

## **Tendering Procedure**

**Information Memorandum about Competitive Bidding (call for competition)  
pursuant to Section 13 para. 1, 15 para. 1 of the German Sector Ordinance (SektVO)**

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## 1. PRELIMINARY REMARKS

### 1.1 Contract Notice

TenneT Offshore GmbH (hereinafter also referred to as the “contracting entity”) has announced its intention to award the performances in question throughout the EU.

### 1.2 Contract Procedure

The tendering procedure takes the form of a negotiated procedure with a preliminary competitive bidding (cf. Sections 119 para. 5 GWB, 13 para. 1, 15 SektVO). The contracting entity reserves the right to award the initial bids without negotiations (Section 15 para. 4 SektVO).

### 1.3 Information Memorandum for Competitive Bidding

This information memorandum shall form part of the documents which the contracting entity shall make available free of charge, without restriction, in full and directly to interested economic operators for consultation. It specifies the information contained in the notice on the tendering procedure and, in particular, the requirements regarding the qualification (ability and permit to professional practice, economic and financial as well as technical and professional performance) of the bidders or bidding consortia as well as the competitive bidding procedure. The information memorandum contains the forms to be completed and submitted (**Annexes A1 to A7**).

Based on this information memorandum and the other application documents, all interested economic actors are invited to submit an application for participation pursuant to Section 15 para. 1 SektVO.

## 2. POINT OF CONTACT AND COMMUNICATION

The following body is the point of contact for the tendering procedure:

Point of Contact: Corinna Natelberg

Communication takes place exclusively via Negometrix.

## 3. CONTRACTING ENTITY AND SUBJECT OF THE TENDERING PROCEDURE

### 3.1 Contracting Entity

Contracting entity is the transmission system operator TenneT Offshore GmbH.

### 3.2 Brief Description of the Subject of Contract

Subject of contract is the Provision of maritime consultancy and services for offshore projects, operations and maintenance campaigns. The inquired service contains the function of the Client Representative on site for operations and maintenance campaigns (primarily offshore surveys) as well as maritime projects (primarily offshore cable installations).

The Client Representative monitors and observes the offshore works performed by the Contractor respectively his Subcontractors being contracted.

Place of action is primarily on vessels (e.g. cable installation vessel or survey vessel), as well as offshore platforms or locations onshore both in and outside Germany.

The Client Representative's task is to monitor the compliance with the parameters contractually fixed between the Contractor and the Client in consultancy with the Client and to inform the Client immediately in the event of a breach.

Further details on the subject of contract can be found in the specification.

### 3.3 Lot Distribution

The services are divided into lots under the conditions described below as follows:

**Lot 1:** Client Representatives for maritime surveys and services for operations and maintenance

**Lot 2:** Client Representatives for sea cable installation and sea cable repair

## 4. INFORMATION ABOUT THE TENDERING PROCEDURE

### 4.1 Tender Documents

The tender documents shall include all documents provided by the contracting entity or to which it refers in order to define parts of the tendering procedure. They shall contain all necessary information to enable interested undertakings to make a decision on participation in the tendering procedure.

The documents provided by the contracting entity for the competitive bidding and named in point 4.2 of this information memorandum are hereinafter referred to as **qualification-related tender documents**.

The documents applicable to the negotiation and bidding phase following the competitive bidding are hereinafter referred to as **performance-related tender documents**.

If no distinction is made between qualification- and performance-related tender documents, the respective statement shall apply to all tender documents.

#### 4.2 Qualification-related Tender Documents

The qualification-related tender documents (application documents) include the following documents:

- Letter of application for participation,
- this description of details of the competitive bidding procedure (**information memorandum for competitive bidding**), including the indication of the qualification criteria together with the annexes
  - **Form Annex A1** “Information on the Applicant/Member of the Bidding Consortium”
  - **Form Annex A2** “Bidding Consortium”
  - **Form Annex A3** “Statement of Reference to Qualification of Third Parties”
  - **Form Annex A4** “Ability and Permit to Professional Practice”
  - **Form Annex A5** “Economic and Financial Performance”
  - **Form Annex A6** “Technical and Professional Performance”
  - **Form Annex A7** “Statement of Grounds for Exclusion and Measures of Self-Cleaning and Reliability Restoration”

The economic actors are required to review the tender documents immediately after the call, for completeness and to inform the contracting entity immediately of any missing documents.

