

<p>European Stability Mechanism </p>
<h2>Request for Proposal</h2>
<p>Ref. No.: PRC0003210</p>
<p>Portfolio Performance Attribution Tool</p>
<p>19/02/2025</p>

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1 Introduction

1.1 The European Stability Mechanism

The European Stability Mechanism (“**ESM**”) is a permanent crisis resolution mechanism established by the euro area Member States as an intergovernmental organisation under public international law. Its purpose is to ensure the financial stability of the euro area as a whole, and of its Member States experiencing severe financing problems, by providing financial assistance through a number of instruments.

More background information about the ESM may be found on the website: www.esm.europa.eu.

Neither Directive 2014/24/EU of the European Parliament and of the Council of 26 February 2014 nor Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 (as amended) apply to the ESM. The ESM procures supplies, services and works on its own behalf and for its own account pursuant to the ESM Procurement Policy as published on the ESM website. Please refer to the ESM website for more information.

1.2 Overview of this RFP

This Request for Proposal (“**RFP**”) sets out the procurement requirement and procurement process of the ESM that parties are invited to respond to. The agreement to be awarded as a result of this procurement process (“**Agreement**” or “**Contract**”) will be awarded to the Candidate whose Proposal best meets the award criteria. The Agreement will include the requirements and obligations set out in the Terms of Reference, enclosed as Annex 1, and those set out in Annex 4, 8 and 9 of this RFP as potentially adapted and agreed, if required, between the selected Candidate and the ESM during the course of this procurement procedure.

For the purposes of this RFP, candidates who wish to participate in this procurement process are referred to as “**Candidate**” or “**Candidates**” and their response is referred to as a “**Proposal**” or “**Proposals**”.

Unless otherwise defined in this RFP, all capitalised terms used in this RFP have the meanings ascribed to them in the ESM Procurement Policy.

1.3 Overview of the Procurement Requirement

The ESM intends to conclude a single Agreement for the provision of the services with a single service provider (“**Service Provider**”) to support the service needs of the ESM as further detailed in the Terms of Reference provided in Annex 1 of this RFP (“**Services**”).

The ESM’s official working language is English and the Services must be provided in English.

The Agreement will be awarded for a period of initially five (5) years, renewable at the ESM’s sole discretion a further four (4) years and an additional four (4) years, up to a total of thirteen (13) years.

2 RFP Content

The RFP package consists of the following documents:

No.	Document Title	Comment
1.	Request for Proposal – Core Document	This document
Annexes		
2.	Annex 1 – Terms of Reference	Attached
3.	Annex 2 Annex 2.1: Declaration on the Eligibility Annex 2.2: Declaration on Non-Collusion Annex 2.3.1: Cover Certification Form Annex 2.3.2: Consortium declaration Annex 2.3.3: Subcontractor declaration	Attached
4.	Annex 3 – Selection Criteria	Attached
5.	Annex 4 –Award Criteria	Attached
6.	Annex 5 – Mandatory Requirements Response Template	Attached
7.	Annex 6 – Optional Requirements Response Template	Attached
8.	Annex 7 – Case study	Attached
9.	Annex 8 – Commercial Response Template	Attached
10.	Annex 9 – Legal requirements	Attached

3 The RFP Process

3.1. Type of Procurement Procedure

This procurement process is carried out by the ESM under a Negotiated Procedure with Full Publication in accordance with Article 9.1 (3) and Article 3 (6) of Annex 4 of the ESM Procurement Policy and is referred to in this RFP as a procurement process or a procurement procedure. Procurement Process Steps and Timelines

The ESM plans to carry out the procurement process in accordance with the steps defined in the table below. The ESM reserves, at its sole discretion, the right to vary the steps and timelines.

