



EUROPEAN DATA PROTECTION SUPERVISOR



European Data Protection Board

**European Data Protection Supervisor**

**&**

**European Data Protection Board**

**Call for tenders 2022-0916 - EDPS/EDPB -**

**Video production services**

**Open procedure**

**TENDER SPECIFICATIONS**

**Administrative specifications**

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## **1. SCOPE AND DESCRIPTION OF THE PROCUREMENT**

### **1.1. Contracting authority: who is the buyer?**

This call for tenders is launched and managed by the European Data Protection Supervisor (EDPS) acting for the European Data Protection Board (EDPB) as well. The EDPS is referred to as the *Contracting authority* for the purposes of this call for tenders.

### **1.2. Subject: what is this call for tenders about?**

The subject of this call for tenders is the provision of Video production services.

### **1.3. Lots: is this call for tenders divided into lots?**

This call for tenders is not divided into lots.

### **1.4. Description: what do we want to buy through this call for tenders?**

The purchases that are the subject of this call for tenders, including any minimum requirements, are described in detail below.

Variants (alternatives to the model solution described in the tender specifications) are not allowed. The contracting authority will disregard any variants described in a tender.

#### **1.4.1. Background and objectives**

In the framework of their communication and information activities, the EDPS and EDPB have a regular need for professional video production services such as animated promotional videos, short and simple animated videos, non-animated promotional videos, promotional videos based on footage from databases, thematic footage video recordings, video recordings of speeches and events, or online webinars etc.

As part of the overall communication strategies of the EDPS/EDPB, these videos will help to raise awareness about the EDPS/EDPB activities, fundamental rights to data protection and privacy in the EU and will have an associated benefit of helping to increase the EDPS/EDPB visibility.

The in-house capacity to provide video production services is limited. Therefore, the EDPS/EDPB make use of external suppliers and service providers.

While both the EDPS and the EDPB draw up an annual plan with a forecast of the planned video productions, the nature of their work implies that, on top of the planned projects, additional projects are regularly added to the workload, sometimes leading to short deadlines.

#### **1.4.2. Detailed characteristics of the purchase**

##### **1.4.2.1 Video production services:**

- **On-demand production of promotional videos** (animated 2D and 3D, non-animated and based on footage from databases) to be used on social media, during trainings, presentations,

events etc. If extra footage is required (e.g. from databases), this should be supplied by the contractor.

- **On-demand production of very short and simple animated infographics to be used on social media and website.** The production should include, but not be limited to, creating original filmed and animated footage, adaptations and corrections, preparing requested file formats, sound recording and mixing, copyrights for music and graphic elements etc.
- **On-demand video recording (without editing) online, offline of speeches, events, trainings etc.** If editing is required, it will be specified separately for each order. Exact length of the video, formats and resolution requirements will also be defined for each order.
- **On-demand recording of thematic footage.** If editing is required, it will be specified for each order. Exact length of the video, formats and resolution requirements will also be defined for each order.

#### 1.4.2.2 Pre-production, video editing services, postproduction

- **Pre-production** should include, but not be limited to, e.g. brainstorming, script writing, storyboard, copyrighting etc.
- **Video filming.** Exact expectations, including formats and resolution requirements will be defined for each order.
- **Graphic creations** for animated videos. Exact expectations, including formats and resolution requirements will be defined for each order.
- **Editing of video recordings (footage).** Exact expectations, including formats and resolution requirements will be defined for each order. **Subtitling in different languages** to the videos. The contractor will receive various linguistic versions of subtitles. In other words, translations services are not required.
- Adding **voice over in different languages** to the videos. The contractor will receive various linguistic versions of the voice over text. In other words, translations services are not required.

→**Note:** Format of the deliverables will be defined for each order (e.g. .mp4, etc or working file if requested)

→**Note:** All design elements should be in line with the [EDPS's](#) and EDPB' Corporate identity manual, Annex 8.

→**Note:** All results, work or rights, including copyright and other intellectual property rights, obtained in the framework of the contract will be the property of the EDPS/EDPB

### 1.4.3. Deliverables

#### 1.4.3.1 Animated infographics

Animated infographics up to 15 seconds
Animated infographics up to 30 seconds

#### 1.4.3.2 Promotional Animated Videos (2D)

Promotional animated video 2D up to 10 seconds
Promotional animated video 2D up to 30 seconds
Promotional animated video 2D up to 1 minute
Promotional animated video 2D up to 2 minutes
Promotional animated video 2D up to 3 minutes

#### 1.4.3.3 Promotional Animated Videos (3D)

Promotional animated video 3D up to 1 minute
Promotional animated video 3D up to 2 minutes
Promotional animated video 3D up to 30 seconds
Promotional animated videos 3D up to 3 minutes

#### 1.4.3.4 Non-animated Promotional Videos

Non-animated Promotional video up to 1 minute
Non-animated Promotional video up to 2 minutes
Non-animated Promotional video up to 3 minutes

#### 1.4.3.5 Promotional Videos based on footage from databases

Promotional video up to 30 seconds
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Promotional video up to 1 minute
Promotional video up to 2 minutes
Promotional video up to 3 minutes

1. 4.3.6 Video recording including, but not limited to, Online and offline events, speeches etc. (without editing):

Recording with one camera per 1 hour of filming
Recording with two cameras per 1 hour of filming
Recording with three cameras per 1 hour of filming
Recording with one camera up to 15minutes

1.4.3.7 Recording of thematic footage filmed on demand (without editing)

Thematic footage on demand up to 30 seconds
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1.4.3.8 Pre-production of promotional videos

Pre-production of a promotional video up to 1 minute
Pre-production of a promotional video up to 3 minutes
Pre-production of a promotional video up to 5 minutes
Pre-production of a promotional video up to 10 minutes

#### 1.4.3.9 Editing of video recordings

Editing of a raw material up to 10 minutes
Editing of a raw material up to 30 minutes

#### 1.4.3.10 Subtitles

Subtitles in 1 language, video up to 2 minutes
Subtitles in 1 language, video up to 5 minutes
Subtitles in 2 languages, video up to 2 minutes
Subtitles in 2 languages, video up to 5 minutes
Subtitles in 3 languages, video up to 2 minutes
Subtitles in 3 languages, video up to 5 minutes

#### 1.4.3.11 Various linguistic versions of the voiceover

Sound in 1 language, video up to 2 minutes
Sound in 1 language, video up to 5 minutes
Sound in 2 languages, video up to 2 minutes
Sound in 2 languages, video up to 5 minutes
Sound in 3 languages, video up to 2 minutes

#### NOTE:

The list is a non-exhaustive indication of audio-visual products required. Not all types on this



list will be ordered over the duration of this contract. Other audio-visual products, which are not part of this list but being part of the contractor's audio-visual production capabilities, may also be purchased by the Contracting authority.

