

Procurement regarding a Framework Agreement for Audit Services

Reference number: UM2020/27664/KINS

Tenderer (org):

Date and place:

Name of signatory:

Signature:

1. Exclusion grounds

A. 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

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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.

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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*

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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:

B. 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*

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Answer:

YES NO

Possible comments:

C. 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:

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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

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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:

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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:

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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:

2. Qualification requirements

Tenderers who do not choose to address all the qualification requirements of this section and instead opt to fill out the ESPD on the European Commission's website (or reuse a previously completed ESPD) should carefully read through the qualification requirements listed below and make sure that the requirements are demonstrated in the ESPD 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.

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 company in which the tenderer's business is located.

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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.

Extracts from the Creditsafe 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 60 (Low risk) in Creditsafe 's register.

If the tenderer **does not have a rating** in Creditsafe's register, it shall submit an adopted annual report 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.

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 Creditsafe's register, a **lower** risk classification than "Low risk" 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) or b) below are fulfilled.

- a) At the request of the Embassy, the tenderer submits an explanation that is considered to make clear that the tenderer possesses equivalent financial stability.
- b) At the request of the Embassy, the tenderer submits (a) guarantee(s) by the parent company or other guarantor regarding the tenderer's financial stability. Such certificates shall be signed by the parent company or guarantor, or by the guarantor's authorised signatory. In such cases, the demanded risk classification, as well as the requirements above shall be similarly reported and fulfilled by the parent company or the guarantor. The parent company or guarantor shall possess a minimum score of "Low risk" according to Creditsafe's register, or shall report key ratios where liquidity amounts to at least 1 and an equity/assets ratio of at least 15% by providing a copy of its last adopted annual report.

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

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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:

3. Technical and professional ability

Tenderers who do not choose to address all the qualification requirements of this section and instead opt to reuse an ESPD should carefully read through the qualification requirements listed below and make sure that the requirements are demonstrated in the ESPD 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.

3.1 Reference assignments

Performance of [services/deliveries] of the specified type

At the request of the Embassy, the tenderer shall submit at least [indicate number, e.g., two] reference assignments carried out in the past [number years, e.g., three] years, and which correspond to the nature and scope of this procurement. The reference should demonstrate/confirm that the tenderer has carried out assignments that correspond to the nature and scope of the procurement in question.

At the request of the Embassy, the tenderer shall submit a description that contains information regarding the following:

- 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.

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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:

3.3 Subcontractors on which the tenderer relies

A tenderer can rely on other companies' capacity in order to meet the requirements relating to economic and financial standing or technical and professional capacity. "Other companies" include natural or legal persons who (for example) are business partners, subsidiaries or sister companies within a group.

Tenderers who invoke the capacity of other companies shall attach a special declaration in their tender regarding all of the requirements in the section "Exclusion grounds" in this procurement document for each of the companies whose capacity is invoked.

At the request of the Embassy, tenderers who wish to exercise this right shall specify the function that the company will fulfil, and shall submit a declaration of contractual obligation by the company in question or otherwise demonstrate that the tenderer will have the necessary resources at its disposal at such time as the contract is executed. Such proof may consist of a parent company guarantee, a cooperation agreement, or similar legally binding documentation.

Does the tenderer fulfil the requirement?

(If the tenderer does not rely on other companies' capacity to meet the requirements, "Yes" shall be chosen below.)

Answer:

YES NO

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Possible comments:

3.4 Consortia

Joint tenders refer to the situation in which the tenderer is not a single legal or natural person who relies on other companies' capacity, but rather is comprised of a consortium of numerous legal or natural persons. Consortia are permitted to submit a tender in this procurement.

Tenderers who intend to submit a tender as a consortium shall provide a special declaration in the tender regarding all of the requirements in the section "Exclusion grounds" for each of the companies participating in the consortium. The qualification requirements shall be fully met by the consortium.

At the request of The Embassy, any tenderer that submits a tender as a consortium shall submit a copy of each of the consortium parties' signed consortium agreement.

Does the tenderer fulfil the requirement?

(If the tenderer does not submit the tender as part of a consortium, "Yes" shall be chosen below.)

Answer:

YES NO

Possible comments: