This is an unofficial translation. In the event of discrepancies, the Estonian version shall prevail.

Invitation to Tender (ITT)

Procurement

Supplies and services required for the implementation of e-governance and cyber security projects (316805)

Contracting authority

Estonian Centre for International Development (ESTDEV)

Type of procurement

Open procedure
The procedural rules of the version of the Public Procurement Act in force on 1 November 2026 apply.

Type of contract

A separate framework agreement in each procurement lot with up to 10 tenderers, according to the ranking resulting from the evaluation.

Maximum value of the framework agreements

Lot 1: EUR 3 million; Lot 2: EUR 15 million; Lot 3: EUR 30 million; Lot 4: EUR 5 million.

All lots combined: EUR 53 million. All amounts exclude VAT.

The contracting authority notes that this is the maximum possible value of the framework agreement, obtained by multiplying the estimated value by 2 to cover possible price increases or additional funding opportunities during the term of the agreement.

Tender validity period

3 months.

Contract period

48 months

Deadline for submission and opening of tenders

As specified in the contract notice.

Place of submission and opening of tenders

Public Procurement Register (RHR).

⚠ In preparing the procurement documents, the contracting authority has followed the Estonian Public Procurement Act (PPA), its procurement rules and the conditions set out in the procurement documents. Under the law, the contracting authority may amend the contract notice and/or the procurement documents before the tender submission deadline (PPA §§ 81 and 82). In the event of discrepancies between the Estonian and English versions of the procurement documents, the Estonian version shall prevail.

Annexes to the Invitation to Tender

Draft framework agreements (with annexes)

Terms of performance of the agreement, together with all annexes.

FA Annex 1 – Technical specifications

Technical specifications for the subject matter of the agreement.

ITT Annex 1 – Requirements for the tenderer's team and CV form

Requirements for the team.

1. Overview of the procurement procedure

Publication of the contract notice

The contract notice and procurement documents are published in the Public Procurement Register (PPA §§ 74 and 77).

Tenderers may submit requests for clarification, to which the contracting authority shall respond within 3 working days.

Information session

The contracting authority will hold an information session on **10 November 2026 from 15:00 to 16:00.** Participation is via **this link**.

Submission of tenders

Tenders shall be submitted electronically through the Public Procurement Register together with the European Single Procurement Document (ESPD). The tender shall be submitted by the tenderer's statutory or authorised representative.

Opening of tenders

The contracting authority shall open tenders electronically in the Register (PPA § 113).

Evaluation of tenders

The contracting authority shall use the full reverse procedure. The contracting authority shall evaluate tenders on the basis of the award criteria and evaluation methodology set out in the procurement documents and draw up a preliminary ranking for each procurement lot. Evaluation may take place before the compliance of tenders is verified.

Verification of tender compliance

The contracting authority shall verify the compliance of the tenders it intends to declare successful. Non-compliant tenders shall be rejected by a reasoned written decision. Where necessary, the remaining tenders shall be re-evaluated and the compliance of the next tenders intended to be declared successful shall be verified. The other tenderers shall continue to participate in the procedure.

Verification of the ESPD and declaration of successful tenders

The contracting authority shall verify the absence of grounds for exclusion and the qualifications of the tenderers with whom it intends to conclude a framework agreement. At the contracting authority's request, documents supporting the declarations made in the ESPD shall be submitted within a period of at least five working days. Following completion of the required checks, up to ten tenders in each lot shall be declared successful in accordance with the evaluation results and the conditions set out in the procurement documents.

Standstill period

The procurement contract shall not be concluded before 14 calendar days have elapsed from the submission of the notification of the decision that is followed by conclusion of the procurement contract, except in the cases provided for by law.

Conclusion of the agreement

A framework agreement shall be concluded in each procurement lot with up to ten successful tenderers on the terms set out in the procurement documents. An agreement to be signed digitally must be signed and returned to the contracting authority within five working days. The contracting authority shall submit a contract award notice.

2. Subject matter of the procurement

ESTDEV intends to conclude framework agreements in four lots, with up to 10 successful tenderers in each lot.

