##

## Tenderer (org):

Date and place:

Name of signatory:

Signature:

## **Exclusion grounds**

1. **GROUNDS RELATING TO CRIMINAL CONVICTIONS**

Article 57(1) of Directive 2014/24/EU sets out the following reasons for exclusion:

**A.1. Participation in a criminal organisation**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for participation in a criminal organisation, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (OJ L 300, 11.11.2008, p. 42).

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES** **[ ]  NO** **[ ]**

*Possible comments:*

**A.2. Corruption**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for corruption, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, OJ C 195, 25.6.1997, p. 1, and in Article 2(1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (OJ L 192, 31.7.2003, p. 54). This exclusion ground also includes corruption as defined in the national law of the contracting authority (contracting entity) or the economic operator.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**A.3. Fraud**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for fraud, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? Within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests (OJ C 316, 27.11.1995, p. 48).

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**A.4. Terrorist offences or offences linked to terrorist activities**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for terrorist offences or offences linked to terrorist activities, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Articles 1 and 3 of Council Framework Decision of 13 June 2002 on combating terrorism (OJ L 164, 22.6.2002, p. 3). This exclusion ground also includes inciting or aiding or abetting or attempting to commit an offence, as referred to in Article 4 of that Framework Decision.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**A.5. Money laundering or terrorist financing**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for money laundering or terrorist financing, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (OJ L 309, 25.11.2005, p. 15).

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**A.6. Child labour and other forms of trafficking in human beings**

Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for child labour and other forms of trafficking in human beings, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable? As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (OJ L 101,15.4.2011, p. 1).

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Date for conviction*

*b) Reason*

*c) Who has been convicted?*

*d) Length of the period of exclusion*

*e) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes" Please describe them*

*f) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

1. **GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS**

**B.1. Payment of taxes**

Has the economic operator breached its obligations relating to the payment of taxes, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Country or Member State concerned*

*b) Amount concerned and currency*

c) Has this breach of obligations been established by means other than a judicial or administrative decision? (Yes/No). If "Yes", Please describe which means were used

d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the

taxes or social security contributions due, including, where applicable, any interest accrued or fines? (Yes/No)). If "Yes", Please describe them

*e) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**B.2. Payment of social security**

Has the economic operator breached its obligations relating to the payment social security contributions, both in the country in which it is established and in Member State of the contracting authority or contracting entity if other than the country of establishment?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Country or Member State concerned*

*b) Amount concerned and currency*

*c) Has this breach of obligations been established by means other than a judicial or administrative decision? (Yes/No). If "Yes" Please describe which means were used*

*d) Has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines? (Yes/No)). If "Yes", Please describe them*

*e) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

1. **GROUNDS RELATING TO INSOLVENCY, CONFLICTS OF INTERESTS OR PROFESSIONAL**

**MISCONDUCT**

**C.1. Breaching of obligations in the field of environmental law**

Has the economic operator, to its knowledge, breached its obligations in the field of environmental law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.2. Breaching of obligations in the field of social law**

Has the economic operator, to its knowledge, breached its obligations in the field of social law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.3. Breaching of obligations in the fields of labour law**

Has the economic operator, to its knowledge, breached its obligations in the field of labour law? As referred to for the purposes of this procurement in national law, in the relevant notice or the procurement documents or in Article 18(2) of Directive 2014/24/EU.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning")? If "Yes", Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.4. Bankruptcy**

Is the economic operator bankrupt? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.5. Insolvency**

Is the economic operator the subject of insolvency or winding-up? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.6. Arrangement with creditors**

Is the economic operator in arrangement with creditors? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.7. Analogous situation like bankruptcy under national law**

Is the economic operator in in any analogous situation like bankruptcy arising from a similar procedure under national laws and regulations? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.8. Assets being administered by liquidator**

Are the assets of the economic operator being administered by a liquidator or by the court? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.9. Business activities are suspended**

Are the business activities of the economic operator suspended? This information needs not be given if exclusion of economic operators in this case has been made mandatory under the applicable national law without any possibility of derogation where the economic operator is nevertheless able to perform the contract.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Indicate reasons for being able nevertheless to perform the contract*

*c) Is this information available electronically? If "Yes" provide URL, Reference/Code and Issuer*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.10. Agreements with other economic operators aimed at distorting competition**

Has the economic operator entered into agreements with other economic operators aimed at distorting competition?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.11. Guilty of grave professional misconduct**

Is the economic operator guilty of grave professional misconduct? Where applicable, see definitions in national law, the relevant notice or the procurement documents.

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.12. Conflict of interest due to its participation in the procurement procedure**

Is the economic operator aware of any conflict of interest, as indicated in national law, the relevant notice or the procurement documents due to its participation in the procurement procedure?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.13. Direct or indirect involvement in the preparation of this procurement procedure**

Has the economic operator or an undertaking related to it advised the contracting authority or contracting entity or otherwise been involved in the preparation of the procurement procedure?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.14. Early termination, damages or other comparable sanctions**

Has the economic operator experienced that a prior public contract, a prior contract with a contracting entity or a prior concession contract was terminated early, or that damages or other comparable sanctions were imposed in connection with that prior contract?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with the following information:*

*a) Please describe them*

*b) Have you taken measures to demonstrate your reliability ("Self-Cleaning") (Yes/No)? If "Yes", Please describe them*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

**C.15. Guilty of misinterpretation, withheld information, unable to provide required documents and obtained confidential information of this procedure**

Can the economic operator confirm that:

a) It has been guilty of serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria,

b) It has withheld such information,

c) It has not been able, without delay, to submit the supporting documents required by a contracting authority or contracting entity, and

d) It has undertaken to unduly influence the decision making process of the contracting authority or contracting entity, to obtain confidential information that may confer upon it undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award?

