



Annex C Additional information on how to submit a Proposal

In this Annex we set out additional information that is relevant for the tendering procedure.

1. TenderNed procurement platform

The procurement procedure is conducted via the online procurement platform TenderNed (www.tenderned.nl). Do you wish to participate in this procurement procedure? Please ensure in good time that your organization is correctly registered on www.tenderned.nl. Also verify who is authorized to digitally submit a Proposal on behalf of your organization.

2. Submission via TenderNed

Proposals may only be submitted via TenderNed. If you do not submit your Proposal via TenderNed, the Proposal will be invalid and you will be excluded from further participation in the procurement procedure. Submission by other means (for example by e-mail) is not permitted.

Instructions on how to use TenderNed as an economic operator can be found at: [TenderNed | Using TenderNed as an economic operator](#). Correct use of TenderNed is at the risk of the economic operator / tenderer.

Ensure that you submit your Proposal well before the deadline

After the deadline for submission of Proposals, it is no longer possible to submit a Proposal. Please therefore take into account at least the following:

- Uploading all files correctly and completely may take time;
- Your internet connection may be slow;
- You may experience technical issues with TenderNed;
- The TenderNed helpdesk may not always be able to resolve technical issues immediately.

When uploading the annexes, please take into account the following:

- Start uploading in good time; it may take some time for all files to be uploaded;
- Upload each annex in accordance with the table below;
- Ensure that the file name clearly indicates which annex it concerns;
- Ensure that each annex is complete and correct.

Description	Form to be used	Mandatory?	Submitted by	Location in TenderNed
Quotation form	Annex 3 (upload in PDF and Excel/Word)	Yes	Tenderer	Dashboard – 'Respond to award criteria'
Single European Procurement Document (ESPD)	ESPD wizard in TenderNed (upload in PDF)	Yes	Tenderer or all consortium members / third parties	Dashboard – 'Complete the ESPD'
Reference statement	Annex 1(upload in PDF)	Yes	Winning Tenderer(s)	Dashboard – 'Add other documents'
Holding statement	Annex 4 (upload in PDF)	If applicable, yes	Winning Tenderer(s) or tenderer and holding company	Dashboard – 'Add other documents'

Only in the event of a malfunction of TenderNed may the submission deadline be extended.

The contracting authority is not liable for malfunctions of TenderNed. However, such malfunctions may constitute grounds for extending the deadline.

Contact TenderNed in case of technical issues

The [TenderNed | Contact](#) page provides contact options, including opening hours.

3. European Single Procurement Document (ESPD)

We use the ESPD wizard in TenderNed. You can find this in your dashboard. After completing the ESPD in full, you generate a PDF. This PDF must be legally signed and added to your Proposal submission.

The ESPD consists of five parts



In Part II, you provide the details of your own organization. Part III sets out all exclusion grounds. We have indicated which exclusion grounds apply to this procurement procedure.

Each involved legal entity must submit its own ESPD

If you submit a Proposal as part of a consortium or rely on third parties to meet a suitability requirement, you must submit multiple ESPDs, one for each involved organization.

You can create an additional ESPD by clicking the "complete the form" button again. This allows you to prepare a separate ESPD for a consortium partner or a third party. The ESPD for the consortium partner or third party can be completed online in this way.

By submitting an ESPD, you declare that you are suitable for this contract

By selecting "Yes" in item a in Part IV of the ESPD ("General indication for all selection criteria"), you declare that your organization meets all suitability requirements as set out in the descriptive document. In the ESPD, these requirements are referred to as selection criteria.

By signing the ESPD, you also declare that the exclusion grounds do not apply to your organization

If an exclusion ground does apply, but you nevertheless submit a Proposal, you must include in the ESPD the information and/or measures requested in Part III of the ESPD (Exclusion Grounds).

If an error occurs when completing the ESPD, you will be granted one opportunity to rectify this

This is because the ESPD may be new to you, and we understand that this may occasionally lead to mistakes.

4. Reference projects

The end date of a reference project is a maximum of five (5) years ago. Reference projects that were terminated more than five (5) years ago (counted from the closing date for submittal of the Proposal) are invalid. A reference project may have started more than five (5) years ago. Only achieved results in the reference projects are valid. For reference projects that are still ongoing, only the results achieved to date will be considered valid. A reference submitted by a tenderer that does not indicate who the referee is will be disregarded during the evaluation of the Proposal and will not be considered for award of the contract.