In terms of confidentiality of these documents, reference is made to point 13 of this information memorandum.

#### 4.3 Call for Competition Procedure

This call for competition procedure is as follows:

(a) Preparation and submission of the application for participation

Interested economic actors are requested to prepare an application for participation on the basis of the application documents made available to them (see point 4.2 of this information memorandum) and to submit it to the contracting entity in due form and time. Together with the application for participation, they shall provide the information requested by the contracting entity for the purpose of reviewing their qualification.

(b) Opening for applications for participation

The opening for applications for participation will take place immediately after the deadline of applications for participation has expired (cf. point 9.2 of this information memorandum). Applicants are not admitted to the opening-procedure for applications for participation.

(c) Carrying out the qualification test

The qualification test takes place in a two-stage procedure:

(i) Formal examination of applications for participation

The contracting entity shall first examine the present applications for participation regarding compliance with the formal and substantive requirements laid down in this information memorandum. This serves to verify the completeness and correctness of the applications for participation.

(1) Exclusion of applications for participation

Applications for participation are excluded if

- they were not received in due form or time, unless the applicant is not responsible for this (cf. point 9.3),
- they do not contain the requested or subsequently requested documents,



- amendments were made by the applicant but his or her entries are not unequivocal, and
- amendments or additions were made to the application documents.

(2) Reservation of subsequent requests

In compliance with the principles of transparency and equal treatment, the contracting entity may request the applicants to submit, complete or correct missing, incomplete or incorrect company-related documents, in particular self-declarations, information, certificates or other evidence (Section 51 para. 2 SektVO).

The documents shall be submitted by the applicant at the request of the contracting entity within a reasonable period of time to be determined.

Applicants are not entitled to request additional documents. Applications for participation which do not contain the requested documents or do not contain the requested documents when exercising the aforementioned option, will be excluded (see current point 4.3 (c) (i) (1)).

(ii) Examination of the content of applications for participation

After the formal examination of the applications for participation, the contracting entity shall examine the qualification of the applicants for the services put out to tender, Sections 142, 122 GWB in conjunction with Section 46 para. 2 SektVO. On the basis of the evidence of qualification submitted, the contracting entity assesses whether the applicant is likely to be able to provide the services put out to tender.

He examines

- the qualification regarding
  - ability and permit to professional practice,
  - economic and financial performance, and
  - technical and professional performance as well as

- non-existing grounds for exclusion pursuant to Sections 123 and 124 GWB, and
- any proven self-cleaning measures by the economic actor pursuant to Section 125 GWB.

The contracting entity shall take into account the suitability of other economic actors if an applicant relies on the capacities of other economic actors to prove its economic and financial or technical and professional performance (for more details, see 11.6).

The contracting entity may ask applicants to clarify the documents submitted.

Applicants who are considered unreliable on the basis of the results of this test or who do not meet the qualification requirements will be excluded from the further procedure.

(d) Invitation to bid

The contracting entity shall then invite the suitable applicants to submit an initial bid. Further information can be found in the tender document “Procedural Guide.”

#### 4.4 Time frame of the Competitive Bidding

See Negometrix.

The contracting entity reserves the right to change the time schedule during the course of the procedure, in particular to extend the deadlines provided, insofar as this proves necessary for the proper conduct of the procedure.

### 5. OBLIGATION TO INQUIRE AND REGISTRATION WITH THE CONTRACTING ENTITY

#### 5.1 Obligation to Inquire

Interested economic actors are obliged to register on Negometrix in order to be regularly informed about new questions answered by applicants as well as about communications from contracting parties.

