EFSA to reply to clarification questions	29/08/2023	
“Receipt Time Limit” - Closing date and time for receipt of offers	04/09/2023 at 14:30 (CEST)	Refer to the Invitation letter and part 3 of these tender specifications regarding how to submit your offer.
Opening session	05/09/2023 at 14:30 (CEST)	Requests to attend the virtual opening session must be made not later than 3 hours in advance of the opening session. Refer to Invitation letter for details.
Notification of evaluation results	Estimated OCTOBER 2023	The outcome of the procurement procedure will be communicated to all tenderers exclusively using the e-mail address indicated in their offer. Please check regularly the inbox in question.
Contract signature	Estimated OCTOBER 2023	

¹ All times are in the time zone of Italy, the country in which EFSA is based.



PART 1 TECHNICAL SPECIFICATIONS - WHAT DOES EFSA NEED TO BUY THROUGH THIS PROCUREMENT PROCEDURE?	4
1.1 BACKGROUND.....	4
1.2 OBJECTIVES AND DIVISION IN LOTS.....	4
1.3 TASKS, DELIVERABLES, TIMELINE AND PAYMENTS	5
1.4 INFORMATION ON THE CONTRACT.....	9
1.5 OWNERSHIP, INTELLECTUAL PROPERTY RIGHTS, USE OF RESULTS.....	10
1.6 PERSONAL DATA PROTECTION AND CONFIDENTIALITY.....	11
1.7 IT SYSTEMS	13
PART 2 EVALUATION - HOW WILL YOUR OFFER BE ASSESSED?	13
2.1 OPENING OFFERS.....	13
2.2 ORDER OF EVALUATION	13
2.3 GROUNDS FOR EXCLUSION.....	13
2.4 SELECTION CRITERIA	15
2.5 COMPLIANCE WITH TENDER SPECIFICATION AND MINIMUM REQUIREMENTS.....	17
2.6 AWARD CRITERIA	18
PART 3 - HOW TO SUBMIT YOUR OFFER USING E-SUBMISSION	21
ANNEX 1A - FINANCIAL OFFER TEMPLATE LOT1	25
ANNEX 1B - FINANCIAL OFFER TEMPLATE LOT 2	29
ANNEX 2 - DRAFT CONTRACT	30
ANNEX 3 - SAAS QUESTIONNAIRE	30



PART 1 TECHNICAL SPECIFICATIONS - WHAT DOES EFSA NEED TO BUY THROUGH THIS PROCUREMENT PROCEDURE?

1.1 BACKGROUND

EFSA is a European Agency funded by the European Union that operates independently of EU institutions and EU Member States. EFSA is responsible for risk assessment and communication and produces scientific opinions and advice that form the basis for European policies and legislation. The detailed remit of EFSA can be found in its Founding Regulation 178/2002 of the European Parliament and of the Council of 28/01/2002, laying down the general principles of food law and procedures in matters of food and feed safety and establishing the European Food Safety Authority.

The EFSA Library is part of Methodological & Scientific Support unit (MESE) in the Risk Assessment Services Department. The mandate of EFSA's Library is to collect, organise and disseminate relevant scientific, as well as non-scientific documentation to support EFSA to perform its mission. The EFSA Library's function is to support EFSA staff in the execution of their professional tasks by providing them with information and literature, in both print and electronic formats, and advice on how to use electronic resources. The EFSA Library is not open to the general public.

1.2 OBJECTIVES AND DIVISION IN LOTS

The objectives of the contract resulting from this procurement procedure are as follows:

- Objective 1: EFSA needs to access to a wide range of scientific literature for research purposes to support its core activity: scientific evidence-based risk assessment.
- Objective 2: EFSA needs to have an integrated solution that facilitates EFSA staff to access scientific literature, EFSA subscriptions and other tools; and allows EFSA library staff to analyse the use of library subscriptions.

This tender is divided into the following 2 lots:

Lot 1 – Document supplier services

- Provision of a wide range of published papers, mainly related to scientific fields such as, agriculture, chemistry, nature and environment, medicine, plant health and veterinary, but also in legal, IT and management issues. It is foreseen that most requests will be related to articles written in English, or other European languages. Nevertheless, copies of documents in any other language could be requested. The type of documents required will be mainly articles coming from peer-reviewed journals, but also book sections, scientific and technical reports, proceedings, dissertations, ISO standards or any other standards (British, New Zealand, Australia). Unless the contracting authority specifies otherwise, copies must be supplied in electronic format. Native PDF (whenever is possible) is the preferred format.
- The provision of a web-based interface (hosted by the supplier) where EFSA scientific staff (350 people but might grow in the future) could access to a personal profile to search and order articles and other documents.
- High level of customer service to assist EFSA with administrative and technical issues.



Lot 2 – Library portal, Central index / Resource Discovery Service, SUSHI harvester, A to Z list and Open URL link resolution functionality

- Solution for a customizable web platform to display library specific information to EFSA Library users. The solution should provide a unified access to the library services and tools such as A-Z list, Resource Discovery Service, Document supply services, etc.
- Resource Discovery Service (RDS) that allows searching and displaying results from different sources (library catalogue alongside a central index of electronic of print journals and e-books at article level and at chapter level).
- Open URL link resolution functionality (link resolver) that must use the data provided by EFSA related to subscriptions to build the appropriate links to the correct resources by the end users. A to Z list functionality to display the library resources (mainly e-journals, e-books and databases).
- SUSHI Harvester to collect COUNTER usage reports generated by several vendors.