NOTE:

The FWC is implemented as follows: the contracting authority will order services by sending a request by e-mail to the contractor. The contractor must confirm receipt of the order request within 24h by e-mail and should confirm the feasibility and provide the amount of reimbursable expenditure (if applicable), within 5 days from the date of the aforementioned request. The Contracting Authority will then send an order form or specific contract to the contractor who will confirm receipt within 24h and countersign it at the latest at the end of the next working day.

The contractor must be aware that circumstances may sometimes arise where an estimate has to be submitted more rapidly.

NOTE:

Turnaround time is of the utmost importance. Non-compliance with the aforementioned timeline may result with contractual sanctions.

NOTE:

Any delivery expenses should be included in the price quotes.

NOTE:

The contractor will provide audio-visual products of broadcasting quality in different formats such as .flv, .mpeg2, .mp4, etc. If requested, audio-visual products will be saved on external storage device and delivered to the premises of the Contracting Authority, devices will be returned to the contractor afterwards.

NOTE:

Given the detailed nature of some of the orders and the fact that reactivity on behalf of the contractor is of great importance, efficient contract management is essential. A contact person with a sufficient level of seniority should be nominated by the contractor so as to guarantee reactivity and good project management.

NOTE:

All final files, footages, source files etc., should be delivered to the contracting authority before the closure of the project.

### **1.5. Place of performance: where will the contract be performed?**

The recording services will be mainly performed in Brussels and the price offer should reflect it. In case the services should be performed in another place defined in the briefing by the Contracting Authority, extra costs will be allowed for the contractor. The costs should be mentioned in the order form (or specific contract) and will be reimbursed on the basis of supporting documents. Reimbursement will be based on real costs incurred by the contractor with the exception of daily subsistence allowances which will be paid on the basis of a flat rate mentioned in the framework contract.

### **1.6. Nature of the contract: how will the contract be implemented?**

The procedure will result in the conclusion of a single framework contract.

A framework contract establishes a mechanism for future repetitive purchases by the *Contracting authority* to be awarded in the form of specific contracts<sup>1</sup>. The signature of a framework contract does not impose an obligation on the *Contracting authority* to conclude specific contracts with a framework contractor.

The single framework contract will be concluded with one contractor. Specific contracts shall be awarded on the basis of the terms laid down in the framework contract, refined or, in duly justified circumstances, supplemented to reflect the particular circumstances of the specific contract. The details are set out in the draft contract.

Tenderers need to take full account of the full set of procurement documents, including the provisions of the draft contract as the latter will define and govern the contractual relationship(s) to be established between the *Contracting authority* and the successful tenderer. Special attention is to be paid to the provisions specifying the rights and obligations of the contractor, in particular those on payments, performance of the contract, confidentiality, and checks and audits.

⚠ Please be aware that if a tenderer to whom the contract is awarded (any of the group members in case of a joint tender) has established debt(s) owed to the Union, the European Atomic Energy Community or an executive agency when the latter implements the Union budget, such debt(s) may be offset, in line with Articles 101(1) and 102 of [Regulation \(EU, Euratom\) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union \(Financial Regulation\)](#)<sup>2</sup> and the conditions set out in the draft contract, against any payment due under the contract. The contracting authority will verify the existence of overdue debts of the successful tenderer (any of the group members in case of a joint tender), and, if any such debt is found, will inform the tenderer (the group leader in case of a joint tender who will then have the obligation to inform all other group members before signing the contract) that the debt(s) may be offset against any payment under due the contract.

### **1.7. Volume and value of the contract: how much do we plan to buy?**

An indicative estimate of the volumes to be ordered over the whole duration of the framework contract is 240.000 EUR. These volumes are estimates only and there is no commitment as to the exact quantities to be ordered. The actual volumes will depend on the quantities which the *Contracting authority* will order through specific contracts. In any case the *framework contract ceiling*, i.e. the estimated amount to be spent under the framework contract, shall not be exceeded.

Within three years following the signature of the framework contract resulting from the current call for tenders, the contracting authority may use the negotiated procedure under point 11.1.e of Annex 1 to the Financial Regulation to procure new services from the contractor up to a maximum of 50 % of the initial contract value. These services would consist in the repetition

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<sup>1</sup> Any reference to specific contracts applies also to order forms (a simplified form of specific contract).

<sup>2</sup> Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012 (OJ L 193 of 30.07.2018, p.1).

of similar services entrusted to the contractor and would be awarded under the following conditions: the method lowest price tacking into consideration the prices on the market.

**1.8. Duration of the contract: how long do we plan to use the contract?**

The contract(s) resulting from the award of this call for tenders will be concluded for at most 48 months. The details of the initial contract duration and possible renewals are set out in the draft contract.

## **2. GENERAL INFORMATION ON TENDERING**

### **2.1. Legal basis: what are the rules?**

This call for tenders is governed by the provisions of the Financial Regulation.

The contracting authority has chosen to award the contract resulting from this call for tenders through an open procedure pursuant to Article 164(1) (a) of the Financial Regulation. In an open procedure any interested economic operator (any natural or legal person who offers to supply products, provide services or execute works) may submit a tender.

### **2.2. Entities subject to restrictive measures and rules on access to procurement: who may submit a tender?**

Tenderers must ensure that no involved entities (see Section 2.3) nor any subcontractors, including those which do not need to be identified in the tender (see Section 2.3.2), are 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)<sup>3</sup>, consisting of a prohibition to make available or transfer funds or economic resources or to provide financing or financial assistance to them directly or indirectly, or of an asset freeze. The prohibition applies throughout the whole performance of the contract.