## 5.2 Registration

According to Section 9 para. 3 sent. 2 SektVO, registration is not required for access to contract notices and tender documents.

However, the contracting entity shall make use of the right granted in accordance with Section 9 para. 3 sent. 1 SektVO and shall oblige the interested economic actors to register with the contracting entity, after retrieving the contract notice, the qualification-related tender documents and the non-disclosure agreement (“NDA”), in order to gain access to further tender documents. For this purpose, the economic actor shall send the previously downloaded, completed and signed NDA to the point of contact named in point 2 via the Negometrix platform. The contracting entity must be informed immediately and unsolicited of any amendments or additions to this information.

From the moment of registration, the contracting entity shall inform the applicants via the electronic address provided by them.

## 6. QUERIES

### 6.1 Obligation to Inform in Case of Ambiguities or Errors

If, in the applicant's opinion, the tender documents contain ambiguities or errors, he must inform the contracting entity immediately and before submitting his application for participation via the e-Tendering Platform Negometrix.

### 6.2 Deadline for Queries and Applications for Information

Any queries or requests for additional information should also be directed to the point of contact referred to in point 2 via the Negometrix e-Tendering Platform.

Verbal or telephone contact is not permitted and will not be acknowledged.

### 6.3 Answering Questions from Applicants and other Information of the Contracting Entity

Both questions and answers, insofar as they contain important information, are simultaneously made available to all applicants in anonymous form. The contracting entity shall make the information available for retrieval on Negometrix and inform the registered economic actors by email that new answered questions have been posted on

the website. This also applies to other communications from the contracting entity (e.g. correction of documents).

## **7. NOTES ON THE TENDERING PROCEDURE**

### **7.1 Approved Languages**

The language of the procedure shall be English. All correspondence with the contracting entity shall be either in English or in German.

The application for participation must be written either in English or in German.

### **7.2 No Reimbursement**

Applicants will not be reimbursed for any costs incurred in processing and preparing the application for participation or for the competitive bidding procedure.

### **7.3 Ensuring Competition**

Under Section 1 GWB, agreements between companies, decisions by associations of companies and concerted practices which have as their object or effect the prevention, restriction or distortion of competition are prohibited. Pursuant to Section 124 para. 1 No. 4 GWB, this conduct may lead to exclusion from the tendering procedure.

In particular, applicants must ensure that sealed bidding is not influenced by inadmissible multiple participation. In case of doubt, the contracting entity shall require the candidates to prove that sealed bidding has been maintained.

### **7.4 Storing and Processing of Personal Data**

Personal data requested in the course of the tendering procedure shall be stored and processed for the purpose of carrying out the tendering procedure.

For this reason, order-data processing contracts may have to be concluded between the parties.

## 8. COMPONENTS OF THE APPLICATION FOR PARTICIPATION

The complete application for participation consists of

- completed and signed letter of **application for participation**,
- completed and signed forms regarding qualification (**Annexes A1 to A7** of this information memorandum) and, if appropriate, further documentation to demonstrate qualification in accordance with the requirements of this information memorandum.

### 8.1 Application for Participation

The attached form shall be used to draw up the **letter of application for participation**. This form must be completed and signed.

In the letter of application for participation, the applicant shall nominate a **responsible contact person** the contracting entity may contact throughout the remainder of the tendering procedure about all relevant matters related to the participation.

When a bidding consortium applies, the letter must be signed by the representative authorized by the members of the bidding consortium.

### 8.2 Qualifications

To demonstrate qualification, the applicant shall complete and submit the forms **Annex A1 to A7** attached to this information memorandum and, where appropriate, other documents to demonstrate qualification as specified in this information memorandum.

For qualification requirements and further details, please refer to point 11 of this information memorandum.

## 9. GENERAL REQUIREMENTS FOR THE APPLICATION FOR PARTICIPATION

The application for participation must contain all the required information and statements and must be submitted in time.