1.3 TASKS, DELIVERABLES, TIMELINE AND PAYMENTS

Lot 1. Document supplier services

Tasks, Deliverables & Deadlines
<p>Task 1: Provision of a wide range of published papers, mainly related to agriculture, chemistry, climate, environment, medicine, plant health and veterinary subjects (science – technology - medicine), but also in legal, IT and management issues. It is foreseen that most requests will be related to articles written in English, or other European languages. Nevertheless, copies of documents in any other language could be requested. The type of documents required will be mainly articles and book sections published by the main publishers, but also from rare publishers; BIBRA Toxicity profiles, ISO, NISO or any other standards; various grey literature documents: proceedings, scientific and technical reports, dissertations, working papers, reports of governmental agencies, etc.</p> <p>Unless the contracting authority specifies otherwise, copies must be supplied in electronic format. Native PDF whenever is possible, is the preferred format.</p> <p>The following timeframes for document delivery might serve as a reference:</p> <ul style="list-style-type: none"> • Instant download: document available for download following document request. • Rush delivery: within 4 h. from request • Standard delivery: within 24 h. from request • Delivery times for orders or rare and old papers are estimated between 1 to 21 working days. <p>Services must be provided from the beginning of the contract without interruptions to grant business continuity.</p>
<p>Task 2: EFSA needs to have access to a web-based interface (hosted by the supplier) where EFSA scientific staff (350 people but might grow in the future) can access to a personal profile to search for documents and order them in a user-friendly manner.</p> <p>The requirements of the web-based interface to request documents are:</p> <ul style="list-style-type: none"> • A unique and user-friendly entry point to request papers immediately for EFSA scientific staff where they can order documents, and visualize their requests, and the status of the requests. • Systems to ease the request of documents: integration with Open URL service, requests by standard identifies (Digital Object Identifier -DOI-, PubMed ID or others), allow multiple requests at the same time (list of requests) by uploading RIS files or lists of references, etc. The system should provide the possibility to EFSA staff to add a customized reference ID for the request. • System should allow identification of open access content, content already subscribed by EFSA



<p>(EFSA will make sure to inform the contractor with its list of subscriptions and the contractor is responsible to implement the list in the system) or orders previously requested by EFSA.</p> <ul style="list-style-type: none"> • The system should provide access to the requests that have been already supplied to EFSA. • Information on the number of orders placed by EFSA staff and budget consumption should be provided on a weekly basis (preferably via email). • The system should offer the possibility of download reports by user, publication requested (mainly journal of publication). It should be also possible to download reports with the number of pending and delivered items with the cost. • The system should provide tools to control budget implementation (e.g. possibility to establish a budget ceiling for some periods of the contract). • The contractor should implement different orders' approval workflows based on the copyright costs: <ul style="list-style-type: none"> ◦ Workflow 1, once the request is done, the requestor should receive a notification before approving the order if the copyright cost exceeds a determined amount of money (limit to be provided by EFSA below the maximum copyright fee proposed by the contractor). ◦ Workflow 2, for higher copyright costs than in workflow 1 (limit to be provided by EFSA), the Library should receive the notification before order approval. • With regard the request phase the system must offer the following functionalities: <ul style="list-style-type: none"> ◦ Provide an estimated cost of copyright and the service fees. Service fees should be fixed. ◦ After request, check whether the requested papers belong to the EFSA holdings or are available open access. ◦ Possibility of placing orders for single or multiple references (txt files, RIS or EndNote files). ◦ Check the status of an existing order ◦ Obtain the requested document ◦ Cancel the order if the document is no longer required • Any personal data processing required for the functioning of the web-based interface proposed by the service provider and/or any subcontractor shall comply with the storage location and data access requirements detailed in part 1.6 (Personal data protection). 		
<p>Task 3: The contractor must provide customer care services as follows:</p> <ul style="list-style-type: none"> • Provision (availability) of support and assistance of one or more dedicated persons for handling technical and commercial requests from EFSA. Service should be granted during the EFSA working hours 09:00-13:00 / 14:00- 18:00 (8 h. per day – 5 days per week). • For each request done by EFSA to the customer service, the contractor must send an acknowledgment of receipt's email indicating when the issue/problem will be solved. • At least one session of training for trainers to show the Library staff on how to use the tool. • 		
Subcontracting is allowed for all tasks		
No.	Meetings	Deadline for finalisation
1	Kick-off meeting: Half day teleconference During this meeting, in addition to operational implementation the administrative and financial matters related to contract, implementation will be discussed. During this meeting, in addition to operational implementation, administrative and financial matters related to contract implementation will be discussed.	15 days after entry into force of contract
2	Half day teleconference During the meeting the services provided will be analysed and discussed, as well as possible new developments of the web-based system	Once per year
No.	Payments	Linked to EFSA approval of deliverable No.
	The payment modalities applicable to each order form are detailed in the draft framework contract.	NA



The working language for contract implementation including execution of tasks, meetings and deliverables shall be English

Lot 2. Library portal, Resource discovery tool service, SUSHI harvester, A to Z list and Open URL link resolution functionality

Tasks, Deliverables & Deadlines

Task 1: EFSA is looking for a platform that allows the creation of a Library website portal to display library specific information (hosted by the supplier) to EFSA staff. The website/s should be displayed to EFSA staff via IP recognition and username-password or integration with OpenAthens (for remote access). The solution should provide a unified access to the EFSA library services information, and tools, such as the A-Z list, Resource Discovery Service, or to the document delivery system.

- The tool must allow the creation of an unlimited number of web pages (it is not foreseen to have more than 15 web pages).
- The tool must be able to display different types of contents: rich content, RSS feeds, image, video, calendars, etc. Tool must provide widgets or connectors to the Library systems such as the library resources (A-Z list) or the Resource Discovery Service (via widget, embedding the tools, etc.), and the document delivery system (via link, widget, etc).
- The tool must provide themes or templates and allow customization of the look and feel of the web pages.
- The system should offer the possibility for EFSA users to create their own profiles and provide options for customization.
- The tool must have a dedicated administration section where the Library team can control the contents displayed on the website as well as consult usage statistics.
- The access to the library portal should be provided via IP address recognition. In case of remote access additional username-password authentication or integration with OpenAthens should be provided.
- The system should offer responsive design for different platforms.
- Any personal data processing in relation to the use and application of the tool (e.g. IP recognition and/or user authentication) shall comply with the storage location and data access requirements detailed in part 1.6 (Personal data protection)

Services must be provided from the beginning of the contract without interruptions to grant business continuity.

Task 2: EFSA needs to have access to a Resource Discovery Service (RDS) including a Central Index. The requirements of the tool are:

- Administrator tool to configure the behaviour of the RDS.
- The RDS must provide a discovery interface, offering end users authenticated or guest access.
- The system must offer intuitive and easy-to-use search methods; both basic and advanced searching must be supported. Advanced search must allow the option of searching multiple fields simultaneously for words or phrases.
- It must be possible to filter large result sets – e.g. by facets. A facet to filter documents already owned/subscribed by EFSA should be present.
- It must be possible to search across all types – bibliographic physical, digital, electronic in one search query.
- The RDS must be supplied with an extensive Central Index for local or remote content. The index should include excellent coverage in Health and Medical, Science and Technology subjects, and excellent coverage on type of resources (e.g. articles, chapters of books, media, dissertations, conference proceedings, government documents).
- The system must be customizable by the library to accommodate institutional branding and styling.
- The RDS should allow the integration with the Open URL link resolution in order to visualize in



the results what are the existing documents in EFSA holdings.