5. Would you like to submit a Proposal, but you don't meet the eligibility requirements?

You can consider submitting a Proposal as a combination or using (a) subcontractor(s) to jointly meet the eligibility requirements. You indicate this in the ESPD. Each organization fills in its own ESPD. The condition is, however, that you also use the third party(ies) you call upon to meet the eligibility requirement to perform those activities.

6. Contact person

Your contact person is Johannes Hiemstra. You may communicate only with him regarding this tendering procedure. All communication must be channeled through TenderNed. If you communicate about this tendering procedure with other employees of the contracting authority, or through other channels, we may decide to declare your Proposal invalid and exclude you from further participation in the tendering procedure.

7. Contradictions, unclear statements, inaccuracies and objections

Report any inconsistencies, unclear statements, inaccuracies and objections as soon as possible. In any case, you must report this before the date and time by which enquiries must be submitted. Do the summary of general enquiries and amendments and the Request for Proposal contradict each other? Then we will work from what is in the summary of general enquiries and amendments. If there are several summaries of general enquiries and amendments and they contradict each other, what is stated in the most recently published summary of general enquiries and amendments will apply.

8. Award decision

You will receive notice via TenderNed on the award decision. Is the award decision positive for you? Then you will receive the contract, in principle. However, you cannot derive any rights from the award decision and are not entitled to compensation based on the award decision if we do not



award the contract. The communication of the award decision is therefore not an acceptance of the offer. You are entitled to perform the Delivery only once we have signed the contract with you.

9. Standstill period and objections

The standstill period commences the day after publication of the award decision on TenderNed. The standstill period lasts 20 calendar days. During this period, you have the opportunity to take legal measures against the award decision. The standstill period serves as a strict deadline. After the standstill period, you will no longer be able to object to the award decision because your rights will have ceased to exist. We are then free to enter into a contract. You can read more about the standstill period in Article 2.127 of the Public Procurement Act 2012.

10. Rights reserved by the contracting authority

We may decide to ask you additional questions to clarify your Proposal or request supporting documents/statements to verify the accuracy of your Proposal. We may also discontinue this tendering procedure at any time. Or not to award the contract. If we decide to do this, you will be notified via TenderNed.

11. Sanctions against Russian Federation

The contracting authority shall act in accordance with the package of sanctions Russia on tenders adopted by the European Council. Your Proposal must not contravene the package of sanctions adopted by the European Council. Russian parties are excluded from participating in this tender. This also applies if you have a Russian subcontractor who performs more than 10% of the job value. The current information on the content and scope of the sanctions package Russia on procurement can be found [here](#) and [here](#).

By submitting a Proposal, you declare that your Proposal is not in conflict with the current sanctions package Russia regarding tenders.

12. If you are involved in multiple Proposal submissions

If you are involved in multiple Proposals, you are required to submit an anti-collusion declaration. In this statement, you declare that your Proposal has been prepared independently and therefore completely autonomously, without knowledge of the relevant market behavior of other bidders. You also declare that there is no threat to transparency and/or distortion of competition between bidders. Additionally, you must specify which measures have been taken to ensure this.

We use the [European Commission Notice OJ 2021, C 91/01](#) as a guideline for evaluating anti-collusion declarations. Should we assess your anti-collusion declaration as insufficient, we will set aside all tenders in which you are involved and exclude you from further participation in the procurement process.

13. Aggregation of contracts and division into lots

There is no unnecessary aggregation of contracts.

- There is a logical connection between the contracts (i.e. the yearly orders);
- Market parties also offer the requested delivery in a clustered manner (i.e. one point of contact for delivery of EACs from all over the world).
- Procuring a single aggregated contract limits the management burden for both the contracting authority and the market parties.
- The execution of the contract is suitable for SMEs.
- There is no aggregation for multiple contracting authorities.

Division into lots is not appropriate for this contract.

Splitting the delivery of EACs into lots by continent or country would entail disproportionately and unacceptably high administrative burdens for the contracting authority.

14. Lowest price

We have opted for the lowest price as the award criterion, as the contract meets the following conditions:

- the requirements are highly standardized and readily available on the market;
- significant variations in quality are not expected; and
- the scope and specifications of the contract are unambiguously defined.