### 9.1 Form of Application for Participation

The application for participation must be submitted electronically via the Negometrix e-Tendering Platform, together with all the required information and supporting documents.

## 9.2 Deadline of Application for Participation

See Negometrix.

The application for participation must be received in time via the e-Tendering Platform Negometrix. Individual extensions of deadlines will not be granted.

Applications for participation may not be submitted by postal service in writing or by fax, not even in addition to applications submitted in writing. Violation of this requirement will result in the exclusion of the application for participation.

## 9.3 Dealing with Delayed Applications for Participation

Delayed submitted applications for participation will be excluded from the further procedure unless the delay is caused by circumstances beyond the control of the applicant (see above, point 4.3(c)(i)(1)). Such reasons must be made credible by the applicant.

## 9.4 Amendments made by the Applicant to the Application for Participation

Amendments, modifications or corrections, if any, to the information provided by the applicant in the application for participation may be made by the deadline for submission of the application for participation and shall be marked as such in accordance with points 9.1 to 9.3 of this information memorandum.

Applications for participation may be withdrawn electronically until the deadline for applications for participation has expired.

## 9.5 Applicant's Entries and Changes Thereto

Entries of the applicant must be clear and unambiguous. The applicant bears the risk of unclear and ambiguous entries. The applicant is not entitled to have unclear or ambiguous entries cleared up by the contracting entity.

Amendments made by the applicant to his or her entries must be unequivocal.

## 9.6 Amendments of the Qualification-Related Tender Documents

Applicants are not permitted to amend the tender documents or make changes to them. Unauthorized amendments will result in the exclusion of the application for participation. In particular in the annexes to this information memorandum, applicants may only make entries in the specified sections and these documents may not be modified.

## 10. BIDDING CONSORTIA

The application as a bidding consortium is admitted. A bidding consortium is treated like an individual applicant (Section 50 para. 2 SektVO). If applicants are addressed in the tender documents, this also refers to the joint form of participation of a bidding consortium. In this respect, regulations which specifically related to bidding consortia use exclusively the term “Bidding Consortium.”

### 10.1 Nomination of an Authorized Representative

The bidding consortium shall nominate an authorized representative for the conclusion and implementation of the contract and who signs **Annex A1** to this information memorandum. The authorized representative shall be available to the contracting entity as the contact person of the bidding consortium in this tendering procedure.

### 10.2 Conditions for Evidence of Qualification

Members of the bidding consortium shall jointly complete the form “Statement of Bidding Consortium” (**Annex A2**), which also names the authorized representative.

The ability and permit to professional practice must be individually proven for each member of a bidding consortium by means of form **Annex A4** and non-existing grounds for exclusion from Section 123 and Section 24 GWB must be proven by means of form **Annex A7**. The remaining qualification criteria (**Annexes A5** and **A6**) depends on the bidding consortium as a whole. In this respect, each member fills in **Annexes A5** and **A6** only to the extent it applies. Insofar as the qualification of a third party is used, **Annex A3** (“Statement of Reference to Qualification of Third Parties”) must also be submitted.

The qualification test is carried out taking into account all documents submitted by the bidding consortium.

## 11. EVIDENCE OF QUALIFICATION

After the call for competition procedure and the subsequent negotiation and bidding phase, the contract will be awarded to three competent and efficient economic actors per lot.

Due to the scope of work to be retrieved and due to the client's obligation to comply with certain timing parameters, the client reserves the right to conclude framework agreements (in the individual lots) for the same scope of work with maximum three bidders. If the client makes use of this reservation, he will make call-offs at the contracting parties in the order of their ranking (order of awarding according to the criteria given in II.2.5) of the EU-Notice). This so-called "cascade-procedure" is described in detail in the tender documents.

An economic actor is suitable if he fulfills the following criteria specified in detail by the contracting entity for the proper execution of the contract.