- Any personal data processing in the context of the application of the RDS tool (e.g. user authentication, user analytics) shall comply with the storage location and data access requirements detailed in part 1.6 (Personal data protection)

Services must be provided from the beginning of the contract without interruptions to grant business continuity.

Task 3: EFSA requires an Open URL link resolution service and a A-Z list to display the library electronic resources. The requirements of the tool are:

- The link resolution service must use the data contained in a knowledge base or central index to build the appropriate links to the correct resources requested by end users.
- The system should also allow to add resources not included in the knowledge base or central index.
- The system should provide an A-Z list functionality to display the library resources. The A-Z list functionality should allow browsing alphabetically the list of Library resources (e-journals, e-books, and databases), Search by fields such as title, publisher and/or topic, and browse by topic.
- The system should allow the customization of the content and look-and-feel of the results pages of the Open URL link resolution service and the A-Z list to accommodate institutional branding and styling.
- The system should provide the possibility to implement a link to the document delivery service in case a document is not present in EFSA.

Services must be provided from the beginning of the contract without interruptions to grant business continuity.

Task 4: EFSA needs access to a SUSHI harvester system to retrieve automatically COUNTER usage reports. The requirements of the tool are:

- The tool should allow to set up access to different vendors, including, but not limited to, American Chemical Society, Elsevier, Springer Nature, Oxford University Press, SAGE, Wiley.

Services must be provided from the beginning of the contract without interruptions to grant business continuity.

Task 5: The contractor must provide customer care services as follows:

- In case is needed, data from the libraries current OpenURL link resolution service, A to Z list systems must be migrated/implemented to the new system. The contractor should support EFSA with the migration/implementation of its subscriptions/access to electronic resources in the tool (EFSA will provide the list of subscriptions).
- Provide support and maintenance for the duration of the contract.
- Provision (availability) of support and assistance of one or more dedicated persons for handling technical and commercial requests from EFSA. Service should be granted during the EFSA working hours 09:00-13:00 / 14:00-18:00 (8 h. per day – 5 days per week).
- At least one session of training to show the Library staff functionalities of the tool/s.
- In providing the customer care services, the service provider and/or any subcontractor shall comply with the storage location and data access requirements detailed in part 1.6 (Personal data protection).

Services must be provided from the beginning of the contract without interruptions to grant business continuity.

Subcontracting is allowed for all tasks.

No.	Meetings	Deadline for finalisation
1	Kick-off meeting: Half day teleconference During this meeting, in addition to operational implementation,	15 days after entry into force of contract



	administrative and financial matters related to contract implementation will be discussed.	
2	Half day teleconference During the meeting the services provided will be analysed and discussed, as well as possible new developments of the web-based system	Once per year
No.	Payments	Linked to EFSA approval of deliverable No.
	The payment modalities applicable to each order form are detailed in the draft framework contract.	NA

The working language for contract implementation including execution of tasks, meetings and deliverables shall be English

1.4 INFORMATION ON THE CONTRACT

Tenderers should note that the draft contract is published with the call for tenders. If any tenderer should have specific comments on the provisions of the draft contract, these must be raised in a clarification, prior to the deadline for receipt of tenders so that a clear and transparent reply may be published for the benefit and information of all tenderers.

<u>Nature of expense</u>	services
<u>Type of contract</u>	framework (FWC)
<u>Type of FWC</u>	single FWC

Maximum number of contractors in each lot

Lot 1 - 1

Lot 2 - 1

Place of performance: Contractor's premises

Duration of FWC

One year + automatic renewal up to 3 times for an overall maximum duration of four consecutive years.

Budget information

The maximum budget EFSA has available per lot is:

Lot 1 500,000 €

Lot 2 80,000 €

Any offer exceeding these maximums will be excluded from further assessment during evaluation.

A contingency of 10% and possible price indexations are already included in these ceilings.

Possible increase of FWC envelope

In accordance with Annex I, Section 2, article 11.1 e) of the Financial Regulation, EFSA reserves the right to launch a future negotiated procedure with the contractor chosen as



a result of this call for tender, for new services consisting in the repetition of similar services during the three years following the signature of the original framework contract. The increase will not go beyond 50% of the original envelope of each lot.

Price indexation

The mechanism for the indexation of prices is set out in the draft framework contract.

Framework contract implementation modalities

The framework contract will be implemented using Specific Contracts / Order Forms.

Lot 1: For the document delivery service, orders will be placed by EFSA using the web-based interface proposed by the supplier as described above in deliverable 2. The contractor must provide an estimated cost of the paper (service fixed fee and estimated copyrights fee), via the web-based interface or email. Any fees generated to ensure compliance with copyright should be documented on each order confirmation. The contractor shall ensure on a permanent basis copyright-compliant delivery to EFSA and keep EFSA informed of the conditions for the use of delivered documents. In case of delay or impossibility to retrieve the papers, EFSA must be informed in the shortest time possible via email.

The orders placed using the above system will represent the order form. For the use of the Web based interface and annual maintenance fee EFSA will issue, on a yearly basis, one order form. The first annual order form will be issued after the kick-off meeting and for each subsequent year in due time before the anniversary of the previous order form.

Lot 2: EFSA will issue, on a yearly basis, one order form. The first annual order form will be issued after the kick-off meeting and for each subsequent year in due time before the anniversary of the previous order form.

1.5 OWNERSHIP, INTELLECTUAL PROPERTY RIGHTS, USE OF RESULTS

As regards any product or delivery commissioned by EFSA and developed by the contractor in the context of the contract resulting from this call for tenders, as well as source codes of IT applications and models developed for EFSA, the intellectual property rights will be solely owned by EFSA in its capacity as financial source of the contract. The contractor cannot file a trademark, patent, copyright or other IPR protection scheme in relation to any of the results or rights obtained by EFSA in performance of the contract, unless the contractor requests EFSA ex-ante authorisation and obtains from EFSA a written consent in this regard.