Participation in this call for tenders is open on equal terms to all natural and legal persons coming within the scope of the [Treaties](#), as well as to international organisations.

It is also open to all natural and legal persons established in a third country provided that it has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement.

The Agreement on Government Procurement<sup>4</sup> concluded within the World Trade Organisation does not apply to the European Data Protection Supervisor public procurement except in a case of inter-institutional procurement where the Agreement as above is applicable to one of the contracting authorities (be it the leading contracting authority or not).

Therefore, the participation to this call for tenders is not open to natural and legal persons established in the countries that have ratified this Agreement.

The rules on access to procurement do not apply to entities on whose capacity tenderers rely to fulfil the selection criteria nor to subcontractors. Subcontracting may not be used with the intent or effect to circumvent the rules on access to procurement.

To enable the contracting authority to verify the access, each tenderer must indicate its country of establishment (in case of a joint tender – the country of establishment of each group member) and must present the supporting evidence normally acceptable under the law of that country.

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<sup>3</sup> Please note that the EU Official Journal contains the official list and, in case of conflict, its content prevails over that of the [EU Sanctions Map](#).

<sup>4</sup> [https://www.wto.org/english/tratop\\_e/gproc\\_e/gp\\_gpa\\_e.htm](https://www.wto.org/english/tratop_e/gproc_e/gp_gpa_e.htm).

The same document(s) could be used to prove the country/-ies of establishment and the delegation(s) of the authorisation to sign, as described in Section 4.3.

### **2.3. Ways to submit a tender: how can economic operators organise themselves to submit a tender?**

Economic operators can submit a tender either as a sole economic operator (sole tenderer) or as a group of economic operators (joint tender)<sup>5</sup>. In either case subcontracting is permitted.

Tenders must be drawn and submitted in complete independence and autonomously from the other tenders. A declaration in this regard by each tenderer (in case of a joint tender, by each of its members) shall be requested.

A natural or legal person cannot participate at the same time and 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.

A natural or legal person may act as subcontractor for several tenderers as long as the tenders are drawn and submitted in complete independence and autonomously from each other. However, cross subcontracting among tenderers is forbidden, more precisely an entity “A” may participate as tenderer (either as sole tenderer or as member of a group of economic operators) and as subcontractor to another tenderer “B” within the same procurement procedure. However, in this case it is forbidden that tenderer “B” (or any of its participating members in case of a group of economic operators) is at the same time subcontractor for tenderer “A” (or for the group of economic operators in which “A” participates) within the same procurement procedure. In this case, both tenders A and B shall be rejected.

In order to fulfil the selection criteria set out in Section 3.2 the tenderer can rely on the capacities of subcontractors (see Section 2.3.2) or other entities that are not subcontractors (see Section 2.3.3).

An “**involved entity**” is any economic operator involved in the tender. This includes the following four categories of economic operators:

- sole tenderer,
- group members (including group leader),
- identified subcontractors (see Section 2.3.2), and
- other entities (that are not subcontractors) on whose capacity the tenderer relies to fulfil the selection criteria.

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<sup>5</sup> Each economic operator participating in the joint tender is referred to as “group member”.

For an entity on whose capacities the tenderer relies to fulfil the selection criteria (that is not a subcontractor), this role is defined in the commitment letter (*Annex 5.2*)

### **2.3.1. Joint tenders**

A joint tender is a situation where a tender is submitted by a group (with or without legal form) of economic operators regardless of the link they have between them in the group. The group as a whole is considered a tenderer<sup>6</sup>.

All group members assume joint and several liability towards the contracting authority for the performance of the contract as a whole.

Group members must appoint from among themselves a group leader (the group leader) as a single point of contact authorised to act on their behalf in connection with the submission of the tender and all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature. All group members (including the group leader) must sign an Agreement/Power of attorney drawn up in the model attached in *Annex 3*.

The joint tender must clearly indicate the role and tasks of each group member, including those of the group leader who will act as the contracting authority's contact point for the contract's administrative or financial aspects and operational management. The group leader will have full authority to bind the group and each of its members during contract execution.

If the joint tender is successful, the contracting authority shall sign the contract with the group leader, authorised by the other members to sign the contract also on their behalf via the Agreement/Power of attorney drawn up in the model attached in *Annex 3*.

Changes in the composition of the group during the procurement procedure (after the deadline for submission of tenders and before contract signature) shall lead to rejection of the tender, with the exception of the following case[s]:

- case of a merger or takeover of a group member (universal succession), provided that the following cumulative conditions are fulfilled:
  - the new entity is not subject to restrictive measures, has access to procurement (see Section 2.2) and is not in an exclusion situation (see Section 3.1),
  - all the tasks assigned to the former entity are taken over by the new entity member of the group,
  - the group meets the selection criteria (see Section 3.2),
  - the change must not make the tender non-compliant with the procurement documents,
  - the terms of the originally submitted tender are not altered substantially and the evaluation of award criteria of the originally submitted tender are not modified,
  - the new entity undertakes to replace the former entity for the implementation of the contract, in case of an award.

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<sup>6</sup> References to *tenderer* or *tenderers* in this document shall be understood as covering both sole tenderers and groups of economic operators submitting a joint tender.

### 2.3.2. Subcontracting

Subcontracting is the situation where the contractor enters into legal commitments with other economic operators, which will perform part of the contract on its behalf. The contractor retains full liability towards the contracting authority for performance of the contract as a whole.

The following shall not be considered subcontracting:

- a) Use of workers posted to the contractor by another company owned by the same group and established in a Member State (“intra-group posting” as defined by Article 1, 3, (b) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- b) Use of workers hired out to the contractor by a temporary employment undertaking or placement agency established in a Member State (“hiring out of workers” as defined by Article 1, 3, (c) of [Directive 96/71/EC concerning the posting of workers in the framework of the provision of services](#)).
- c) Use of workers temporarily transferred to the contractor from an undertaking established outside the territory of a Member State and that belongs to the same group (“intra-corporate transfer” as defined by Article 3, (b) of [Directive 2014/66/EU on the conditions of entry and residence of third-country nationals in the framework of an intra-corporate transfer](#)).
- d) Use of staff without employment contract (“self-employed persons working for the contractor”), without the tasks of the self-employed persons being particular well-defined parts of the contract.
- e) Use of suppliers and/or transporters by the contractor, in order to perform the contract at the place of performance, unless the economic activities of the suppliers and/or the transporting services are within the subject of this call for tenders (see Section 1.4).
- f) Performance of part of the contract by members of an EEIG (European Economic Interest Grouping), when the EEIG is itself a contractor or a group member.