### 11.1 Ability and Permit to Professional Practice (point III.1.1) of the EU Notice)

The applicant or the bidding consortium as well as the third party (in case of borrowing qualification, see point 11.5) must provide the following information and statements or submit the following documents as proof of ability and permit to professional practice, which represent minimum conditions (point III.1.1) of the EU Notice):

a) Extract of professional or trade register

Proof of registration in a professional or trade register of the country in which the applicant is established, which must be no more than three months old at the time of expiry of the time limit for submitting an application for participation.

b) Declaration that no grounds for exclusion under §§123,124 GWB exists.

c) Company presentation providing information about previous services (e.g. projects, roles and functions on site) and internal organization.



- d) Organizational chart and proof of an internal staff of at least of at least 6 FTE (full-time equivalent).
- e) Self-declaration that there is access to a pool of client representatives in the average of 40 suitable persons.

The form **Annex A4** shall be used for verification purposes.

#### 11.2 Economic and Financial Performance (point III.1.2) of the EU Notice)

As proof of economic and financial performance (point III.1.2) of the notice), the applicant or the bidding consortium as well as the third party (in case of borrowing qualification, see point 11.5) must make the following statements, which represent minimum conditions:

- a) Annual reports (at least the Company Balance sheet and profit & loss) of the last three years must be submitted that show an annual turnover of min. EUR 500,000 per year over the last 3 years resulting from the provision of client representative services. If an applicant decides to submit a bid for more than one lot, the assessment of the minimum annual turnover is based on the number of these lots. --> An application for two lots means that a proof of an annual turnover of min. EUR 1,000,000 per year over the last 3 years resulting from the provision of client representative services is necessary.

In the case of a group involvement, this turnover relates to the total sales of the group, provided that the bidder is 100% owned by the group parent and, in the case of a consortium Formation, refers to the cumulative turnover of the consortium partners.

- b) Cover Note of a general liability insurance to cover personal injury and property damages with a limit of at least EUR 3,000,000 per loss event and cover note of a professional liability insurance with a limit of at least EUR 1,500,000 per loss event (incl. duration of the insurance and confirmation that the premium rate is paid) or a certificate from the insurer about the willingness to cover the contractor in the case of an awarding of contract with the above mentioned insurances in the required amounts

The form **Annex A5** shall be used for verification purposes.

### 11.3 Technical and Professional Performance (point III.1.3) of the EU Notice)

As proof of technical and professional performance (point III.1.3) of the EU Notice), the applicant or the bidding consortium as well as the third party (in case of borrowing qualification, see point 11.5) must submit the following statements, which represent minimum conditions:

#### (a) References

Only companies are admitted that can prove references to the successful completion of at least 3 comparable projects, which are not more than 5 years ago by:

- valid documents, which prove that the tenderer provided successfully advisory and/or supervising personnel for maritime energy projects on the open sea
- a list of at least 12 persons for each lot (CVs do not have to be included and won't be checked by the client during the qualification phase of this tender) who are currently available to the company and who have represented the interests of a corporate customer in the past 5 years within the framework of work on the open sea lasting at least three months (construction supervision as client representative, especially for cable installation work on the open sea)
- The projects are to be described and at least the following information is to be submitted
  - Name of client (including a contact person of any queries)
  - Type of project
  - Duration of project
  - the year in which the project was carried out
  - a meaningful description of the tasks performed within the project

The relevant section in **Annex A6** must be completed and, where appropriate, supplemented with further annexes.

#### (b) Capabilities regarding personnel and organization

- Access to a database that has more than 20 suitable data records for lot 1 and 30 suitable data records for lot 2 with people that have been involved in

survey, maritime consulting and/or construction services for the past 12 months,

- Ability to simultaneously provide at least 6 persons for lot 1 who, as supervisors to leading client representatives, can monitor/accompany work on the open sea lasting at least six weeks
- Ability to simultaneously provide at least 20 persons for lot 2 who, as supervisors to leading client representatives, can monitor/accompany work on the open sea lasting at least three months
- Prerequisite to have an efficient processing department responsible for organizing travel and accounting for the personnel to be provided.