1	2
Lot 1 – Software analysis and ICT consultancy	Lot 2 – Software development and prototyping
3	**4**
Lot 3 – ICT and cyber security infrastructure components, installation and configuration	Lot 4 – Laptops

The technical specifications are set out in FA Annex 1. The terms of performance of the agreement are set out in the procurement documents "Draft framework agreement (lots 1–2, 3 and 4)" together with their annexes. The procurement documents complement each other and form a comprehensive basis for preparing the tender. A requirement stated in any document is **binding** on the tenderer.

3. Requirements for tenders

PREPARATION OF THE TENDER

Terms of the tender

The tender must comply with the conditions set out in the procurement documents. Information in the tender must be presented in a manner enabling the contracting authority to verify the tender's compliance. **In lots 3 and 4, a general description of the product categories offered and related services shall be submitted as part of the cooperation vision. Specific equipment models and their prices are not required for conclusion of the framework agreement.**

Tenderer's confirmation

By submitting a tender, the tenderer confirms acceptance of all conditions set out in the procurement documents.

Contradictions in the procurement documents

If, when preparing its tender, the tenderer identifies errors, contradictions, ambiguities or provisions open to different interpretations in the procurement documents, it is invited to notify the contracting authority immediately through the Register.

Price conditions

The tender price shall be stated in euros according to the structure provided in the Register. The price must be final and include all costs. The contracting authority shall not reimburse additional costs or make additional payments.

Language of the tender

The language of the tender is Estonian and/or English. Documents submitted in other foreign languages must be accompanied by a translation into Estonian or English, except copies of advertising brochures and other advertising documents, which may be in a foreign language.

Contradictions between price forms

If the tender price is submitted both on the Register's form and on a form prepared by the contracting authority, and the information provided on those forms differs, the contracting authority shall evaluate the tender on the basis of the prices stated on the form prepared by the contracting authority.

Subcontractors

The tenderer shall state in its tender the size and nature of the part of the agreement that it intends to subcontract, together with the names of the proposed subcontractors.

Prohibited tenders

- Misleading tenders
- Conditional tenders
- Alternative solutions
- Zero or negative prices

Joint tenderers

Joint tenderers must submit a power of attorney for the joint tender. The power of attorney must state the size and nature of the part of the agreement to be performed by each joint tenderer.

Document format

Tender documents must be submitted in a commonly used format: .pdf, .txt, .rtf, .odt and MS Office formats. A single file must not exceed 100 MB; the total size must not exceed 300 MB.

SUBMISSION OF THE TENDER

Person submitting the tender

The tender must be submitted by the tenderer's statutory or authorised representative. A power of attorney must be submitted where necessary.

Foreign tenderer

A tenderer registered abroad must, at the contracting authority's request, submit evidence of authority to represent the tenderer.

Register failures

The contracting authority is not responsible for any delays, failures or interruptions caused by circumstances beyond its control (*force majeure*, power outages, etc.).

Right to submit a tender

The contracting authority restricts the range of tenderers, permitting only economic operators from the countries referred to in clause 2 of § 3 of the PPA to participate in this public procurement, including as entities on whose resources a tenderer relies under subsection 1 of § 103 of the PPA.

Contents of the tender

In addition to completing the fields in the Public Procurement Register, the following shall be submitted:

1. a completed team CV form, preferably using the contracting authority's form;
2. a cooperation vision for each procurement lot tendered for, based on the evaluation methodology for that lot;
3. in lots 3 and 4, a general description of the product categories offered and related services as part of the cooperation vision. Specific equipment models and their prices are not required for conclusion of the framework agreement;
4. a power of attorney for joint tenderers, where a joint tender is submitted.

TENDER COMPLIANCE AND REJECTION

Verification of compliance

The contracting authority shall verify that the tenders it intends to declare successful comply with the conditions set out in the procurement documents, and may request clarifying information and additional explanations.

Declaration of compliance

The contracting authority shall declare a tender compliant if it meets the requirements set out in the procurement documents. The decision shall be reasoned and in writing. The contracting authority may declare a tender compliant if it contains no substantive deviations from the conditions stated in the procurement documents.

Rejection

The contracting authority shall reject a tender if it does not meet the requirements, the tenderer fails to submit the requested explanations by the required deadline, the explanations are not exhaustive, or zero or negative prices have been used in the tender.

Costs and risks: An interested person or tenderer shall bear all costs and risks associated with participation in the procurement procedure, including the possible effects of *force majeure*.

