Annex 8 to the Procurement Conditions ‘Qualification Requirements for Tenderers and Required Quality and Environmental Management System Standards’

QUALIFICATION REQUIREMENTS FOR TENDERERS AND THE REQUIRED QUALITY AND ENVIRONMENTAL MANAGEMENT SYSTEM STANDARDS

# ESPBI IS audit trail software, configuration and programming services

**Procurement lot 4**

1. The tenderer must comply with the qualification requirements set out in this Annex. If the tenderer’s right to engage in the activity concerned is not verified in full, the tenderer undertakes to ensure that the Contract is going to be performed only by the persons entitled to engage in this activity.
2. The Contracting Authority may consider that the tenderer does not have the required professional capacity if it identifies a conflict of interest of the tenderer, which might adversely affect the performance of the Contract.
3. If the tenderer provides equivalent documents, the equivalence of the documents provided must be demonstrated by the tender itself.

Table 1.

| No | Qualification requirement | Documents proving compliance with the requirement | Entity that has a compliance requirement |
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|  | During the last 3 years\* or within the period from the date of registration of the Provider (if the Provider has been operating for less than 3 years), the Provider has satisfactorily provided, before the deadline for submission of the tender, information system development services (having developed an information system) with a value (including software) of at least EUR 150 000 excluding VAT.  Suppliers can demonstrate experience both in terms of completed contracts and in terms of completed parts of pending contracts.  Where a supplier provides information **on a contract in progress,** its experience shall be deemed to satisfy the requirement if the supplier has provided information system development services for an amount of at least EUR 150 000 excluding VAT, i.e. has developed an information system. | 1. A list of proposed specialists drawn up using the template provided in Annex 14 to the Procurement Conditions;  2. A certificate/review from the client on the services provided. The certificate/review to be submitted must state:  a. the subject matter of the contract;  b. the date of completion of the contract (if completed);  c. the period of service provision (start and end);  d. the recipient of the services;  e. a confirmation that the services have been properly provided.  In the case of information on an ongoing contract, it must be clearly indicated which activities have been carried out in order to ensure that the supplier has the experience required by the terms of the contract during the period specified for the activities carried out.  Acceptance certificates or other equivalent documents signed by both parties shall be appropriate only if they contain information to the effect that the services have been provided and that the customer has no complaints about the services provided, or any other information which enables the customer to be satisfied that the services have been provided properly.  Comment. The contracting authority may, in order to ascertain or clarify the information supplied, request separately copies of completed or ongoing contracts or extracts from contracts and copies of documents describing the subject-matter of the contract or, without prior notice, contact the representative of the customer designated by the supplier | In the case of a group of economic operators, the requirement must be met by all the members of the group of economic operators jointly (the experience of the members of the group of economic operators is aggregated), taking into account the commitments they have made.  The supplier may rely on the capacities of other economic operators only if those other economic operators will themselves perform the part of the contract for which their capacities are required.  Subcontractors are not subject to this requirement.  The supplier shall not be precluded from relying on a contract which the supplier has performed not alone but jointly with other economic operators. However, in such a case, it is the services provided, the volume and the value of the services provided by the particular supplier participating in the procurement that must be assessed, and not the entire subject-matter of the contract. |
| **2.** | The Provider must have (or may involve) qualified specialists responsible for the performance of the Contract.  **Note:** The Contracting Authority shall specify the required competences in points from **2.1 to 2.5.**, and the tenderer shall provide the number of specialists complying with the requested competences. The same person shall be able to perform the functions of several specialists. | 1) A list of proposed specialists drawn up using the template provided in Annex 14 to the Procurement Conditions  2) In the event the specialist is not an employee of the tenderer, a consent of the specialist to perform the duties assigned to them shall be provided by the successful tenderer after the signing of the Public Procurement Contract | In the case of a group of economic operators, the requirement must be fulfilled by the professionals of the member(s) of the group of economic operators, taking into account the commitment they make to the contract.  The supplier may rely on the capacities of other economic operators only if those operators (their staff) will themselves perform the part of the contract for which their capacities are required.  Subcontractors - if the supplier (the professionals it employs) meets the requirement itself but intends to use subcontractors (its professionals), the professionals of the subcontractors must meet the requirements if the subcontractors (their personnel) will themselves perform the part of the contract requiring the specified qualifications. |
|  | **Project manager:**   1. Over the last 7 years, the specialist must have at least 3 years of experience as a project manager in implementing contracts (projects) related to the creation of information systems. 2. Over the last 5 years, the specialist must have implemented at least 1 contract/project where the specialist was responsible for the management of the information system implementation project and value of which was not less than EUR 150 000 (excluding VAT). | Certificate drawn up in accordance with the template set out in Annex 14 to the Procurement Conditions. |
|  | **Information systems analyst:**  Over the last 7 years, the specialist must have at least 3 years of experience in analysing the processes and/or requirements of the information system. | Certificate drawn up in accordance with the template set out in Annex 14 to the Procurement Conditions. |
|  | **Information systems testing specialist:**   1. Over the last 7 years, a specialist must have at least 3 years of experience in testing information systems. 2. 2. Over the past 5 years, he has been an information systems tester, developing an information system where he was responsible for creating and testing automated tests. | Certificate drawn up in accordance with the template set out in Annex 14 to the Procurement Conditions |
|  | **Audit trail specialist:**  Over the last 7 years, the specialist must have at least 3 years of experience in implementing the audit trail functionality solution(s) for information systems. | Certificate drawn up in accordance with the template set out in Annex 14 to the Procurement Conditions. |
|  | **“Back-end” developer:**  Over the past 7 years have at least 3 years experience in programming the back-end of an information system. The system must be developed using the JAVA programming language and the Spring framework. | Certificate drawn up in accordance with the template set out in Annex 14 to the Procurement Conditions. |

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| **Notes:**  1) The development (create) of information system shall be considered to include the creation of a new information system or a new register, or the upgrading/expansion of an existing information system or an existing register when it is necessary to create new functionalities of the information system or register, or to replace the information processing processes implemented, except for the maintenance and support of the information system or register, which includes only the correction of errors and the elimination of malfunctions.  2) The Contract/project may have commenced earlier than 5 or 7 years ago (subject to a specific requirement) with reference to the deadline for submission of tender bids; however, the completion date of the contract/project must fall within the specified period of 5 or 7 years (subject to a specific requirement) preceding the deadline for submission of tenders.  (3) Experience shall be assessed considering the completed projects, contracts or employment contracts, unless the expert has fully discharged all their obligations under the contract, e.g., has performed process analysis and the analysis phase is fully completed and validated. The duration of simultaneous projects, contracts or employment contracts shall not be summed up. Work experience shall be calculated by summing the duration of projects, contracts or employment contracts in months up to the relevant number of years; incomplete month shall be considered as a full month. |

1. Conformity of tenderers with the qualification requirements shall be assessed in accordance with the procedure for the evaluation of tender bids set out in the Procurement Conditions.
2. Tenderer qualification adjustment/supplement/clarification shall be carried out in accordance with the provision of the Rules approved by Order No. 1S-240 of the Director of the Public Procurement Office of 30 December 2022 On Approval of the Rules for Adjustment, Supplement or Clarification of Tender Bids.

6. The Contracting Authority shall not require tenderers to comply with the quality management system and environmental management system standards.