No.	Procurement Process Steps	Timeline
1.	Publication of the Contract Notice and the RFP	19/02/25

No.	Procurement Process Steps	Timeline
2.	Deadline for submission of clarifications/questions on the Contract Notice and the RFP (via the ESM Procurement tool)	17/03/25 11:00 hrs (local Luxembourg time)
3.	Response to the clarifications/questions on the Contract Notice and the RFP (via the ESM Procurement tool)	Regularly
4.	Deadline for submission of Proposals (via the ESM Procurement tool)	28/03/25 11:00 hrs (local Luxembourg time)
5.	Presentations of the Mandatory requirements	28-29-30/04/25
6.	Target notification date of the ESM’s decision to advance/not advance the Candidate’s Proposal to Stage 2	05/05/25
7.	Assessment of Stage 2, testing of the tool by ESM	06/05/25 to 23/05/25
8.	Negotiations completed	03/09/25
9.	Target notification date of the ESM’s decision to advance/not advance the Candidate’s Proposal	18/09/25
10.	Target contract signature	13/10/25
11.	Agreement’s target commencement date	15/10/25

3.2. Eligibility, Exclusion, Selection and Award Criteria

In order to be eligible to participate in this procurement process, Candidates must be natural or legal persons and state that they are not subject to any of the exclusion situations listed in the declarations included in Annex 2 Section 1. If such circumstances arise in the course of the procurement process, the Candidate concerned must inform the ESM without undue delay.

Candidates may submit, and if requested by the ESM will submit, evidence to demonstrate their eligibility despite the existence of grounds for exclusion. The ESM may, in its sole discretion, decide whether such evidence is satisfactory.

Candidates must comply with all eligibility and exclusion criteria to be assessed further.

ELIGIBILITY AND EXCLUSION CRITERIA – elements of the evaluation		
Eligibility Criteria	Duly executed declarations as requested in Annex 2 Section 1	Pass / Fail

In order to assess a Candidate’s capacity to perform the contract the ESM will apply the following

selection criteria (full information can be found in Annex 3 Section 1).

In the event that the Candidate submits a Proposal together with a third party/-ies and/or with subcontractor(s), the combined capacities of the Candidate and all such third party/-ies and/or subcontractor(s) will be assessed for the purpose of meeting the selection criteria.

SELECTION CRITERIA – elements of the evaluation		
Selection Criteria	Economic and financial standing	Pass / Fail
	Technical or professional ability	Pass / Fail
	Authorisation and suitability to carry out the relevant professional activity	Pass / Fail

Candidates must achieve “pass” for all “pass/fail” criteria and must comply with all eligibility, exclusion and selection criteria to be assessed further.

The Proposals submitted by the Candidates will be evaluated, in accordance with the following award Criteria (further detailed in Annex 3 and Annex 4) using both the written proposals and the presentation.

QUALITY AWARD CRITERIA		Score
QUALITY		70%
Stage 1		
1. Mandatory requirements		40%
	FUNCTIONAL	22%
	TECHNICAL	8%
	SERVICES	2%
	IMPLEMENTATION & PARALLEL RUN	8%
Stage 2		
2. Testing of the tool by ESM (case study)		20%
3. Optional requirements		10%
PRICE		30%
Total Score		100%

Quality assessment:

ESM will publish all the information publicly for full transparency and Candidates will need to respond to all the criteria. The quality assessment of the Proposals will be done in two stages as described below.

a. Stage 1 - Evaluation of the Candidates’ Technical Response to criteria 1 above.

In Stage 1 of the RfP, Candidates must achieve a minimum score of 20% out of the 40% allocated to the quality award criteria number 1 in the above table to be considered further.

For the current provider, should it apply to this RFP, the minimum score needed to be considered further is 16% out of 32% as the weight of the implementation & parallel run criteria (8%) will not be counted since it is a score assigned by ESM for the purpose of the evaluation.

The mandatory requirements are divided in four (4) sub-criteria listed above and including their sub-weight.

The evaluation of Stage 1 will be based on the combination of the written proposal and the presentation done by Candidates.

Candidates' Commercial Responses will not be evaluated in Stage 1.

b. Stage 2 - Evaluation of the Candidates' Technical Response to criteria 2 and 3 above.

Provided Candidates achieve the minimum score for the quality award criteria in Stage 1 of the RfP, ESM will assess their response to the other criteria under Stage 2 of the RfP.

Stage 2 includes two criteria:

Testing of the tool: Candidates will prepare an access to their tool for the evaluation team members and they will respond to a case study provided by ESM in the tender documents (Annex 7).

Optional requirements: Candidates will need to explain in Annex 6 if and how they meet the optional requirements.

The Candidates' scores for the quality award criteria #2 and #3 will be added to the Candidates' score for the quality award criteria #1 evaluated in Stage 1 to give their total quality award criteria score.