4. Selection criteria

The selection criteria are available in the Register under the procurement procedure's basic information, in the subsection "Grounds for exclusion and selection criteria".

01

Submission of the ESPD

The tenderer shall submit an ESPD with its tender, confirming compliance with the selection criteria and providing the required information. Documents proving qualifications need not be submitted with the tender.

02

Reliance on another economic operator's resources

Under the conditions laid down by law, the tenderer may rely on another economic operator's economic and financial standing and technical and professional ability. The tenderer shall demonstrate that the necessary resources are available to it. Where reliance is placed on economic and financial standing, the tenderer and the other economic operator shall be jointly liable for proper performance of the procurement contract. Where reliance is placed on educational or professional qualifications or experience, the economic operator concerned shall participate in performing the work or providing the services for which that competence is required.

03

Verification of qualifications

Under the full reverse procedure, the contracting authority shall verify the qualifications of the tenderers with whom it intends to conclude a framework agreement. Verification shall be based on the information provided in the ESPD and the supporting documents and explanations submitted at the contracting authority's request. Documents proving qualifications need not be submitted with the tender.

04

Decision

The contracting authority shall issue a reasoned written decision on whether the tenderer qualifies or fails to qualify.

⚠ **The contracting authority shall refuse to qualify a tenderer that does not meet the selection criteria.**

If the tenderer fails to submit the documents necessary to verify the absence of grounds for exclusion or to prove qualifications within a period of at least five working days set by the contracting authority, and the information or documents are not available to the contracting authority free of charge in a public database, the contracting authority shall exclude the tenderer from the procurement or refuse to qualify it, depending on which requirement the tenderer failed to demonstrate compliance with.

The contracting authority shall issue the corresponding reasoned written decision.

5. Grounds for exclusion

The contracting authority shall apply the mandatory grounds for exclusion set out in subsection 1 of § 95 of the PPA and the grounds set out in subsection 4 to the extent that they have been selected for application in the ESPD for this procurement. The applicable grounds for exclusion are published in the Public Procurement Register.

Exclusion procedure

- **ESPD**

  The tenderer shall submit an ESPD with its tender, confirming the absence of grounds for exclusion. Supporting documents need not be submitted with the tender.

- **Persons subject to verification**

  The contracting authority shall verify the absence of grounds for exclusion in respect of the tenderer, the members of the tenderer's administrative, management and supervisory bodies, or other legal representatives.

- **Verification period**

  The contracting authority may verify the absence of grounds for exclusion in respect of the tenderer throughout the procurement.

- **Clarifications**

  The contracting authority may request documents necessary to verify the absence of grounds for exclusion, allowing at least five working days for their submission. The deadline for explaining the contents of the submitted documents shall be set in accordance with the PPA.

Mandatory and discretionary grounds

Where mandatory grounds for exclusion exist, the contracting authority shall exclude the tenderer from the procurement. In the case of discretionary grounds (PPA § 95(4)), the contracting authority has discretion.

Measures to restore reliability

A tenderer to whom at least one of the grounds for exclusion specified by law applies may submit evidence in its tender that it has taken measures to restore its reliability (applicable only to the grounds specified in clauses 1–3 of subsection 1 and clauses 2–11 of subsection 4 of § 95 of the PPA).



Compensation for damage

Compensating for damage caused by the offence or undertaking to do so.



Cooperation with investigating authorities

Actively cooperating with investigating authorities and comprehensively clarifying the circumstances of the act.



Organisational measures

Technical, organisational and personnel measures that enable further offences to be prevented.

The exclusion decision shall be reasoned and in writing. Where evidence of measures to restore reliability has been submitted, the contracting authority shall also assess that evidence. If the evidence is sufficient, the contracting authority shall not exclude the tenderer from the procurement procedure and may conclude an agreement with the tenderer despite the existence of a ground for exclusion.

6. Rejection of tenders and cancellation of the procurement

Opening of tenders

The opening of tenders **is not public**. After opening, the tenderers that submitted tenders shall be provided in the Register with the tenderers' names and registry codes or other identifiers, tender prices, partial prices taken into account in evaluation, and other numerical indicators describing the tenders that correspond to the award criteria.