The persons mentioned in points a), b), c) and d) above will be considered as “personnel” of the contractor as defined in the contract.

All contractual tasks may be subcontracted unless the procurement documents expressly reserve the execution of certain critical tasks to the sole tenderer itself, or in case of a joint tender, to a group member.

By filling in the form available in **Annex 4** (List of identified subcontractors), tenderers are required to give an indication of the proportion of the contract that they intend to subcontract, as well as to identify and describe briefly the envisaged contractual roles/tasks of subcontractors meeting any of these conditions (hereafter referred to as *identified subcontractors*):

- subcontractors on whose capacities the tenderer relies upon to fulfil the selection criteria as described under Section 3.2;
- subcontractors whose intended individual share of the contract, known at the time of submission, is above 10% .

Any such subcontractor must provide the tenderer with a commitment letter drawn up in the model attached in **Annex 5.1** and signed by its authorised representative.

☞ Each tenderer shall identify *such* subcontractors and provide the commitment letters with its tender. The information must be true and correct at the time of submitting the tender. Any changes or additions regarding the envisaged subcontractors after the deadline for submission of tenders must be justified to the contracting authority.

The above rules apply also, where the economic operators, which will perform part of the contract on behalf of a successful tenderer, belong to the same economic/corporate group as the sole tenderer or a member of the group submitting the joint tender.

Changes concerning subcontractors identified in the tender (withdrawal/replacement of a subcontractor, additional subcontracting) during the procurement procedure (after the submission deadline and before contract signature) require the prior written approval of the contracting authority subject to the following verifications:

- any new subcontractor is not subject to restrictive measures, has access to procurement if the rules on access to procurement apply also to subcontractors (see Section 2.2) and is not in an exclusion situation (see Section 3.1),
- the tenderer still fulfils the selection criteria and the new subcontractor fulfils the selection criteria applicable to it individually, if any;
- the terms of the originally submitted tender are not altered substantially, i.e. all the tasks assigned to the former subcontractor are taken over by another involved entity, the change does not make the tender non-compliant with the tender specifications, and the evaluation of award criteria of the originally submitted tender is not modified.

Subcontracting to subcontractors identified in a tender that was accepted by the contracting authority and resulted in a signed contract, is considered authorised.

### **2.3.3. Entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria**

In order to fulfil the selection criteria a tenderer may also rely on the capacities of other entities (that are not subcontractors), regardless of the legal nature of the links it has with them. It must in that case prove that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment letter in the model attached in *Annex 5.2*, signed by the authorised representative of such an entity, and the supporting evidence that those other entities have the respective resources<sup>7</sup>.

☞ The above rules apply also where the economic operators on whose capacities the tenderer relies to fulfil the selection criteria (that are not subcontractors) belong to the same economic/corporate group as the sole tenderer or a member of the group submitting the joint tender.

### **2.3.4. Rules common to subcontractors and entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria**

If a successful tenderer intends to rely on another entity to meet the minimum levels of economic and financial capacity, the contracting authority may require the entity to sign the

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<sup>7</sup> This does not apply to subcontractors on whose capacity the tenderer relies to fulfil the selection criteria – for these the documentation required for subcontractors must be provided.



contract or, alternatively, to provide a joint and several first-call financial guarantee for the performance of the contract.

With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required, i.e. the latter will either assume the role of subcontractors or will fall within the exceptions listed in Section 2.3.2 and will then assume the role of entities (not subcontractors) on whose capacities the tenderer relies to fulfil the selection criteria.

☞ Relying on the capacities of other entities is only necessary when the capacity of the tenderer is not sufficient to fulfil the required minimum levels of capacity. Abstract commitments that other entities will put resources at the disposal of the tenderer will be disregarded.

### **3. EVALUATION AND AWARD**

The evaluation of the tenders that comply with the submission conditions will consist of the following elements:

- Check if the tenderer is not subject to restrictive measures and has access to procurement (see Section 2.2);
- Verification of administrative compliance (if the tender is drawn up in one of the official EU languages and the required documents signed by duly authorised representative(s) of the tenderer);
- Verification of non-exclusion of tenderers on the basis of the exclusion criteria;
- Selection of tenderers on the basis of selection criteria;
- Verification of compliance with the minimum requirements specified in the procurement documents;
- Evaluation of tenders on the basis of the award criteria.

The contracting authority will evaluate the abovementioned elements in the order that it considers to be the most appropriate.

If the evaluation of one or more elements demonstrates that there are grounds for rejection, the tender will be rejected and will not be subjected to further full evaluation. The unsuccessful tenderers will be informed of the ground for rejection without being given feedback on the non-assessed content of their tenders. Only tender for whom the verification of all elements did not reveal grounds for rejection can be awarded the contract resulting from this call for tenders.

The evaluation will be based on the information and evidence contained in the tenders and, if applicable, on additional information and evidence provided at the request of the contracting authority during the procedure. If any of the declarations or information provided proves to be false, the contracting authority 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 the contracting authority may also refer to publicly available information, in particular evidence that it can access on a national database free of charge.

#### **3.1. Exclusion criteria**

The objective of the exclusion criteria is to assess whether the tenderer is in any of the exclusion situations listed in Article 136(1) of the Financial Regulation.

Tenderers found to be in an exclusion situation will be rejected.

As evidence of non-exclusion, each tenderer<sup>8</sup> needs to submit with its tender a Declaration on Honour<sup>9</sup> in the model available in *Annex 2*.<sup>10</sup> The declaration must be signed by an authorised representative of the entity providing the declaration.

The initial verification of non-exclusion of tenderers will be done on the basis of the submitted declarations and consultation of the [European Union's Early Detection and Exclusion System](#).

