



CRANE

[Title of Proposal]

TD5 Tender Application
Administrative Information Template

LIST OF PARTICIPANTS

Participant No	Participant organisation name	Country (code)
1 (Coordinator)		
2		
3		

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1 Overview

The following sections provide a framework for presenting all administrative information. Sections may be added if required.

Clarification or additional evidence may be requested where there is any doubt.

More detailed information for the phase II and III offers may be provided in the call-offs.

The following table may be helpful in clarifying the expected signed forms as part of the administrative package:

Documents	Lead Contractor	Co-contractor(s) / Partners	Sub-contractor(s)
<i>ADMINISTRATIVE – 1 PDF file containing TD3a, TD3b, TD4, TD5</i>			
TD3a - Declaration of Honour on exclusion criteria	X	X	X (if budget share is > 10%)
TD3b - Declaration of Honour on on/off award criteria	X		
TD4 - Power of Attorney		X	
TD5 - Administrative section		X	
TD5 – Selection criteria		X	
<i>TECHNICAL – 1 <u>searchable</u> PDF file, max. 80 pages</i>			
Technical section		X	
<i>FINANCIAL – 1 PDF file and one xlsx file</i>			
Financial section		X	

2 Identification of the tenderer

Provide a complete list of authorised signatories for the tenderer.

Provide here the documentary evidence necessary to identify the tenderer. This includes a signed Legal Entity Form with its supporting evidence. All tenderers (including all members of the group in case of joint tender) must provide this form. The form is available on:

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm

In addition, for each entity participating in the tender (all members of the group in case of joint tender as well as the subcontractors) complete the table below (create copies)

A. Name of entity 1

1	Name of the legal entity (copy and paste this table as many times as needed)
Briefly describe the activities to be performed by this entity	
VAT Number	Provide the entity's VAT registration number (if not applicable complete N/A)
Type of tenderer	Select: Lead Contractor / Co-contractor
Website URL	
Contact details of the authorised signatory	
Name	
Job title	
Email	
Contact details of coordinating person (can be different from the authorised signatory)	
Name	
Job title	
Email	

B. Name of entity 2

Copy previous table if necessary

...

Copy the heading and previous table to add more entities

C. Minimum validity period

The minimum validity period of this Tender is: ... months (it should be at least six months)

3 Declaration of honour on Exclusion Criteria

Please provide Declarations of Honour on Exclusion Criteria (TD3a) for:

- in case of single tenderer, the contractor,
- in case of joint tenders, the lead contractor and each member of the consortium or group,
- In case of subcontracting, all subcontractors whose share of the contract is above 10 % or whose capacity is necessary to fulfil the selection criteria.

4 Compliance with selection criteria

Provide the following in this section:

- provide a description of relevant reference and /or previous projects (executed during the last 5 years) including relevant IPR;
- demonstrate the expertise and working experience required to undertake an innovative R&D project by providing CVs for key personnel and competences the tenderer considers necessary to complete the project;
- present a Business Continuity / Disaster Recovery / Risk Management plan that ensure the described services are delivered in the event of a disruptions;
- confirm that the tenderer will take the appropriate level of insurance cover if awarded the contract;
- provide the latest financial statement for supporting financial structure.

In addition to the points above, provide in the sub-sections below the required evidence of your compliance with selection criteria A to C.

Should there be any doubt as to any of these criteria, tenderers may be requested to provide additional information.

A. Ability to perform R&D up to original development of the first products or services

The evidence required is a description of the capacity, materials and equipment that are available to the tenderer for research, lab prototyping, limited production and supply of the first set of products or services and demonstration of feasible scale up.

B. Capacity to secure trust for CRANE service solution

The evidence required is a description of how to secure trust for CRANE service solution, i.e. ability to design:

1. an open and transparent development process;
2. a co-creation-oriented development process;

3. a solution that handles user privacy accordance to GDPR;
4. a development process including trusted third party which also follows the points above.

C. Ability to demonstrate how to commercially exploit the results of the PCP, including intangible results in particular IPRs and connect to trusted third party, or similar structures available

The evidence required is description of the financial and organisational structures, including trusted third party, that are available to the tenderer for management, exploitation and transfer of IPRs and for generating revenue by marketing commercial applications of the results.

5 Declaration of honour on On/Off Award Criteria

Please provide a Declaration of Honour on On/off Award Criteria (TD3b).

6 Power of Attorney for the lead contractor

(Joint tenders only): Provide the mandate for the lead contractor using the power of attorney template (TD4) filled in for each member of the consortium or group.

7 Statistics

For statistics purposes, please fill in the table below for each participating entity (lead contractor, co-contractors/partners, and sub-contractors, if applicable).

Participant organisation name	SME ¹ (Yes/No)	Founding year	Town	Country	EU Member State (Yes/No)

¹ SME: Small and Medium Enterprise



CRANE

Comprehensive treatment of chronic
patients in rural areas