The relevant section in **Annex A6** must be completed and, where appropriate, supplemented with further annexes.

(c) Quality management

- Existence of a QM-System according to ISO 9001.

The relevant section in **Annex A6** must be completed and, where appropriate, supplemented with further annexes.

#### 11.4 Self-Certification of (Non-) Existing Grounds for Exclusion; Measures for Self-Cleaning

Economic actors interested in the contract must submit an explanation in case of the following grounds for exclusion. If grounds for exclusion, pursuant to Section 123 GWB and/or Section 124 GWB, exist, economic actors are allowed to provide proof of self-cleaning measures carried out. For providing evidence of exclusion and self-cleaning, the form **Annex A7** should be used.

(a) Grounds for exclusion pursuant to Section 123 GWB and Section 124 GWB

Economic actors must state that grounds for exclusion, stated in Section 123 and Section 124 GWB, are non-existing.

(b) Self-cleaning pursuant to Section 125 GWB

If for an economic actor grounds for exclusion exist, pursuant to Section 123 GWB or Section 124 GWB, he shall not be excluded if he has proved that he

1. has paid compensation for any damage caused by a criminal offense or misconduct or has undertaken to pay compensation,
2. has fully clarified the facts and circumstances relating to the criminal offense or the misconduct and the resulting harm through active cooperation with the investigating authorities and the contracting authority, and
3. has taken concrete technical, organizational and personal measures that are suitable to avoid further criminal offenses or further misconduct.

The contracting entity shall assess the self-cleaning measures taken by the bidder and take into account the gravity and particular circumstances of the criminal offense or misconduct. If the contracting entity considers the self-cleaning measures to be insufficient, he will inform the bidder about the decision.

- (c) Exclusion and self-cleaning in the event of failure to comply with the obligation to pay taxes, levies and social security contributions

If the economic actor does not comply with its obligations to pay taxes, levies and social security contributions and if this is determined by a final court decision or final administrative decision (Section 123 para. 4 sent. 1 no. 1 GWB), an exclusion shall be waived if the economic actor proves that he has fulfilled his obligations by making the payment or undertaking to pay taxes, levies and social security contributions, including interest, arrears and penalties.

- (d) Exclusion from tender

If an economic actor, with existing grounds for exclusion, has not taken or has not taken sufficient self-cleaning measures in accordance with point 11.5 (b) of this information memorandum, he may

1. be excluded by the contracting entity from participating in the tendering procedure for a maximum of five years after the final conviction, if grounds for exclusion, pursuant to Section 123 GWB, exist,
2. be excluded by the contracting entity from participating in the tendering procedure for a maximum of three years after the relevant event, if grounds for exclusion, pursuant to Section 124 GWB, exist.

#### 11.5 Reference to the Capacity and Expertise of Third Parties (Borrowing Qualification)

An applicant, also as a member of a bidding consortium, may use the abilities of third parties (such as subcontractors) to prove his or her performance and expertise, regardless of the legal nature between him and these third parties.

(a) Conditions for evidence of qualification

Any third party whose qualifications are referred to, is required to complete the form “Statement of Reference to Qualification of Third Parties” (**Annex A3**), sign and submit it together with the bid of the applicant. In addition, that third party must demonstrate its economic, financial, technical and professional performance in accordance with the requirements set out in the EU Notice and this information memorandum, using the forms provided by the contracting entity to the extent the applicant refers to.

Irrespectively, the third party, on whose qualification the applicant refers to, must also individually and completely prove his or her ability and permit to professional practice and the non-existing grounds for exclusion specified in Section 123 and Section 124 GWB according to this information memorandum.

(b) Evidence of professional performance

An applicant may only use the capacity of other economic actors to provide the required professional performance if they provide the service for which those capacities are needed.