At any time during the procurement procedure<sup>11</sup>, the contracting authority may request the documents mentioned in the Declaration on Honour as supporting evidence on non-exclusion (the documentary evidence). It may also request information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners, and appropriate evidence that none of those persons are in one of the exclusion situations referred to in Section A point (1) (c) to (f) of the Declaration on Honour.

All tenderers are **invited to prepare in advance the documentary evidence**, since they may be requested to provide such evidence within a short deadline. In any event, the tenderer proposed by the evaluation committee for the award of the contract will be requested to provide such evidence.

⚠ If the tenderer does not provide valid documentary evidence within the deadlines set by the contracting authority, the latter reserves the right to reject the tender. In any event, in case a tenderer proposed for the award of the contract fails to comply with the above evidence requirement, its tender will be rejected, unless the tenderer can justify the failure on the grounds of material impossibility to provide such evidence.

*Annex 1* specifies which of the involved entities participating in a tender need to provide the Declaration on Honour and, when requested by the contracting authority, the supporting evidence.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

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<sup>8</sup> See Annex 1 which of the involved entities participating in a tender need to provide the Declaration on Honour.

<sup>9</sup> The European Single Procurement Document (ESPD) may not be used yet in European Commission's calls for tenders.

<sup>10</sup> Unless the same declaration has already been submitted for the purposes of another award procedure of the European Commission, the situation has not changed, and the time elapsed since the issuing date of the declaration does not exceed one year.

<sup>11</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission, have been issued no more than one year before the date of their request by the contracting authority and are still valid at that date;
- if such evidence can be accessed by the contracting authority on a national database free of charge, in which case the economic operator shall provide the contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document;
- if there is a material impossibility to provide such evidence.

## 3.2. Selection criteria

The objective of the selection criteria is to assess whether the tenderer has the legal, regulatory, economic, financial, technical and professional capacity to perform the contract.

The selection criteria for this call for tenders, including the minimum levels of capacity, the basis for assessment and the evidence required, are specified in the following subsections.

Tenders submitted by tenderers not meeting the minimum levels of capacity will be rejected.

When submitting its tender each tenderer shall declare on honour that it fulfils the selection criteria for this call for tenders. The model Declaration on Honour available in *Annex 2* shall be used.

The initial assessment of whether a tenderer fulfils the selection criteria will be done on the basis of the submitted declaration(s).

The subsections below specify which selection criteria evidence must be provided with the tender or may be requested later, at any time during the procurement procedure, within a deadline given by the contracting authority <sup>12</sup>.

The evidence must be provided in accordance with the applicable basis for assessment of each criterion: in case of a consolidated assessment – only by the involved entities who contribute to the fulfilment of the criterion, and in case of individual assessment – by each entity to whom the criterion applies individually.

In case not all selection criteria evidence is requested with the tender, all tenderers are **invited to prepare in advance the documentary evidence**, since they may be requested to provide such evidence within a short deadline. In any event, the tenderer proposed by the evaluation committee for the award of the contract will be requested to provide such evidence.

☞ If the tenderer does not provide valid documentary evidence within the deadlines set by the contracting authority, the contracting authority reserves the right to reject the tender. In any event, in case a tenderer proposed for the award of the contract fails to comply with the above evidence requirement, its tender will be rejected, unless there is a ground for a waiver.

**Please note that a request for evidence in no way implies that the tenderer has been successful.**

### 3.2.1. Legal and regulatory capacity

Tenderers can be natural or legal persons. Tenderers are not obliged to take a specific legal form in order to submit their tenders.

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<sup>12</sup> The obligation to provide the supporting evidence will be waived in the following situations:

- if the same documents have already been provided in a previous award procedure of the European Commission and are still up-to-date;
- if such evidence can be accessed by the contracting authority on a national database free of charge, in which case the economic operator shall provide the contracting authority with the internet address of the database and, if needed, the necessary identification data to retrieve the document.

Where tenderers submit a tender through an entity, which lacks legal personality (e.g., a branch), the compliance with the exclusion criteria, selection criteria, the rules on access to procurement as well as the absence of restrictive measures shall be assessed at the level of the tenderers.

Tenderers do not need to prove specific legal and regulatory capacity to perform the contract.

At any moment during the procurement procedure, the contracting authority may contact the tenderer and ask for supporting documents on legal existence and status.

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

### 3.2.2. Economic and financial capacity

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

Criterion F1	
<b>Minimum level of capacity</b>	Average yearly turnover of the last two financial years above EUR 60.000 EUR.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. a consolidated assessment of the combined capacities of all involved entities will be carried out.
<b>Evidence</b>	Copy of the profit and loss accounts for the last two years for which accounts have been closed from each concerned involved entity, or, failing that, appropriate statements from banks. The most recent year must have been closed within the last 18 months.

👉 The evidences of economic and financial capacity must be provided with the tender.

### 3.2.3. Technical and professional capacity

👉 With regard to technical and professional selection criteria, a tenderer may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. The entity on whose capacity the tenderer relies will either assume the role of a subcontractor or fall within the exceptions listed in Section 2.3.2.

Tenderers must comply with the following selection criteria in order to prove that they have the necessary technical and professional capacity to perform the contract:

Criterion T1	
The tenderer must prove experience in the field of audio-video productions	
<b>Minimum level of capacity</b>	At least 7 similar (in scope and complexity) projects completed in the last three years preceding the tender submission deadline.
<b>Basis for assessment</b>	This criterion applies to the tenderer as a whole, i.e. the consolidated assessment of combined capacities of all involved entities will be carried out.
<b>Evidence</b>	<p>1. A list of projects meeting the minimum level of capacity. The list shall include details of their start and end date, total project amount and scope, role and amount invoiced. In case of projects still ongoing, only the portion completed during the reference period will be taken into consideration.</p> <p>2. A sample of:</p> <ul style="list-style-type: none"> <li>• 1 Promotional animated video 2D up to 3 minutes</li> <li>• 1 Promotional video up to 3 minutes</li> <li>• 2 simple GIFS and animated infographics to be used on social media and website</li> </ul> <p style="margin-left: 40px;">→ Samples have to be stored on external storage devices e.g. USB sticks clearly labelled with tenderer name (please note that they will not be returned to tenderer).</p>

👉 The evidences of technical and professional capacity must be provided with the tender.