Rejection of all tenders

The contracting authority may reject all tenders if the prices of all tenders or the tenders declared compliant exceed the estimated value of the procurement contract (PPA § 116(1)(1)), or if sufficient competition is not ensured (two or fewer tenders, or only one tender declared compliant).

Cancellation of the procurement procedure

The contracting authority may cancel the procurement procedure by written decision where there is a justified need.

Grounds for rejecting all tenders

- The prices of all tenders or the tenders declared compliant exceed the estimated value of the procurement contract.
- Sufficient competition is not ensured (two or fewer tenders).
- Only one tender is declared compliant.

The contracting authority shall reject all tenders by a reasoned written decision. Where the procurement is divided into lots, the contracting authority may make a separate decision for each lot.

Grounds for cancellation of the procurement procedure

- The contracting authority needs to substantially change the subject matter of the agreement.
- The conditions underlying the procurement procedure have changed substantially, making conclusion of the agreement unnecessary or impossible.
- Inconsistencies have emerged which cannot be remedied, preventing lawful completion of the procedure.

The contracting authority shall cancel the procurement procedure by a reasoned written decision. Where the procurement is divided into lots, the contracting authority may make a separate decision for each lot.

7. Evaluation

Up to 10 of the most economically advantageous tenders in each lot shall be declared successful on the basis of the award criteria set out in the procurement documents. The contracting authority need not declare successful a tender that has not achieved at least 50% of the maximum combined score for the quality criteria. The quality criteria are the professional competence of the team and the cooperation vision. Price points are not taken into account when calculating this threshold. This is a matter of discretion for the contracting authority.

The contracting authority shall form an evaluation committee comprising experts in the field, who shall evaluate tenders collectively. Under the full reverse procedure, evaluation may take place before the compliance of tenders is verified. When evaluating tenders, the evaluation committee members shall follow the principles described in the evaluation methodology and present reasoned evaluation results in joint minutes signed by all members of the evaluation committee.

Quality scores shall be awarded by consensus of the evaluation committee according to the scales and methodologies for the criteria below. Scores awarded for the subcriteria shall be added together to obtain the points awarded for the quality criteria. A tenderer shall receive a higher score only if all prerequisites for that score are met.

In each procurement lot, where total scores are equal, preference shall be given to the tender with more points for the professional competence of the team, followed by the tender with more points for the cooperation vision. If these scores are also equal, the ranking shall be determined by a documented drawing of lots. This procedure shall also apply to a tie for tenth place. The contracting authority shall notify the tenderers concerned in advance of the procedure, time and method of participation in the drawing of lots. The absence of a tenderer's representative shall not prevent the drawing of lots.

Award criteria for lots 1 and 2

No.	Criterion	Evaluation methodology	Weighting
1	Hourly rate excluding VAT	For lots 1 and 2, the tenderer offering the lowest hourly rate shall receive 30 points. Subsequent tenders shall receive proportionately fewer points, calculated using the formula stated in the RHR. The tenderer is prohibited from submitting misleading or zero-price values. **The contracting authority stipulates that where the hourly rate is below EUR 50/h + VAT, the tenderer shall receive 30 points. Offering an hourly rate below EUR 50/h therefore provides no evaluation advantage.**	30
2	Professional competence of the tenderer's team	The evaluation methodology is described below in this document.	45
3	Cooperation vision	The evaluation methodology is described below in this document.	25
	Total:		**100**

Evaluation of the professional competence of the team (lot 1)

Subcriterion / points	5 points	0 points
Project manager's certificate subcriterion	The project manager holds at least one international project management certificate, such as Prince2, PMP or an equivalent certificate.	Does not meet the requirements for 5 points.
Consultant's certificate subcriterion	The consultant holds at least one international certificate demonstrating competence in the field, such as CISM, ISO 27001 Lead Implementer, CISSP, TOGAF / GDSA, ITU/NATO Cyber Policy Cert, COBIT, CGEIT, ITIL v4 or an equivalent certificate.	Does not meet the requirements for 5 points.
Analyst's certificate subcriterion	The analyst holds at least one international certificate demonstrating competence in the field, such as CISM, ISO 27001 Lead Implementer, CISSP, TOGAF / GDSA, ITU/NATO Cyber Policy Cert, IIBA CBAP or CCBA, IREB CPRE, BCS Business Analysis or an equivalent certificate.	Does not meet the requirements for 5 points.