(c) Review by the contracting entity

Within the scope of the qualification test, the contracting entity reviews whether the third-party company, whose capacity the applicant wishes to use for the fulfillment of qualification criteria, fulfills the corresponding qualification criteria and whether grounds for exclusion exist.

If the third party company does not fully meet the appropriate qualification criteria or if mandatory grounds for exclusion exist, the applicant must replace the third party company. The contracting entity reserves the right to demand the replacement of the third party company if optional grounds for exclusion exist, pursuant to Section 124 GWB. For that purpose, the applicant has a reasonable deadline.

(d) Joint liability

The contracting entity requires that the applicant and the third party company are jointly liable for execution of the order in accordance with the scope of borrowing qualification, Section 47 para. 3 SektVO.

11.6 Documentation of Qualification, Statement of Grounds for Exclusion and Measures of Self-Cleaning and Reliability Restoration

To apply for participation in the procedure, the forms **Annex A1** to **A7** are to be used, which are enclosed to this information memorandum about competitive bidding.

Additionally to the required documents, if necessary, further annexes created by the applicant may be enclosed. The applicant's own annexes must be marked with the 'prefix' "B" (e.g. **Annex B1**).

## 12. SUITABLE APPLICANTS

The contracting entity examines and assesses the qualification of the applicants regarding the provision of the services in question, on the basis of the aforementioned requirements. Applicants considered suitable in this process are invited to submit a bid. Further details on the intended procedure of the negotiation and bidding phase can be found in the procedural guide.

## 13. CONFIDENTIALITY

By submitting an application for participation, the applicant keeps all information and documents provided in the course of the tendering procedure confidential. The tender documents may not be shared by the applicants with third parties without authorization.

Only the consultants and subcontractors of the applicants who have demonstrably been obliged to maintain confidentiality in the same way and to the same extent are exempted from the disclosure prohibition. The tender documents remain the property of the contracting entity.

Applicants may only make publications on the project or parts of it, as well as other information that they become aware of in the course of the tendering procedure, with the written consent of the contracting entity.

The non-disclosure agreement (NDA) signed by the supplier remains unaffected.

## 14. OBLIGATION TO GIVE NOTICE OF DEFECTS AND VERIFICATION PROCEDURE

### 14.1 Obligation to Give Notice of Defects and Deadline for Filing a Verification Procedure

Complaints regarding infringements of public procurement rules must be submitted to the point of contact named in point 2 within a period of ten calendar days (cf. Section 160 para. 3 sent. 1 no. 1 GWB).

Violations of public procurement rules, which are recognizable on the basis of the notice, must be notified to the contracting entity via the point of contact named in point 2 until the deadline specified in the notice expires, Section 160 para. 3 sent. 1 no. 2 GWB.

Additionally, reference is made to Section 160 para. 3 sent. 1 no. 4 GWB. Accordingly, a petition for review is inadmissible, if more than 15 calendar days have elapsed after receipt of the notification by the contracting entity, in order not to remedy a violation.

### 14.2 Competent Body for Verification Procedures

**Government of Middle Franconia**

**Public Procurement Complaint Board of North Bavaria**

**PO Box 606**

**91511 Ansbach**

**Vergabekammer.nordbayern@reg-mfr.bayern.de**

## 15. OVERVIEW OF ANNEXES

<b>Form Annex A1</b>	“Information on the Applicant/Member of the Bidding Consortium”
<b>Form Annex A2</b>	“Bidding Consortium”

<b>Form Annex A3</b>	“Statement of Reference to the Qualification of Third Parties”
<b>Form Annex A4</b>	“Ability and Permit to Professional Practice”
<b>Form Annex A5</b>	“Economic and Financial Capacity”
<b>Form Annex A6</b>	“Technical and Professional Capacity”
<b>Form Annex A7</b>	“Statement of Grounds for Exclusion and Measures of Self-Cleaning and Reliability Restoration

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