### **3.3. Compliance with the conditions for participation and minimum requirements specified in the procurement documents**

By submitting a tender a tenderer commits to perform the contract in full compliance with the terms and conditions of the procurement documents for this call for tenders. Particular attention is drawn to the minimum requirements specified in Section 1.4 of these specifications and to the fact that tenders must comply with applicable data protection, environmental, social and labour law obligations established by Union law, national legislation, collective agreements or the international environmental, social and labour conventions listed in Annex X to Directive 2014/24/EU.

The minimum requirements shall be observed throughout the entire duration of the contract. Compliance with these requirements is mandatory and cannot be subject to any assumptions, limitations, conditions, or reservations on the part of a tenderer.

**⚡ Tenders that are not compliant with the applicable minimum requirements shall be rejected.**

### 3.4. Award criteria

The objective of the award criteria is to evaluate the tenders with a view to choosing the most economically advantageous tender.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

1. Price - 60%

The price considered for evaluation will be the total price of the tender, covering all the requirements set out in the tender specifications.

2. Quality - 40%

The quality of the tender will be evaluated based on the following criteria and will be marked out of 100:

<p>1) Management and coordination of the future contract</p> <p>The tenderer should submit a descriptive document of maximum 2 pages answering questions from Annex 7 about how their company is going to address the specific needs to the EDPS and EDPB, paying particular attention to cover the administrative support (flexible reactions to last-minute changes, personal consultation etc.) as well as team management, all in order to ensure maximum efficiency in terms of speed, flexibility and quality requested.</p>	<p><b>40 points (maximum number of points)</b></p>
<p>2) Submission of a video sample (between 45 seconds - 1 minute long), and the storyboard developed on the basis of the <a href="#">“ONE STOP SHOP LEAFLET”</a></p> <p>The video must comply with the corporate identity manual of <b>EDPB</b>, Annex 8.</p> <p>The video should be delivered on a USB stick. Please note the USB stick, or any other portable memory device will not be returned</p>	<p><b>60 points (maximum number of points)</b></p>

<p>to the tenderers and has to be clearly labelled with tenderer name.</p> <p>Factors that will be taken into consideration while evaluating the video are:</p> <ul style="list-style-type: none"> <li>• 1. Presentation of the topic in a clear and engaging way - <b>20 points maximum;</b></li> <li>• 2. Creativity of the presentation - <b>20 points maximum;</b></li> <li>• 3. A look and feel, which complies with the EDPB corporate identity manual - <b>20 points maximum.</b></li> </ul>	
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### 3.5. Award (ranking of tenders)

Tenders shall be ranked according to the best price-quality ratio in accordance with the formula below:

<i>score for tender X</i>	=	$\frac{\textit{price of most inexpensive tender}}{\textit{price of tender X}}$	*	<b>100</b>	*	<b>0,6</b>	+	$\textit{total quality score (out of 100) for all award criteria of tender X}$	*	<b>0.4</b>
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☞ The contract shall be awarded to the tender ranked first, which complies with the minimum requirements specified in the procurement documents and is submitted by a tenderer not subject to restrictive measures, having access to procurement, not in an exclusion situation and fulfilling the selection criteria.

**☞ Detection of abnormally low tenders**

Tenderers must be aware of Point 23 of Annex I to the Financial Regulation on abnormally low tenders and of the possibility for rejection of the tender based on it.



## 4. FORM AND CONTENT OF THE TENDER

### 4.1. Form of the tender: how to submit the tender?

Tenders are to be submitted according to the instructions laid down in the Invitation to tender letter.

### 4.2. Content of the tender: what documents to submit with the tender?

The documents to be submitted with the tender are listed in *Annex 1*.

The following requirements apply to the technical and financial tender:

- *Technical tender.*

The technical tender must provide all the information needed to assess the compliance with Section 1.4 of these specifications and the award criteria. Tenders deviating from the minimum requirements or not covering all the requirements may be rejected on the basis of non-compliance and not evaluated further.

- *Financial tender.*

A complete financial tender, including the breakdown of the price, needs to be submitted. For this purpose, the Financial Model in *Annex 6* shall be used.

The financial tender shall be:

- expressed in euros. 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.
- quoted free of all duties, taxes and other charges, i.e. also free of VAT.

☞ The European Union Institutions are exempt from such charges in the EU under Articles 3 and 4 of the Protocol on the Privileges and Immunities of the European Union of 8 April 1965 annexed to the Treaty on the Functioning of the European Union. Exemption is granted to the Commission by the governments of the Member States, either through refunds upon presentation of documentary evidence or by direct exemption.

In case of doubt about the applicable VAT system, it is the tenderer's responsibility to contact its national authorities to clarify the way in which the European Union is exempt from VAT.

### 4.3. Signature policy: how can documents be signed?

Where a document needs to be signed, the signature must be either hand-written or, preferably, a qualified electronic signature (QES) as defined in [Regulation \(EU\) No 910/2014 on electronic identification and trust services for electronic transactions in the internal market \(the eIDAS Regulation\)](#).

Tenderers are strongly encouraged to sign with a QES<sup>13</sup> all documents requiring a signature and only exceptionally to sign such documents by hand as hand-written signatures lead to an additional administrative burden for both the tenderer and the contracting authority. The originals of any hand-signed documents (other than the contract) do not need to be submitted to the contracting authority but the tenderer must keep them for a period of five years starting from the notification of the outcome of the procedure or, where the tenderer has been awarded a contract resulting from this call for tenders and the contract has been signed, the payment of the balance.

All documents must be signed by the signatories (when they are individuals) or by their duly authorised representatives.

For the following documents, when signed by representatives, tenderers must provide evidence for the delegation of the authorisation to sign:

- The Declaration on Honour of the tenderer (in case of a joint tender – the Declarations on Honour of all group members);
- (in the case of a joint tender) the Agreement/Power(s) of attorney drawn up using the model attached in *Annex 3*.