Candidates must achieve at least 35 out of 70 on the total quality award criteria to have their Commercial response assessed. In case the current provider responds, they must achieve at least 31 out of 62, as their score for the sub criteria *Implementation & Parallel run* will not be counted since it is a score assigned by ESM for the purpose of the evaluation.

Proposals of Candidates receiving less than the minimum scores listed above will be deemed of insufficient quality and eliminated from further evaluation.

Price assessment:

ESM will assess in phases:

A. Ongoing services (excluding implementation and parallel run quality and price assessment)

In line with standard EU public procurement practices, ESM will assess in the first place the ongoing costs applicable to all Candidates.

The total Ongoing costs (over the contract term) provided by Candidates will be used in the financial assessment formula and a financial score will be calculated.

The Candidates' Commercial response will be evaluated according to the following formula:

$$\text{Candidate's Commercial Score} = \frac{\text{Lowest offered Ongoing cost}}{\text{Candidate's Proposed Ongoing cost}} \times \text{Maximum Price score (i.e. 30)}$$

Price/Quality assessment:

This financial score will be added to the technical score **which will exclude for all Candidates the qualitative assessment for the implementation and parallel run (i.e. score out of 62% and not 70%)** and Candidates will be ranked based on their total score.

Should the current provider rank first at this point, the evaluation will be finished. The current provider has no implementation cost, only ongoing costs. Therefore, the current provider ranking

first based on the technical score and the financial score composed of ongoing costs, reflects accurately the total cost of ownership of the services.

In case the total cost of ownership is not reflected at this stage because the current provider does not rank first, ESM will resume the financial assessment and factor implementation costs to account for the total cost of ownership.

Also, in case the current provider does not participate in the RFP, the price assessment will directly start at this stage B below.

B. Ongoing & Implementation and parallel run services

The total Ongoing & Implementation and Parallel run costs provided by Candidates will be used in the financial assessment formula and a financial score will be calculated.

The Candidates' Commercial response will be evaluated according to the following formula:

$$\text{Candidate's Commercial Score} = \frac{\text{Lowest offered Ongoing \& Implementation and Parallel run cost}}{\text{Candidate's Proposed Ongoing \& Implementation and Parallel run cost}} * \text{Maximum Price score (i.e. 30)}$$

Price/Quality assessment:

This financial score will be added to the technical score, which will include all quality award criteria and sub criteria (**i.e. score out of 70%**) and Candidates will be ranked based on their total score.

The Contract will be awarded to the Candidate whose Proposal best meets the quality/price ratio.

Please review Annex 4 – Award Criteria for a detailed explanation of the evaluation process.

3.3. The ESM Contact Details

All communications must be done via the [ESM Procurement tool](#). Only in case **the ESM Procurement tool does not work, candidates will be allowed to contact ESM directly via the following email address:** procurement@esm.europa.eu
Attention: Marion Courbis

The ESM will not be bound by and the Candidate agrees not to rely upon any written or verbal statements or representations of any other persons, whether employed by the ESM or not.

3.4. Clarifications of the RFP

The process for clarifications pertaining to this RFP will be as follows:

- a) Queries can be raised via the [ESM Procurement tool](#).

- b) Queries can be raised on any matter in this RFP, including the Annexes. However, the ESM reserves the right not to answer any particular query.
- c) The ESM will endeavour to respond to all queries and issue responses in a timely and professional manner. The ESM reserves the right not to answer any queries received after the deadline for submission of the queries has passed.
- d) Subject to point e) below, responses to the queries will be published on the [ESM Procurement tool](#) if they are of relevance to all of Candidates.
- e) If the ESM receives a query from a Candidate which, in the sole discretion of the ESM, constitutes a query relevant to that Candidate only, the ESM will provide response to that Candidate only.

3.5. Presentations

Once the assessment of the Eligibility and Selection criteria is finalised, ESM will confirm to all Candidates whether they pass these criteria (and therefore if the presentation will take place), or whether they fail these criteria (in which case, the Candidate will be eliminated at that point and no presentation will take place).