The contractor selected as a result of the present procurement procedure shall be solely responsible and liable:

- To ensure that the terms and conditions asserted by any copyright holder of publications or information referred to in the final deliverable for EFSA are fully satisfied;
- To make the necessary arrangements enabling EFSA to reproduce and make non-commercial use of publications and information referred to in the final deliverable it commissioned. As needed, the contractor shall consult with copyright licensing authorities (i.e. at national level) for guidance on purchasing copyright licenses to reproduce any publications provided to EFSA. The contractor remains solely responsible and liable for obtaining all necessary authorizations and rights to use, reproduce and share the publications provided to EFSA.



PARTS OF RESULTS PRE-EXISTING THE CONTRACT

In case the results are not fully created for the purpose of the contract, this should be clearly pointed out in the tender bid. Information should be provided about the scope of pre-existing materials, their source and when and how the rights to these materials have been or will be acquired.

If the access to any IT tools or systems required for the provision of the services is subject to the subscription of any license and/or contractor's terms and conditions, these subscription contracts may be signed by EFSA, with the necessary adaptations case by case to ensure their compliance with EFSA's legal framework, including personal data protection requirements detailed in part 1.6, in addition and without prejudice to the draft contract in Annex 2 and at no additional cost for EFSA. The requests to sign these subscription contracts must be included in the tenderer's offer.

The draft contract in Annex 2 contains further provisions on ownership of intellectual property rights. All quotations or information the tenderer provides in the technical and financial offer for EFSA which originates from other sources to which third parties may claim rights, have to be clearly marked in the offer in a way allowing easy identification (source publications, including date & place, creator, number, full title etc.). The tenderer shall take account of the above specification on ownership and copyrights in their technical and financial offer.

1.6 PERSONAL DATA PROTECTION AND CONFIDENTIALITY

Processing of personal data in the context of this contract shall comply with Regulation (EU) 2018/1725 ('the EUDPR')². The EUDPR constitutes the specific data protection legal framework applicable to EU institutions, bodies, offices and agencies, including EFSA and is aligned with the rules and principles under the General Data Protection Regulation (EU) 2016/679 ('the GDPR'), applicable in the European Union. In terms of the EUDPR, EFSA acts as the controller for processing of personal data under the contract and the selected contractor, any consortium partner and subcontractor, as the processor or sub-processor.

Processing of personal data by EFSA as contracting authority (controller)

Information on the processing of personal data by EFSA as contracting authority in charge of the present procurement procedure is available in the [Privacy Statement](#) on the EFSA website as well as in Article II.9.1 of the draft contract in Annex 2.

Please note that your personal data as a tenderer or selected contractor may be registered in the Early Detection and Exclusion System (EDES) if you are in one of the situations mentioned in Article 136 of the Financial Regulation. The relevant Privacy Statement is available on the European Commission's website, here:

http://ec.europa.eu/budget/explained/management/protecting/protect_en.cfm#BDCE.

Processing of personal data by the selected contractor (processor/sub-processor)

Personal data processing by the selected contractor, any subcontractor in the execution of the framework contract shall comply with Article II.9.2 of the draft contract (Annex 2), making the processor obligations in Article 29 of the EUDPR³ applicable under the framework contract. In particular, the selected contractor shall:

² <https://eur-lex.europa.eu/legal-content/EN/TXT/?uri=CELEX:32018R1725>

³ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices



- Ensure compliance with the specific **storage location and data access requirements**. This extends but is not limited to the web-based interface proposed by the contractor or subcontractor (**Lot 1 services**) and the library portal and the RDS tool (**Lot 2 services**) or any electronic system proposed. The specific requirements are laid down in Article I.9.2(b) of the draft contract (Annex 3) and can be summarized as follows:
 - the personal data shall solely be processed and held in data centres located within the territory of the European Union and the European Economic Area ((EU-27 + Norway, Iceland, Liechtenstein) + Switzerland) and will not leave that territory;
 - any transfer of personal data to third countries or international organisations shall not be repetitive or structural and shall comply with the requirements laid down in Chapter V, Articles 46-51 of the EUDPR, as well as the relevant case law of the Court of Justice of the European Union, i.e. the so-called 'Schrems II' case C-311/18 and the Recommendations 01/2020 on measures that supplement transfer tools to ensure compliance with the EU level of protection of personal data, issued by the European Data Protection Board.
- Assist EFSA as the controller in the fulfilment of its obligation to respond to requests of data subjects exercising their rights laid down in Chapter III of the EUDPR;
- Assist EFSA as the controller with its obligation with regard to security of processing, the notification obligations in case of a personal data breach, cooperation in data protection impact assessments (DPIAs) and prior consultations with the European Data Protection Supervisor (the EDPS), outlined in Art. 33 to 40 of the EUDPR;
- To make available to EFSA all information to demonstrate compliance with the obligations laid down in the EUDPR and to allow for and to contribute to audits, including inspections, conducted by EFSA, the EDPS or another audit or control body mandated by EFSA.

For further information on data protection, please refer to the [EFSA guidance for tenderers](#) on the EFSA website, page 13.

Confidentiality

Tender bids will be treated confidentially in accordance with the case law of the European Courts, which confirms the existence of a presumption of non-disclosure in case of a request for public access to documents in accordance with Regulation (EC) No 1049/2001. This does not prevent that specific parts of the submitted tender may be subject to disclosure when applicable law so requires. Unless there is an overriding public interest in disclosure, EFSA will refuse full access to the submitted tender, redacting the parts that contain confidential information, the disclosure of which would undermine the protection of commercial interests and intellectual property of the tenderer.

Accordingly, EFSA will disregard general statements that the whole tender or substantial parts thereof are confidential information. Tenderers need to mark clearly the specific parts of their tender bid they consider confidential providing an explanation why the information should not be disclosed, which may be subject to EFSA's further assessment in accordance with applicable law.

and agencies and on the free movement of such data and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295/39 21.11.2018, <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>



1.7 IT SYSTEMS

The objective of this procurement procedure is to subscribe to an IT system for use by EFSA. Accordingly, EFSA will require the tenderers to provide a fully completed SaaS questionnaire and a comprehensive description of all security measures put in place, enabling the tenderer to comply with Article 39g of Regulation (EU) 1381/2019). This information will be used to evaluate if the security of the IT system provided by the tender is appropriate for the security risks at stake and can therefore be used by EFSA in compliance with the above Regulation. **The SaaS questionnaire (Annex 3) and the comprehensive description of all security measures will be requested only from the awarded tenderer, and is a prerequisite for contract signature.**

PART 2 EVALUATION - HOW WILL YOUR OFFER BE ASSESSED?