The delegation of the authorisation to sign on behalf of the signatories (including, in the case of proxy(-ies), the chain of authorisations) must be evidenced by appropriate written evidence (copy of the notice of appointment of the persons authorised to represent the legal entity in signing contracts (together or alone), or a copy of the publication of such appointment if the legislation which applies to signatory requires such publication or a power of attorney). A document that the contracting authority can access on a national database free of charge does not need to be submitted if the contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

### 4.4. Confidentiality of tenders: what information and under what conditions can be disclosed?

Once the contracting authority has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the contracting authority is entitled to make available (any part of) the tender to its staff and the staff of other Union institutions, bodies and agencies, as well to other persons and entities working for the contracting

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<sup>13</sup> See [here](#) how to apply a QES on a document exchanged with a European institution, body or agency.

authority or cooperating with it, including contractors or subcontractors and their staff, provided that they are bound by an obligation of confidentiality.

- After the signature of the award decision, tenderers whose tenders were received in accordance with the submission modalities, who are not subject to restrictive measures, have access to procurement, who are not found to be in an exclusion situation referred to in Article 136(1) of the FR, who are not rejected under Article 141 of the FR, whose tenders are not found to be incompliant with the procurement documents, and who make a request in writing, will be notified of the name of the tenderer to whom the contract is awarded for which the tenderer applied, the characteristics and relative advantages of the successful tender and its total financial tender amount<sup>14</sup>. The contracting authority may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as unit prices included in the financial tender, technical or trade secrets<sup>15</sup>.
- The contracting authority may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure<sup>16</sup>, the contracting authority may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

☞ The contracting authority will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to mark clearly the information they consider confidential and explain why it may not be disclosed. The contracting authority reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

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<sup>14</sup> For a call for tenders resulting in multiple framework contracts this information will be provided for all successful tenderers and tenders.

<sup>15</sup> For the definition of trade secrets please see Article 2 (1) of [Directive \(EU\) 2016/943 on the protection of undisclosed know-how and business information \(trade secrets\) against their unlawful acquisition, use and disclosure](#).

<sup>16</sup> See Article 4 (2) of the [Regulation \(EC\) No 1049/2001 regarding public access to European Parliament, Council and Commission documents](#).

## **APPENDIX: LIST OF REFERENCES**

<i>Award criteria</i>	See Section 3.4
<i>Contracting authority</i>	See Section 1.1
<i>Entities on whose capacities the tenderer relies to fulfil the selection criteria</i>	See Section 2.3.3
<i>Exclusion criteria</i>	See Section 3.1
<i>Financial Regulation</i>	<a href="#">Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union</a>
<i>Framework contract</i>	See Section 1.6
<i>Framework contract ceiling</i>	See Section 1.6
<i>Group leader</i>	See Section 2.3.1
<i>Group member</i>	See Section 2.3.1
<i>Identified subcontractors</i>	See Section 2.3.2
<i>Involved entities</i>	See Section 2.3
<i>Joint tender</i>	See Section 2.3.1
<i>Participating entities</i>	See Section 1.1
<i>Selection criteria</i>	See Section 3.2
<i>Sole tenderer</i>	See Section 2.3
<i>Subcontracting/subcontractor</i>	See Section 2.3.2
<i>Treaties</i>	The EU Treaties: <a href="https://europa.eu/european-union/law/treaties_en">https://europa.eu/european-union/law/treaties_en</a>

# ANNEXES

## Annex 1. List of documents to be submitted with the tender or during the procedure

Description	Sole tenderer	Joint tender		Identified Subcontractor	Entity on whose capacity is being relied (that is not subcontractor)	When
		Group leader	Group member			
<b>Declaration on Honour on Exclusion and Selection Criteria</b> (see Section 3.1)  <i>model in Annex 2</i>	☒	☒	☒	☒	☒	<b>With the tender</b>
<b>Evidence</b> that the person signing the documents is <b>an authorised representative</b> of the entity <sup>17</sup> (see Section 4.3)	☒	☒	☒			<b>With the tender</b>
<b>Agreement/Power of attorney</b> (see Section 2.3.1)  <i>model in Annex 3</i>		☒	☒			<b>With the tender</b>
<b>List of identified subcontractors</b> (see Section 2.3.2)  <i>model in Annex 4</i>	☒	☒				<b>With the tender</b>
<b>Commitment letter</b> (see Section 2.3.2 and 2.3.3)				☒	☒	<b>With the tender</b>

<sup>17</sup> A document that the contracting authority can access on a national database free of charge does not need to be submitted if the contracting authority is provided with the exact internet link and, if applicable, the necessary identification data to retrieve the document.

				<i>(model in Annex 5.1)</i>	<i>(model in Annex 5.2)</i>	
<b>Evidence of non-exclusion</b> (see Section 3.1)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<b>On demand</b>
<b>Evidence of legal existence and status</b> (see Section 3.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<b>On demand</b>
<b>Evidence of economic and financial capacity F1</b> (see Section 3.2.2)	<p><b>The documents must be provided</b></p> <p><b>only by the involved entities</b></p> <p><b>which contribute to reaching the minimum capacity level</b></p> <p><b>for criterion F1</b></p>					<b>With the tender</b>
<b>Evidence of technical and professional capacity T1</b> (see Section 3.2.3)	<p><b>The documents must be provided</b></p> <p><b>only by the involved entities</b></p> <p><b>who contribute to reaching the minimum capacity level</b></p> <p><b>for criterion T1</b></p>					<b>With the tender</b>
<b>Technical tender</b> (see Section 4.2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<b>With the tender</b>

<b>Financial tender</b> (see Section 4.2)  <i>model in Annex 6</i>	☒	☒				<b>With the tender</b>



**Annex 2. Declaration on Honour on exclusion and selection criteria**

Annex 2 is published as a separate document

### Annex 3. Agreement/Power of attorney

Call for tenders **2022-0916- EDPS/EDPB - VIDEO PRODUCTION SERVICES**

#### AGREEMENT/POWER OF ATTORNEY

The undersigned:

***[- Signatory 1 (Name, Function, Legal entity name, Registered address, VAT Number)]***

***- Signatory 2 (Name, Function, Legal entity name, Registered address, VAT Number)***

***- ...***

***- Signatory N (Name, Function, Legal entity name, Registered address, VAT Number)]***

having the legal capacity required to act on behalf of the entities they represent,

