

Tenderers may request a copy of the opening record by email to cs-procurement@eib.org.

6. Tender evaluation

6.1. Evaluation Committee

EIB will appoint an evaluation committee of at least 3 (three) persons guaranteeing the absence of conflict of interest under guarantee of impartiality and confidentiality. Outside experts may be appointed to assist the committee as observers provided it is ensured these experts have no conflicts of interest.

N.B. The evaluation procedure is confidential. The deliberations of the evaluation committee are held in closed session and its recommendations are collective. The members of the evaluation committee are bound to confidentiality.

6.2. Tender Evaluation Session

Tenders complying with the formal opening requirements checked during the opening session are evaluated in three stages by the evaluation committee.

The evaluation committee first checks if the Tenderer is in one of the exclusion situations preventing him to participate in the procurement procedure.

The evaluation committee then checks the capacity of the Tenderer to perform the contract against the selection criteria. If one of the relevant criteria is not met, its tender will not be further evaluated.

Afterwards, each member of the evaluation committee evaluates the technical and financial proposals and awards a score against the pre-defined award criteria.

In case of joint offers submitted by consortia and in case of subcontracting, the exclusion, selection and award criteria are assessed in compliance with the terms and conditions specified in **point 7** below.

6.3. Exclusion criteria and conflict of interest

The EIB shall exclude an economic operator from participation in a procurement procedure under the conditions described in point V [Exclusion Effect] of the 'Declaration on honour on exclusion criteria and selection criteria and on absence of conflict of interest' (to be found in **Form 5** of the 'Administrative forms for EIB tenders').

Document to be provided:

Tenderers and, if applicable, group members and subcontractors shall provide a dated and duly signed declaration on honour (**Form 5**). In addition, the latter two shall provide group and subcontracting declarations as per **Forms 3** and **4** of the 'Administrative forms for EIB tenders' (if applicable).

6.4. Selection criteria

Documentation concerning selection criteria see **point 1.7** of the 'Terms of Reference' must specifically relate to the Tenderer, i.e. to the economic operator or group submitting a tender in the context of this procurement procedure.

If the Tenderer relies on other entities to meet the selection criteria, a **written undertaking** on the part of those entities must be provided. This must confirm that the entity will place the resources