The ESM have reserved some slots for the presentations on the **28-29-30/04/25**. Note that all Candidates responding to the RFP will be approached to schedule a meeting for the presentation shortly after the RfP closing deadline. However, this does not mean that all Candidates will meet the Eligibility and Selection Criteria but for logistical reasons we prefer to contact all Candidates before the assessment of the Eligibility and Selection criteria is finalised to ensure the presentations can take place in the timeline imparted.

The presentations will occur via video conference. The Candidates should ensure that qualified personnel are available during this period to present the mandatory requirements as explained in Annex 4 and to answer questions from the ESM. Presentations are anticipated to take place over one hour.

Note that no pricing information can be disclosed or discussed during the presentations.

3.6. Due Diligence Elements

In order to further ascertain the viability and acceptability of the proposal and of the Candidate, the ESM, in its sole discretion acting reasonably, reserves the right to request the preferred Candidate, and in responding to this RFP the Candidates agree to provide, make available, or facilitate verification of any information certified by the Candidate and any information the ESM deems necessary to assess any potential risks related to data protection, data location, IT security, information security and legal and regulatory matters. The ESM will review this information and assess its correctness and level of risk. In case the ESM deems, in its sole discretion acting reasonably, the level of risk as too high, the Candidate will be excluded from the procurement procedure.

3.7. Negotiations

The ESM conducts negotiations in accordance with the ESM Procurement Policy, ensuring equal treatment of all Candidates invited to participate in the negotiations.

By submitting a written proposal to this Request for Proposal, the Candidates commit themselves to respond in a timely manner to any negotiation request made by the ESM, ensure any new Proposal submitted during negotiations is more beneficial to the ESM than the previous one and acknowledge that any new Proposal submitted is legally binding for the Candidate the same as the original Proposal submitted in response to this Request for Proposal. At a minimum, for all Candidates advancing to the

final evaluation stage, the ESM will request a best and final Commercial Response before determining the Candidate whose Proposal has the best price-quality ratio.

3.8. Notification of the ESM’s decision

The ESM will notify in writing via the [ESM Procurement tool](#) its decision to advance or not advance the Candidate’s Proposal. The notification is sent by electronic means at least fifteen (15) business days prior to the signing of the Agreement by the ESM. The Candidates whose Proposal did not advance can request, in accordance with the ESM Procurement Policy and timelines set within and in the ESM notification, a de-brief addressing the reasons for not advancing their Proposal. The de-brief will be limited to the reasons related to the unsuccessful Candidate’s Proposal and will not cover any information about other Candidates’ Proposals.

3.9. Contract Terms and Conditions

The ESM is willing to enter into an agreement based on the contractual terms proposed by the preferred Candidate (the “**Candidate Terms**”). The proposed Candidate Terms must be submitted as part of the Proposal by the deadline for the submission of Proposals. The ESM expects the Candidate Terms to be fair and balanced and acceptable to the ESM. The ESM will review the Candidate Terms and request any changes required from the ESM’s perspective. These changes required from the ESM’s perspective include, but are not limited to, the Legal Requirements set out in Annex 9. To the extent the Candidate does not agree with the ESM’s change requests (including the Legal Requirements set out in Annex 9), the Candidate must provide, for each rejected change request, a clear explanation why the change request is not acceptable from the Candidate’s perspective and a counter-proposal where possible. Both parties will endeavour to find an amicable agreement. In case the ESM deems, in its sole discretion acting reasonably, that the Candidate Terms are not acceptable and the contract negotiations have failed, the Candidate will be excluded from the procurement procedure.

4 Terms and Conditions of the RFP

4.1 Rights of the ESM

By submitting a Proposal, Candidates confirm that they have taken note and accepted all terms and conditions of this RFP.

The ESM reserves the right, at its sole discretion and in exceptional circumstances, to accept Proposals received after the deadline for submission of Proposals.

After the ESM opens Proposals, it may request Candidates to submit, supplement, clarify or complete information or documentation which is or appears missing, incomplete, inconsistent or erroneous within an appropriate time limit. The ESM reserves the right at its sole discretion to reject from further consideration any such Proposal.

The ESM reserves the right to request that Candidates provide documentary evidence in support of the statements made in their Proposal.

Any effort by the Candidate to influence the ESM in the process of examination, evaluation and comparison of Proposals may result in the rejection of the Candidate’s Proposal.