In case you apply as a group of economic operators in a joint offer or if your offer envisages the use of subcontractors, please refer to the [EFSA Guidance for tenderers](#).

2.1 OPENING OFFERS

The aim of the public opening session is to check whether the offer received was dispatched by the deadline for tender receipt and that the tenders are electronically protected until the official opening.

2.2 ORDER OF EVALUATION

Tenderers should note that the content of their offers will be assessed in the following pre-defined order: Exclusion criteria (Access to EU Market); Selection criteria (Technical & Professional capacity); Compliance with tender specifications; Award Criteria (Quality and Price).

Following the above assessment and identification of the winning tenderer, the following will be assessed only for the tenderer proposed for contract award: Exclusion criteria (Declaration on Honour, section A); Selection criteria (Economic and financial capacity-Declaration on Honour, section B).

Evidence under sections 2.3.2 and 2.4(A) will be requested in the award letter for the winning tenderer and assessed prior to contract signature. Such evidence does not have to be submitted to EFSA if it has already been submitted in response to a previous EFSA call. In such case the evidence must be exactly the same as requested in these tender specifications and not older than 12 months. Please specify the reference of the EFSA call for tenders under which you have already submitted the evidence to EFSA if you chose to rely on such evidence.

2.3 GROUNDS FOR EXCLUSION

Criterion No. 2.3	Requirements and requested evidence
1	Eligibility – access to EU Market
	Requirements:
	Only offers from tenderers established in eligible countries will be allowed to the next step of the evaluation. Please refer to the EFSA Guidance for tenderers for further



	<p>details⁴.</p> <p>In addition to tenderers and subcontractors established in countries eligible in line with General guidance on EFSA procurements available at EFSA website, this call for tenders is open, without creating a precedent or obligation for the future, to tenderers and subcontractors from the following countries: Canada, Israel and USA. It should be noted when applying the rules of access to the market, it is the country where the tenderer or subcontractor is established which should be considered. As regards a natural person, it is the State in which he/she has his/her domicile.</p> <p>By submitting an offer, tenderers (including partners and/or subcontractors) confirm that they are not subject to EU restrictive measures adopted under Article 29 of the Treaty on the European Union (TEU) or Article 215 of the Treaty on the Functioning of the EU (TFEU)⁵. EFSA reserves the right to refer to publicly available information to check whether an organization is subject to EU restrictive measure. The prohibition of being subject to EU restrictive measures applies throughout the whole performance of the contract.</p>
	Requested evidence:
	Administrative data forms (including LEF and BAF): available here

Criterion No. 2.3	Requirements and requested evidence
2	Exclusion
	Requirements:
	Tenderers must not be in one of the exclusion situations listed in article 136 of the Financial Regulation, explained in the EFSA Guidance for tenderers .
	Requested evidence:
	<p>Declaration on Honour (section A): Tenderers must declare that they are not in one of the exclusion situations by providing a signed and dated Declaration on Honour, available here. In case of a joint offer from a group of economic operators, , such declaration should be submitted for each member of the group.</p> <p>Further evidence in support of this declaration may be requested from the successful tenderer prior to signature of the contract. Such requested evidence will be specified in the award letter and may have to be provided to EFSA before the contract is signed.</p>

⁴ Please note that Procurement procedures of EFSA are not covered by the WTO Multilateral Government Procurement Agreement (GPA).

⁵ The EU Official Journal contains the list of entities subject to restrictive measures and is regularly updated.



2.4 SELECTION CRITERIA

A) Economic and financial capacity

Criterion No. 2.4.A	Requirements and requested evidence
1	Minimum economic and financial capacity
	Requirements:
	Lot 1: The tenderer must have generated an overall annual turnover of at least 250,000 € in each of the last 3 closed financial years (2020, 2021 and 2022). Lot 2: 40,000 € in each of the last 3 closed financial year (2020, 2021 and 2022)
	Requested evidence:
	Declaration on Honour (economic and financial capacity section B): Tenderers must declare they fulfil the economic and financial capacity by providing a signed and dated Declaration on Honour , available here . In case of a joint offer from a group of economic operators, such declaration should be completed by the leading partner only.

In addition to the evidence requested above, EFSA has the right, during the evaluation process, to request further evidence on the tenderer's compliance with the economic, financial, technical and professional capacity requirements.

EFSA will request proof of annual turnover from the successful tenderer prior to signature of the contract. Such requested evidence will be specified in the award letter and must be provided to EFSA before the contract is signed. This evidence will be evaluated on a consolidated basis.

In the event of partners in a joint offer or subcontractors providing the financial capacity, if during contract implementation, there is a request to change a subcontractor or to assign the contract to a new legal entity, the economic and financial capacity will be checked for the last 3 most recent closed financial years and not necessarily the financial years published with the call.

B) Professional and Technical professional capacity

Criterion No. 2.4.B	Requirements and requested evidence
1	Professional capacity: overall at organisational level
	Requirements:
	The tenderer overall must have extensive and demonstrable experience: Lot 1: as Document Delivery Supplier specialised in scientific, technical, medical fields for third parties such as libraries, international and European organizations or big companies and in the provision of services described in the technical specifications.



	<p>Lot 2: Library portal, Central index / Resource Discovery Service, SUSHI harvester, Open URL link resolution functionality and A to Z list for third parties such as libraries, international and European organizations or big companies and in the provision of services described in the technical specifications.</p>
	Requested evidence:
	<p>Lot 1: A list of three major clients to whom the tenderer has provided Document Delivery services in the Science-Technical-Medical fields in the course of the past 5 years with at least 100 potential users for each client.</p> <p>Lot 2: A list of three major clients to whom the tenderer has provided Library portal, Central index / Resource Discovery Service, SUSHI harvester, Open URL link resolution functionality and A to Z list services and implementation in the course of the past 5 years.</p>
2	Professional capacity: Ability to provide a team of experts compliant with these specific expertise requirements
	Requirements: (FOR BOTH LOTS)
	<p>a) 1 Reference person and a back-up with at least 3 years of experience in provision of services related to administrative and commercial issues.</p> <p>b) 1 Reference person and a back-up with at least 3 years of experience in provision of services related to technical issues</p>
	Requested evidence:
	<ul style="list-style-type: none"> Detailed CVs of the Project team members proposed for the assignment. EFSA strongly recommends submitting the CVs in the EU CV format which can be accessed here. Tenderers should also provide a one-page summary of the names of the individual Project team members and the profiles covered.
3	Professional capacity: English language capacity of each team member individually
	Requirements:
	<p>a) The team of experts must have each expert individually an excellent level of spoken and written standard UK English. For non-native speakers, this should be demonstrated by an Official certificate of English proving a C1 level OR at least 3 years of work in an English-speaking environment.</p>
	Requested evidence:
	<ul style="list-style-type: none"> Detailed CVs of the Project team members proposed for the assignment. EFSA strongly recommends submitting the CVs in the EU CV format which can be accessed here. Official certificate of English proving a C1 level where applicable
6	Declaration on Honour