HEREBY AGREE TO THE FOLLOWING:

- 1) To submit a joint tender (the tender) as members of a group of tenderers (the group), constituted by ***[Insert names of Legal entity 1, Legal entity 2, ... Legal entity N – the name of the group leader must be included here!]*** (the group members), and led by ***[Insert name of Legal entity 1]*** (the group leader), in accordance with the conditions of the procurement documents and the terms of the tender to which this Agreement/Power of attorney is attached.
- 2) If the contracting authority awards a contract resulting from this call for tenders (the contract) to the group on the basis of the tender to which this Agreement/Power of attorney is attached, all group members (including the group leader) shall be considered parties to the contract in accordance with the following conditions:
  - (a) All group members (including the group leader) shall be jointly and severally liable towards the contracting authority for the performance of the contract.
  - (b) All group members (including the group leader) shall comply with the terms and conditions of the contract and ensure the proper delivery of their respective share of the services and/or supplies subject to the contract.
- 3) Payments by the contracting authority related to the services and/or supplies subject to the contract shall be made through the bank account of the group leader indicated in the contract.
- 4) The group members grant to the group leader all the necessary powers to act on their behalf in the submission of the tender and the conclusion of the contract, including:

- (a) The group leader shall submit the tender on its own behalf and on behalf of the other group members and indicate in the tender the name and e-mail address of an individual as a single point of contact authorised to communicate officially with the contracting authority in connection with the submitted tender on behalf of all group members, including in connection with all relevant questions, clarification requests, notifications, etc., that may be received during the evaluation, award and until the contract signature.
- (b) The group leader shall sign any contractual documents — including the contract, [specific contracts] and amendments thereto — and shall warrant the submission of any invoices related to the performance of the contract on behalf of all group members.
- (c) The group leader shall act as a single contact point with the contracting authority in the delivery of the services and/or supplies subject to the contract. It shall coordinate the delivery of the services and/or supplies by the group to the contracting authority, and shall see to a proper administration of the contract.

This Agreement/Power of attorney may be executed in counterparts, each of which shall be deemed to be an original, but all of which, taken together, shall constitute one and the same document.

Any modification to the present Agreement/Power of attorney shall be subject to the contracting authority's express approval. This Agreement/Power of attorney shall expire when all the contractual obligations of the group have ceased to exist. The parties cannot terminate it before that date without the contracting authority's consent.

*Name*  
*Function*  
*Name of the legal entity*

*Name*  
*Function*  
*Name of the legal entity*

*signature[s]:* \_\_\_\_\_

*signature[s]:* \_\_\_\_\_

*Done at* ....., *on* .....

*Done at* ....., *on* .....

*Name*  
*Function*  
*Name of the legal entity*

*Name*  
*Function*  
*Name of the legal entity*

*signature[s]:* \_\_\_\_\_

*signature[s]:* \_\_\_\_\_

*Done at* ....., *on* .....

*Done at* ....., *on* .....

#### Annex 4. List of identified subcontractors and proportion of subcontracting

Identification details	Roles/tasks during contract execution	Proportion of subcontracting (% of contract volume)
<i>[Full official name of the identified subcontractor, registered address, statutory registration number, VAT registration number]</i>		
<i>[Full official name of the identified subcontractor, registered address, statutory registration number, VAT registration number]</i>		
<i>[REPEAT AS MANY TIMES AS THE NUMBER OF IDENTIFIED SUBCONTRACTORS]</i>		
<b>Other subcontractors that do not need to be identified under Section 2.3.2<sup>18</sup></b>		
	<b>TOTAL % of subcontracting</b>	0,00%

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<sup>18</sup> For this category of subcontractors, please provide in a general manner their intended roles/tasks during contract execution, as well as the aggregated % of contract volume for all non-identified subcontractors.

## Annex 5.1. Commitment letter by an identified subcontractor

[Letterhead, if any]

EUROPEAN COMMISSION

Call for tenders Ref. 2022-0916 - EDPS/EDPB  
- Video production services

Attn:

[Insert date]

### Commitment letter by identified subcontractor

I, the undersigned,

Name:

Function:

Legal entity:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of **[insert name of the entity]**, hereby confirm that the latter agrees to participate as subcontractor in the tender of **[insert name of the tenderer]** for the call for tenders 2022-0916 - EDPS/EDPB - Video production services.

In the event that the tender of the aforementioned tenderer is successful, **[insert name of the subcontractor]** commits itself to make available the resources necessary for performance of the contract as a subcontractor and to carry out the services that will be subcontracted to it in compliance with the terms of the contract. It further declares that it is not subject to conflicting interests, which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

**Annex 5.2. Commitment letter by an entity on whose capacities is being relied**

[Letterhead, if any]

**EUROPEAN COMMISSION**

**Call for tenders Ref. 2022-0916 - EDPS/EDPB  
- Video production services**

**Attn:**

*[Insert date]*

**Commitment letter by an entity on whose capacity is being relied**

I, the undersigned,

Name:

Function:

Legal entity:

Registered address:

VAT Number:

having the legal capacity required to act on behalf of *[insert name of the entity]*, hereby confirm that the latter **authorises the *[insert name of the tenderer]* to rely on its [financial and economic capacity] [technical and professional capacity] in order to meet the minimum levels** required for the call for tenders *2022-0916 - EDPS/EDPB -Video production services*.

In the event that the tender of the aforementioned tenderer is successful, *[insert name of the entity]* commits itself to make available the resources necessary for performance of the contract. It further declares that it is not subject to conflicting interests which may negatively affect the contract performance, and that it accepts the terms of the procurement documents for the above call for tenders, in particular the contractual provisions related to checks and audits.

Done at:

Name:

Position:

Signature:

## **Annex 6. Financial tender form**

Annex 6 is published as a separate document

## **Annex 7. Questionnaire**

Annex 7 is published as a separate document



**Annex 8. “European Data Protection Board Corporate identity manual” and -  
“European Data Protection Supervisor Corporate identity manual”**

Annex 8 - “European Data Protection Board Corporate identity manual” & “European Data Protection Supervisor Corporate identity manual” are published as a separate documents