The ESM may decide, at its sole discretion while respecting the general principles set forth in the ESM Procurement Policy, to cancel this procurement process in whole or in part at any time before the Agreement is signed. The cancellation does not give rise to any form of compensation for Candidates.

The ESM will ensure that the information provided by Candidates is treated and stored in accordance with the principles of confidentiality and integrity.

The ESM reserves the right at its sole discretion to disclose the contents of Proposals to its third party advisors (if applicable) who are bound by the same confidentiality and integrity obligations as the ESM.

If the ESM discovers, before the expiry of the deadline for submissions of Proposals, a lack of precision, an omission or any other type of error in this RFP, it will rectify the error and inform all Candidates in writing via the [ESM Procurement tool](#).

4.2 Cost of Participating in the Procurement Process

All costs relating to the participation in this procurement process, including in particular any costs in relation to the attendance at Presentations and of any other documents requested by the ESM and any subsequent follow-up will be borne exclusively by Candidates.

4.3 Materials and Documents

All materials and documents provided by the ESM during this procurement process will remain the ESM's property. Nothing in this RFP or in any other document issued by the ESM in connection therewith will be construed as to grant Candidates any right or license to use these documents for any purpose, except the right to use them in as much as necessary to prepare their Proposals.

All materials and documents prepared by the Candidate, once submitted to the ESM in response to this procurement process, will become the property of the ESM and, irrespective of the outcome of the procurement process, may be retained by the ESM, and, in any case, the ESM will have the right to use any concept or ideas contained therein without incurring any costs or expenses or any liability whatsoever.

4.4 Validity of the Proposal

By submitting a Proposal, Candidates acknowledge and agree that their Proposal will remain valid and legally binding for a period of 180 calendar days from the deadline for submission of Proposals.

4.5 Compliance with Law

Candidates are invited, but not bound to participate in this procurement process. Yet, the participation in this procurement process following the receipt of the RFP from the ESM implies the acceptance of the terms and conditions of the RFP and any other provisions of the RFP and any breach of these will be subject to appropriate remedies under the applicable law.

Before the Agreement enters into force, the successful Candidate undertakes to comply with all applicable laws and regulations and to obtain all relevant authorisations, permits and certificates required to provide the services described in this RFP.

Nothing in this RFP will be construed as implying a waiver, renunciation or modification by the ESM of any rights, privileges, immunities or exemptions from which ESM may benefit under the Treaty establishing the ESM or any applicable laws.

4.6 Trade Name, Logo and Marks

The ESM logo, covers, page headers, custom graphics, icons, other design elements and other words or symbols used to identify the description of the procurement requirement described are either trademarks, trade names or service marks of the ESM and its licensors, or are the property of their respective owners. These marks may not be copied, imitated or used, in whole or in part, without the explicit prior written consent of the ESM.

4.7 Confidentiality

All documents and information provided by the ESM in connection with this RFP constitute Confidential Information within the meaning of this section.

If the Candidate considers that any part of its Proposal or other documents/information submitted to the ESM include Confidential Information within the meaning of this section it must clearly mark such parts of Proposal or other documents/information as ‘confidential’.

Candidates are advised that their participation in this procurement process constitutes Confidential Information except for the announcement by the ESM of the successful Candidate on the ESM website in accordance with Article 9.17 (3) of the Procurement Policy.

Except if required in a judicial or administrative proceeding, or if it is otherwise required to be disclosed by any law or regulation, or where information is already in the public domain, the ESM or the Candidate will (a) not disclose the Confidential Information, (b) take all reasonable measures to preserve the confidentiality and avoid disclosure, dissemination or unauthorised use of Confidential Information, and (c) not use such Confidential Information for any purpose other than as is necessary in connection with this RFP. Confidential Information does not include information which (a) was known to the ESM or the Candidate prior to receiving the information from the Candidate or the ESM; (b) becomes rightfully known to the ESM or the Candidate from a third-party source not known to the ESM or the Candidate (after diligent inquiry) to be under an obligation to the Candidate or the ESM to maintain confidentiality; (c) is or becomes publicly available through no fault of or failure to act by the ESM or the Candidate; or (d) has been developed independently by the ESM or the Candidate or authorised to be disclosed by the Candidate or the ESM. Confidential Information may only be shared with third parties (e.g. contractors) that have a need to know the Confidential Information in relation to this procurement process and provided that such third parties comply with the confidentiality obligations provided in this section.