	Requirements:
	a) Signed declaration on honour.
	Requested evidence:
	<ul style="list-style-type: none"> • Declaration on Honour (Professional and Technical capacity-section B), available here. To be completed by the tenderer (in case of joint offer by the leading partner only);
7	Confirmatory statement of resources
	Requirements:
	a) Signed declaration on honour
	Requested evidence:
	<ul style="list-style-type: none"> • Declaration on Honour (section C), available here. To be completed by the leading partner, any other partners and/or subcontractors (only applicable for joint offers or offers with subcontracting)

C) Professional conflicting interest

In accordance with article 167(1)(c) of the Financial Regulation and paragraph 104 of the recitals, if EFSA, based on the assessment of the technical and professional capacity evidence, concludes that the tenderer has a professional conflicting interest and therefore does not possess the professional capacity to perform the contract to an appropriate quality standard, the tenderer may be rejected.

Evidence must be included in the offer for partners in a joint offer and/or subcontractors only if the capacity of those entities is necessary to satisfy the minimum economic, financial, technical and professional capacity requirements.

If any of the declarations or information provided proves to be false, EFSA may impose administrative sanctions (exclusion or financial penalties) on the entity providing the false declarations/information.

For the purposes of the evaluation related to exclusion and selection criteria EFSA may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

2.5 COMPLIANCE WITH TENDER SPECIFICATION AND MINIMUM REQUIREMENTS

Your offer will be assessed for compliance with the tender specifications before its assessment against the award criteria.

Tenders do not comply with the tender specifications and will be rejected if they:

- do not comply with minimum requirements laid down in the tender specifications;
- propose a solution different from the one imposed;
- propose a price above the fixed maximum set in the specifications;
- propose contractual terms or conditions which deviate from what is provided in the draft contract (Annex 2), unless concerning subscription contracts for access to any



IT tools or systems which will be assessed according to sections 1.5 and 1.6 of these tender specifications. The requests to sign these subscription contracts must be included in the tenderer's offer.

- are submitted as variants, when the specifications do not authorise them;
- do not comply with applicable obligations under environmental, social and labour law established by Union law, national law and collective agreements or by the international environmental, social and labour law provisions listed in Annex X to Directive 2014/24/EU⁶ and compliance with data protection obligations resulting from Regulation (EU) 2016/679 and Regulation (EU) 2018/1725⁷, including the storage location and data access requirements detailed in part 1.6 of the present tender specifications.

The grounds for rejection is not linked to the award criteria so there is no evaluation. The tenderer will be informed of the grounds for rejection without being given feedback on the content of the tender other than on the non-compliant elements.

2.6 AWARD CRITERIA

Tenders will be evaluated against the below award criteria. The award criteria serve to identify the **most economically advantageous offer**.

A) QUALITY AWARD CRITERIA

Criterion No. 2.6	Criteria:
1	METHODOLOGY PROPOSED FOR IMPLEMENTATION (70 points)
	a) Conformity of the proposed approach with EFSA technical specifications (specifically sections 1.2 and 1.3) for ensuring the high quality and timely provision of the objectives of the lot in question and of their respective deliverables; 50 points b) Mitigation measures to ensure no regression of quality of service over the duration of the contract, in case of unavailability of the web- based interface for Lot 1 and of the Library portal, Central index / Resource Discovery Service, SUSHI harvester, A to Z list and Open URL link resolution functionality for Lot 2; 20 points
2	PROJECT ORGANISATION (30 points)
	a) Clear and detailed information on distribution of the tasks among the project team; in case of joint offer & subcontractors, clarity on who does what, when and why (justify why the partner/subcontractor is proposed to do the particular task/work-package); 15 points b) The communication with EFSA (who, how, when); 15 points

The sum of all quality award criteria gives a maximum possible total of 100 points.

⁶ OJ L 94 of 28.03.2014, p. 65

⁷ Regulation (EU) 2018/1725 of the European Parliament and of the Council of 23 October 2018 on the protection of individuals with regard to the processing of personal data by the Union institutions, bodies, offices and agencies and on the free movement of such data and repealing Regulation (EC) No 45/2001 and Decision No 1247/2002/EC, OJ L 295/39 21.11.2018, <https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32018R1725&from=EN>



Tenderers must provide a detailed technical offer addressing all points in the technical specifications and each of the quality award criteria. Repetition of mandatory requirements in the technical specifications without providing detail in the technical offer will only result in a very low score.

Offers must score at least 75 of maximum possible total points against the quality award criteria.

Tenders that do not reach this minimum quality threshold will be eliminated from subsequent stages of the evaluation process.

B) PRICE AWARD CRITERION

Tenders which passed the quality threshold will be further assessed to ensure:

- I. the price offer is made within the maximum budget for financial offers indicated in the tender specifications and;
- II. the financial offer satisfies the formal requirements of the tender specifications.

FOR LOT 1 ONLY: The prices indicated in the financial offer will be evaluated as follows:

Price score A + B = (lowest price A/price A of the evaluated tenderer X 60) + (lowest price B/price B of the evaluated tenderer X 40)

C) THE BEST PRICE-QUALITY RATIO

Tenders for which financial offers were made within the maximum budget and satisfied the formal requirements indicated in the tender specification will be retained for the identification of the tender with the best price-quality ratio based on the following formula:

FOR LOT 1

<p>TOTAL SCORE OF THE EVALUATED OFFER (C) =</p> <p>60 * Cheapest price offer (out of 100) of tender X/100</p> <p style="text-align: center;">+</p> <p>40 * Total quality score (out of 100) for all quality award criteria of tender X/100</p>



FOR LOT 2

TOTAL SCORE OF THE EVALUATED OFFER (C) =

60 * Cheapest price offer / price of tender X

+

**40 * Total quality score (out of 100) for all quality award criteria of tender
X/100**



PART 3 - HOW TO SUBMIT YOUR OFFER USING e-SUBMISSION

You must submit your tender electronically via the e-Submission application available from the e-Tendering website before the time limit for receipt of tenders.