*Only if the answer is not "No (Fulfilled)" the tenderer shall complete the comment field with a description of the circumstances.*

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

## **Qualification requirements**

Please note the comment in the Procurement Document on preference to submitting this completed document.

The tenderer shall be able, on request and without delay, to provide documentation in accordance with the section “Qualification of tenderers" in the procurement document. Such documentation must support the claim that the requirements are fulfilled. Please note the comment in the Procurement Document on submission of supporting documents together with the tender.

### **2.1 Suitability**

#### **Registration in a trade register**

The tenderer shall be registered in a company, trade or association register or a corresponding register used by the country in which the tenderer’s business is located. Please note the comment in the Procurement Document on submission of supporting documents together with the tender.

Swedish tenderers shall be registered for VAT (if not exempt from the payment of value added tax) and possess an F-tax card. Non-Swedish tenderers shall be registered for VAT (if not exempt from the payment of value added tax) and possess a Tax Identification Number (TIN).

**Does the tenderer fulfil the requirement?**

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

### **2.2 Economic and financial standing**

#### **Key financial ratios**

The tenderer shall have such an economic position that it can maintain a long term agreement. Please note the comment in the Procurement Document on submission of supporting documents together with the tender (here: Annex 1.2).

Extracts from the Upplysningscentralen (UC) information database will serve as the basis for evaluation of the tenderers’ financial standing and financial stability. The tenderer shall have a rating of at least 3 (“Normal”) in UC's register.

In addition, all tenderers shall submit a duly completed and signed Key Ratios for Liquidity and Solvency form (Attachment 1.2) that discloses key ratios in which liquidity amounts to at least 1 and an equity/assets ratio of at least 15. The key ratios that were recorded at the end of the last completed fiscal year constitute the basis for these calculations. At the request of the Embassy, the tenderer shall submit its last completed and adopted annual report in order to prove that the requirement is met (please also refer to the Procurement Document for mandatory documents to be submitted together with the tender).

The calculation of key ratios is carried out as follows:
Liquidity = Short-term solvency (Current assets / Current liabilities)

Financial strength = long-term solvency (Equity + 0.7 x Untaxed reserves) / Total assets

If according to UC’s register, a **lower** risk classification than “normal” is demonstrated, or if lower key ratios than at least 1 and an equity/assets ratio of at least 15% are detected, then the tenderer shall be deemed to satisfy the requirement, provided that a) below is fulfilled.

1. At the request of the Embassy, the tenderer submits an explanation that is considered to make clear that the tenderer possesses equivalent financial stability.

At the request of the Embassy, any company that **is not obliged to prepare annual reports** shall demonstrate that the company has a stable financial foundation by providing income or balance sheets for the previous two years, or by submitting the Swedish Tax Agency's form “Inkomst av näringsverksamhet” (“Business Income”) for the previous two years.

At the request of the Embassy, any **new company** shall demonstrate that the company has a stable financial foundation by reporting its share capital or the equivalent, any income or balance sheets, its customer base, and references for its bank or financier.

**Does the tenderer fulfil the requirement?**

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

## **Technical and professional ability**

Please note the comment in the Procurement Document on preference to submitting this completed document.

The tenderer shall be able, on request and without delay, to provide documentation (where not already mandatory in the tender document) in accordance with the section “Qualification of tenderers" in the procurement document. Such documentation must support the claim that the requirements are fulfilled.

### **3.1 Reference assignments**

#### **Performance of [services/deliveries] of the specified type**

The tenderer shall submit fifteen (15) relevant reference assignments carried out in the past seven (7) years, and which correspond to the nature and scope of this procurement (similar audits), including at least five (5) in Ethiopia / the East Africa region; please refer to the Procurement Document for further details. The reference assignments should demonstrate/confirm that the tenderer has carried out assignments that correspond to the nature and scope of the procurement in question. The template in Attachment 1.6 shall be used.

The required description includes:

* The scope of the assignment, a short description of the assignment that includes e.g. the contract value and the number of people involved.
* The implementation date, whether the assignment has been completed or is ongoing (incl. the date on which the assignment was completed, if applicable).
* Results or “output” of the assignment.
* Contact information for the reference person (the company/organisation, contact person, telephone number, e-mail address).

The Embassy will verify that the reference assignment corresponds to the nature and scope of this procurement. The Embassy also reserves the right to contact the reference persons to verify the submitted information.

**Does the tenderer fulfil the requirement?**

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*

### **3.2 Quality assurance schemes and environmental management standards**

**Certificate by independent bodies about quality assurance**

The tenderer shall have a quality assurance system in place for its operations. This management system shall, at minimum, include and describe the following:

1. Routines for the professional development of affected staff.
2. Routines for the handling deviations and complaints.
3. Routines for audits of the quality assurance system.

The description shall be sufficiently detailed to demonstrate that points 1 to 3 (above) are fulfilled. The tenderer may also demonstrate that the requirement is fulfilled by submitting certification in accordance with EN ISO 9001, or an equivalent standard that includes the above mentioned procedures.

**Does the tenderer fulfil the requirement?**

**Answer:**

**YES [ ]  NO [ ]**

*Possible comments:*