In addition, if the Candidate has signed an ESM confidentiality undertaking the Candidate agrees to comply with all obligations set forth in such confidentiality undertaking. If there is a conflict between such confidentiality undertaking and this RFP, the confidentiality undertaking will prevail.

4.8 Involvement of/Reliance on Third Parties

If the Candidate intends to involve a third party in the supply of the services offered to the ESM the Candidate has to ensure that any such third party is bound by the requirements set forth in this RFP.

If a Candidate submits its Proposal as part of a consortium with a third party/third parties, such Candidate must provide as part of its Proposal:

- a) a clear description of the proposed consortium, its organisational hierarchy and structure, the names of all consortium members and the roles, activities and responsibilities of the consortium leader and each consortium member;
- b) a document authorising the consortium leader to act on behalf of the consortium member(s) (consortium declaration);
- c) a written undertaking from the consortium member(s) confirming that it/they will place, at the consortium leader’s disposal, the resources necessary for the performance of the Contract. The written undertaking must be signed by an authorised representative of each such consortium member; and
- d) information on whether the consortium will form a legal entity and if yes, details of the actual or proposed percentage shareholding within such legal entity and other official documents confirming existence of such legal entity. If not, full details of the proposed consortium arrangement including submission of an executed consortium agreement.

If a Contract is awarded to a consortium, all consortium members will be jointly and severally liable towards the ESM for all obligations arising of or resulting from the Contract.

If a Candidate considers any changes in the consortium structure it must immediately notify the ESM in writing via the [ESM Procurement tool](#). The composition of a consortium (including the roles, activities and responsibilities of the consortium leader and each consortium member) cannot be modified or members of the consortium cannot be exchanged, whether during the course of this procurement process or during the term of the Contract, without the prior written consent of the ESM.

If a Candidate intends to subcontract some of the services offered to the ESM to a third party, the Candidate must provide as part of its Proposal:

- a) a clear description of the proposed subcontracting arrangement, in particular which tasks the Candidate intends to subcontract and their volume or proportion, the name(s) of the proposed subcontractor(s) and its/their roles, activities and responsibilities; and
- b) a document signed by a subcontractor stating its intention to collaborate with the Candidate should the Candidate be awarded a Contract.

If a Candidate subcontracts some of the services under the Contract to subcontractors, it will nevertheless remain fully liable towards the ESM for the performance of such services and responsible for the Contract as a whole. The ESM will have no direct legal commitments with the subcontractor(s).

Where the information provided to the ESM indicates that subcontractor(s) is/are to play a significant role in delivering the services offered to the ESM, any changes to the proposed subcontractors must be notified immediately to the ESM. Candidates cannot exchange or replace the subcontractors or modify the nature of the subcontracting arrangement (including the subcontracted tasks, their volume or proportion), whether during the course of this procurement procedure or during the term of the Contract, without the prior written consent of the ESM.

Moreover, any additional subcontractor(s) which was/were not assessed by the ESM during this procurement procedure may only be appointed if the ESM's has given its prior written consent.

4.9 Transfer of Undertakings

The Candidates acknowledge and accept the possibility that if they are awarded the Contract, the Contract may in some cases trigger the application of the relevant provisions of Luxembourg law or of a collective labour agreement regarding transfers of undertakings, in particular, but not limited to, Articles L.127- 1 to L.127-6 of the Luxembourg Labour Code as amended from time to time (collectively the "Regulations"). Consequently, the Candidates acknowledge and accept the possibility that if they are awarded a Contract the staff employed by the existing service provider performing the services to the ESM (the "Employees") may, if necessary, be taken over and/or transferred automatically, by the virtue of the Regulations.

The Candidates are therefore invited, if deemed appropriate and if not already included in the procurement documents, to request the ESM to provide any necessary information regarding the Employees. The ESM reserves the right to answer questions at a later stage of the procurement procedure if deemed appropriate in the ESM's sole discretion.