The e-Submission application allows economic operators to respond to call for tenders by preparing their tenders electronically in a structured and secured way and submitting their tenders electronically. The e-Tendering is the starting point for launching the e-Submission application.

Make sure you submit your tender on time: you are advised to start completing your tender early. To avoid any complications with regard to late receipt/non-receipt of tenders within the deadline, please ensure that you submit your tender several hours before the deadline. It is not possible to submit a tender through eSubmission after the time-limit for receipt of tenders indicated in the contract notice and/or the TED eTendering website.

No more than one tender and, in case of lots, no more than one tender per lot, can be considered per tenderer. If the same tenderer submits more than one tender, neither of which has been withdrawn as described below, only the latest tender will be considered. The tenderer may not refer to earlier submitted tenders to complement, clarify or correct its latest tender.

A natural or legal person cannot participate at the same time and for the same lot (if applicable) within the same procedure either as member of two or more groups of economic operators or as a sole tenderer and member of another group of economic operators. In such case, all tenders in which that person has participated, either as sole tenderer or as member of a group of economic operators, will be rejected.

Economic operators linked by a relationship of control or of association (e.g. belonging to the same economic/corporate group) are allowed to submit different and separate tenders provided that each tenderer is able to demonstrate that its tender was drawn independently and autonomously.

Registration in the Participant Register

Any economic operator willing to submit a tender must be registered in the [Participant Register](#) - an online register of organisations and natural persons participating in European Commission's calls for tenders or proposals.

On registering each participant obtains a Participant Identification Code (PIC, 9 - digit number) which acts as its unique identifier in the Participant Register. A participant needs to register only once – the information provided can be further updated or re-used by the participant in other European Commission's calls for tenders or calls for proposals.

At any moment during the procurement procedure the Research Executive Agency Validation Services (hereafter *the EU Validation Services*) may contact the participant and ask for supporting documents on legal existence and status [and financial capacity].



The requests will be made through the register's messaging system to the e-mail address of the participant's contact person indicated in the register. It is the responsibility of the participant to provide a valid e-mail address and to check it regularly.

The documents that may be requested by *the EU Validation Services* are listed in the [EU Grants and Tenders Rules on Legal Entity Validation, LEAR appointment and Financial Capacity assessment](#).

Please note that a request for supporting documents by the *EU Validation Services* in no way implies that the tenderer has been successful.

How to Submit your Tender in e-Submission

You can access the e-Submission application via the corresponding call for tender in TED e-Tendering, as specified in the Invitation Letter.

In order to have access to e-Submission, you will need to "Subscribe to call for tenders" on TED e-Tendering first. To subscribe, you will need to login with your an [EU Login](#)⁸. In case you don't have an [EU Login](#), you can [create an account](#) at any moment. For more information see the [EU login help](#). After logging in with your EU Login password, the e-Tendering will then display a button 'submit your tender' and you will be able to access the e-Submission.

The [e-Submission quick guide](#) is available after logging in with your EU Login password.

Information to be filled in

In the e-Submission application, fill in and upload all necessary fields and documents as appropriate. All tenders must be clear, complete and consistent with all the requirements laid down in the tender specifications, including:

- **Signed declaration on Honour on Exclusion criteria (section A) and Confirmatory statement of resources (section C).** All members of a joint tender, including subcontractors – if applicable – must upload the signed and dated declaration on honour using the template available [here](#).
- **Signed declaration on Honour on Selection criteria (section B).** In case of a joint offer from a group of economic operators, such declaration should be completed by the leading partner using the template available [here](#).
- **Exclusion criteria.** If requested in the tender specifications, the tenderer and all members of a joint tender including subcontractors – if applicable – must provide the documentary evidence for exclusion criteria.
- **Selection criteria.** If requested in the tender specifications, the tenderer and all members of a joint tender including subcontractors – if applicable –, must provide the documentary evidence for selection criteria.
- **Technical tender.** It must address all the requirements laid down in the tender specifications.
- **Financial tender** The complete financial tender, including the breakdown of the price as provided in the tender specifications.

For detailed instructions on how to submit your tender, consult the Quick Reference Guide for Economic Operators where you will find:

⁸ Previously called European Commission authentication system (ECAS)



- Technical requirements to use e-Submission
- Step-by-step guide to help you submit your tender
- Important advices and information on how to get technical support

Please make sure all required documents and evidence are submitted with your tender.

Documents to be signed and dated while creating your Tender

The following documents must be signed and dated during the creation of your tender in e-Submission:

- **Declaration on honour.** All members of a joint tender, including subcontractors must complete, sign and date the declaration on honour (sections A and C). Only the leader in a joint tender must complete, sign and date the declaration on honour (section B). The declaration on honour must be converted to PDF format and then signed by the authorised representatives with advanced electronic signature based on qualified certificates or by hand.

Re-submission of a tender

After submitting a tender, but within the time limit for receipt of tenders, you may still submit a new version of your tender. **If you submit a new Tender you must include all your Tender documents, including the Qualification and Tender documents.**

You must formally notify EFSA that the previous tender is withdrawn. The notification letter must be signed by the legal representative who signed the original tender stating the call reference and the Tender ID you wish to withdraw. The notification must be uploaded in e-submission together with the new version of all tender documents. You are kindly requested to also e-mail the notification letter to EFSAProcurement@efsa.europa.eu.

Withdrawal of tenders

If after submitting a tender, you wish to completely withdraw your tender, you must formally notify EFSA that you wish to withdraw your submitted Tender(s) as indicated above.

Deadline for receipt of tenders

The tender (including all documents) must be fully uploaded and received before the deadline for receipt of tenders indicated in the invitation to tender. It is not possible to submit a tender through eSubmission after the time-limit for receipt of tenders indicated in the contract notice and/or the TED eTendering website.

Please note that you are responsible to ensure that your full tender reaches the destination in due time.

In case of problems with the submission of the electronic tender, we recommend that you call the helpdesk in reasonable time before the time limit for receipt. The time it takes to submit the tender and upload all your documents may vary considerably depending on the number of concurrent submissions by other economic operators, the



size of your tender and the type of internet service you are using. We recommend that you upload the documents the day before the deadline.

If the contracting authority detects technical faults in the functioning of the electronic equipment used for submitting and receiving tenders due to which it is impossible to electronically submit and receive tenders, you will be informed of the extension of the time limit by the contracting authority at the e-Tendering link.