Should the Regulations be applicable, the existing service provider and the successful Candidate will fully comply with all of their obligations under the Regulations and will take all necessary steps to facilitate the takeover and/or transfer of the Employees. Any discussions regarding potential takeover and/or transfer of the Employees will be directly between the existing service provider and the successful Candidate. All the costs incurred by the successful Candidate in relation to the application of the

Regulations will be borne solely by such Candidate and will not give rise to any financial compensation from the ESM and will not affect in any way the financial proposal submitted by the successful Candidate.

5 Structure of the Proposal

When preparing Proposals, Candidates should observe the following:

- All documents must be submitted in English.
- Any deviations from the specified requirements of this RFP that cannot be satisfied by the Candidate, should be clearly identified in the Proposal.
- In some cases, page/word limits may be specified. Any response exceeding the specified limits may be disregarded beyond that limit.
- In some cases, a response template is provided and must be used.
- Answers should be as concise as possible, complete and comprehensive.
- The ESM does not wish to receive any marketing or other promotional materials.
- All digital copies of the Proposal should be submitted in compliance with the following guidelines:
 - a) One file per section as described in the “Proposal Structure” table below.
 - b) Any supporting or additional files should be clearly named.
 - c) All files should be named clearly with a sequential number and relevant file name.
 - d) All files should be provided in a standard non-editable format, such as PDF.

Proposal Structure			
#	Section	Template and instructions	Document format
1.	Cover Certification Form Upload in the ESM Procurement tool under: TECHNICAL ENVELOPE	Candidates are requested to provide the completed, dated and signed by a duly authorised representative Annex 2 Section 3.1 – “Cover Certification Form”	Fully scanned copy with signature in PDF
2.	Declaration on the Candidate’s Eligibility Upload in the ESM Procurement tool under: TECHNICAL ENVELOPE	Candidates are requested to submit the completed, dated and signed declaration, signed by a duly authorised representative Annex 2 Section 1 – “Declaration on Eligibility”)	Fully scanned copy with signature in PDF
3.	Non-Collusion Declaration Upload in the ESM Procurement tool under: TECHNICAL ENVELOPE	Candidates are requested to submit the completed, dated and signed by a duly authorised representative Annex 2 Section 2 – “Non-Collusion Declaration”	Fully scanned copy with signature in PDF
4.	Selection Criteria Upload in the ESM Procurement tool	Candidates are requested to address the requirements under the selection criteria listed in Annex 3	Fully scanned copy with signature in PDF

	under: TECHNICAL ENVELOPE		
5.	Technical Proposal Upload in the ESM Procurement tool under: TECHNICAL ENVELOPE	Candidates are requested to address the requirements under the quality award criteria listed in Annex 4 in compliance with the Terms of Reference provided in Annex 1 and the Case Study provided in Annex 7. Please ensure to use the Response templates provided in Annex 5 and 6.	Fully scanned copy with signature in PDF
6.	Commercial Proposal Upload in the ESM Procurement tool under: FINANCIAL ENVELOPE	Candidates are requested to address the requirements under the price award criteria listed in Annex 8 in compliance with the Terms of Reference provided in Annex 1.	Fully scanned copy with signature in PDF and an writable Excel version

Forms to fill in	Candidate (including Consortium Lead)	Consortium members	Key Subcontractors
Declaration on Eligibility 2.1	To be completed	To be completed	N/A
Declaration of Non-Collusion Annex 2.2	To be completed	To be completed	N/A
Cover Certification form Annex 2.3.1	To be completed	N/A	N/A
Consortium declaration Annex 2.3.2	To be completed	To be completed	N/A
Subcontractor commitment letter Annex 2.3.3	N/A	N/A	To be completed

These forms must be uploaded in the **ESM Procurement tool** under the TECHNICAL ENVELOPE.

6 Submission of the Proposal

Proposals must be submitted in the **ESM Procurement tool** no later than by the “**Deadline for submission of Proposals**” specified at point No. 4 of the **Procurement Process Steps and Timelines** table in Section 3.1 of this RFP.

Only Proposals received through these means will be accepted.

Annex 1 Terms of Reference

Annex 2 Declarations

Annex 3 Selection Criteria

Annex 4 Award Criteria

Annex 5 Mandatory Requirements Response Template

Annex 6 Optional Requirements Response Template

Annex 7 Case Study

Annex 8 Commercial Response Template