Contact

- Notifications for re-submission or withdrawal of tenders must be sent to: EFSAProcurement@efsa.europa.eu

When communicating state the reference to the call for tenders and, if applicable, the Tender ID.

- If you need technical support on e-Submission, you can contact the e-Submission support team, from 08:00 until 20:00 CET at the following address: ec-funding-tender-service-desk@ec.europa.eu



ANNEX 1a - FINANCIAL OFFER TEMPLATE LOT1

Tenderers are requested to use this template for preparing their financial offer. In doing so tenderers confirm they are aware of the following facts:

- As referred to in part 1.4, the maximum budget EFSA has available for order forms/ specific contracts under this Framework contract is **500,000 €**. Any offer exceeding this maximum will not be retained for contract award.
- Prices must be quoted in Euro. Tenderers from countries outside the euro zone have to quote their prices in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.
- Pursuant to the provisions of Article 9 of the Italian Law n. 17 dated 10/01/2006 and under Article 151 of Council Directive 2006/112/EC, EFSA is exempt from all duties, taxes and other charges, including VAT. For this reason, all prices given in the financial breakdown should be free of VAT and other taxes or duties.
- The price offered below is understood to be all-inclusive. For example any additional costs which can be incurred by the contractor in performing the contract, such as overheads,etc. should also be factored in to the all-inclusive price. In addition, if the deliverables incorporate pre-existing rights, the tenderer should factor into their total price the cost of licensing those pre-existing rights to EFSA.
- It is the responsibility of each tenderer to ensure that the total amount of the tender inserted in the relevant field of the e-Submission application corresponds to the amount indicated in the uploaded financial offer. In case of discrepancies, only the amount indicated in the financial offer will be taken into account.

Very Important: EFSA is a governmental institution and should be entitled to benefit from lower fees of copyright when buying papers. The contractor is asked to investigate the issue and make a financial proposal accordingly.

PART A) FINANCIAL OFFER LOT 1–Document delivery services and web- based interface			
Item	Fixed Price per single item (price cannot exceed € 8)	Weighting co- efficient for evaluation purposes	Totals
A1 Price per single item for instant download, covering all deliverables as indicated in section 1.3 except ISO and other standards	A1 = €	10%	A1 x 0.10 = A2 €



B1 Price per single item for delivery within 24 hours (Standard Delivery), covering covering all deliverables as indicated in section 1.3 except ISO and other	B ¹ = €	20%	B1 x 0.20 = B2 €.....
C1 Price per single item for delivery within 4 hours (Rush Delivery), covering all deliverables as indicated in section 1.3 except ISO and other standards	C ¹ = €	20%	C1 x 0.20 = C2 €.....
D1 Price per single item and old papers, within 21 days, covering all deliverables as indicated in section 1.3 except ISO and other standards.	D ¹ = €	15%	D1 x 0.15 = D2 €
E1 Price per single item for delivery within 24	E ¹ = €.....	10%	E1 x 0.10 = E2 €.....
F1 Price per single item for delivery within 4 hours	F ¹ = €	5%	F1 x 0.05 = F2 €
G1 Fee per single item, orders placed which	G ¹ = €	20%	G1 x 0.20 = G2 €.....
TOTAL PRICE OF PART A = A¹ + B¹ + C¹ + D¹ + E¹ + F¹ + G¹			€.....
<p>Total price of Part A is a scenario for evaluation purposes. This total price will be used only for the purpose of the financial evaluation as indicated in sections 2.6 (B) and (C).</p> <p>Please note that the Fixed Price per single item cannot exceed € 8. Any offer exceeding this maximum will not be retained for contract award.</p>			

As information we ask the tenderer to indicate the maximum copyright fee per single item that EFSA may have to pay when purchasing a document;

Please insert maximum copyright fee per single peer-review article: €

Please insert maximum copyright fee per single book chapter: €

Please insert maximum copyright fee per single ISO standard: €



This information is to indicate a possible maximum amount. Papers with copyright exceeding this amount should follow a specific procedure of purchase authorization by EFSA staff.



PART B) FINANCIAL OFFER LOT 1 - *Web Based Interface to request papers and annual maintenance fee*

ITEM:	PRICE:
Annual fee for Web based interface and annual maintenance fee	€ annually (Max 16,500 euro annually. Any offer exceeding this maximum will not be retained for contract award.)

Tenderer name:

Name of person signing the financial offer:

Position in the company:

Signature:

Date:



ANNEX 1b - FINANCIAL OFFER TEMPLATE LOT 2

Tenderers are requested to use this template for preparing their financial offer. In doing so tenderers confirm they are aware of the following facts:

- As referred to in part 1.4, the financial ceiling EFSA has available for order forms/ specific contracts under this Framework contract is **80,000 €** over its 4 years maximum duration.
- Prices must be quoted in Euro using the conversion rates published in the C series of the Official Journal of the European Union on the day when the invitation to tender was issued. This information is also available on the website of the European Central Bank at the following URL: <http://www.ecb.int/stats/eurofxref/>.
- Pursuant to the provisions of Article 9 of the Italian Law n. 17 dated 10/01/2006 and under Article 151 of Council Directive 2006/112/EC, EFSA is exempt from all duties, taxes and other charges, including VAT. For this reason, all prices given in the financial breakdown should be free of VAT and other taxes or duties.
- The price offered below is understood to be all-inclusive. For example any additional costs which can be incurred by the contractor in performing the contract. should also be factored in the all-inclusive price. In addition, if the deliverables incorporate pre-existing rights, the tenderer should factor into their total price the cost of licensing those pre-existing rights to EFSA.

FINANCIAL OFFER LOT 2– Library portal, Service, SUSHI harvester, A to Z list and	Central index / Resource Discovery Open URL link resolution functionality
ITEM:	PRICE:
Annual fee for the library portal, Central index / Resource Discovery Service, SUSHI harvester, A to Z List and Open URL link resolution functionalities.	€.....annually (Max 20,000 euro annually. Any offer exceeding this maximum will not be retained for contract award.)

Tenderer name:

Name of person signing the financial offer:

His/her position in the company:

His/her signature:

Date:



ANNEX 2 - DRAFT CONTRACT

The contract which results from this procurement procedure will be based on the model annexed to these tender specifications.

ANNEX 3 - SAAS QUESTIONNAIRE

Annexed to these tender specifications