Subcriterion / points	15 points	10 points	0 points
Consultant's previous experience in software analysis or ICT consultancy projects	The consultant has previous experience in at least six projects performed internationally involving software analysis or ICT consultancy. The projects must have been completed within the last five years immediately preceding the public procurement. The consultant's contribution must have been at least 150 hours in each project.	The consultant has previous experience in 3-5 projects performed internationally involving software analysis or ICT consultancy. The projects must have been completed within the last five years immediately preceding the public procurement. The consultant's contribution must have been at least 150 hours in each project.	Does not meet the requirements for 10 points.
Analyst's previous experience in software analysis or ICT consultancy projects	The analyst has previous experience in at least six projects performed internationally involving software analysis or ICT consultancy. The projects must have been completed within the last five years immediately preceding the public procurement. The analyst's contribution must have been at least 150 hours in each project.	The analyst has previous experience in 3-5 projects performed internationally involving software analysis or ICT consultancy. The projects must have been completed within the last five years immediately preceding the public procurement. The analyst's contribution must have been at least 150 hours in each project.	Does not meet the requirements for 10 points.

Evaluation of the professional competence of the team (lot 2)

Subcriterion / points	5 points	0 points
Project manager's certificate subcriterion	The project manager holds at least one international project management certificate, such as Prince2, PMP or an equivalent certificate.	Does not meet the requirements for 5 points.
Analyst's certificate subcriterion	The analyst holds at least one international certificate demonstrating competence in the field, such as CISM, ISO 27001 Lead Implementer, CISSP, TOGAF / GDSA, ITU/NATO Cyber Policy Cert, IIBA CBAP or CCBA, IREB CPRE, BCS Business Analysis or an equivalent certificate.	Does not meet the requirements for 5 points.

Subcriterion / points	15 points	10 points	0 points
Project manager's previous experience in software development or prototyping projects	The project manager has previous experience in at least eight international software development or prototyping projects. The projects must have been completed within the five years immediately preceding the public procurement. The project manager's contribution must have been at least 100 hours in each project.	The project manager has previous experience in 5-7 international software development or prototyping projects. The projects must have been completed within the five years immediately preceding the public procurement. The project manager's contribution must have been at least 100 hours in each project.	Does not meet the requirements for 10 points.

Subcriterion / points	10 points	5 points	0 points
Developer's previous experience in software development or prototyping projects	The developer has previous experience in at least six international software development or prototyping projects. The projects must have been completed within the five years immediately preceding the public procurement. The developer's contribution must have been at least 100 hours in each project.	The developer has previous experience in 4-5 international software development or prototyping projects. The projects must have been completed within the five years immediately preceding the public procurement. The developer's contribution must have been at least 100 hours in each project.	Does not meet the requirements for 5 points.
Analyst's previous experience in software development or prototyping projects	The analyst has previous experience in at least six international software development or prototyping projects. The projects must have been completed within the last five years immediately preceding the public procurement. The analyst's contribution must have been at least 100 hours in each project.	The analyst has previous experience in 3–5 international software development or prototyping projects. The projects must have been completed within the last five years immediately preceding the public procurement. The analyst's contribution must have been at least 100 hours in each project.	Does not meet the requirements for 5 points.

Evaluation of the cooperation vision (lots 1 and 2)

25 points	15 points	0 points
The tenderer has a clear understanding of prospective cooperation with the contracting authority, project partners and other parties concerned, and its possible forms. The tenderer's cooperation vision meets the contracting authority's needs and the nature of the work. Expectations of what the contracting authority and project partners will ensure during the work are justified and realistic. The tenderer has proposed its own form of cooperation that adds value to the contracting authority's expectations. The description covers, for example, the tenderer's project management methodologies, compliance with international standards, company procedures ensuring timely delivery of the work ordered, solutions used to ensure security of supply, ability to operate in different countries, data protection arrangements in the company, involvement of local partners in project implementation, etc. The substantive part of the cooperation vision does not exceed 30 pages. For Lot 2, the cooperation vision also describes how the tenderer will ensure that the necessary infrastructure, DevOps and security testing activities are carried out during software development (e.g. environment setup, CI/CD, hardening, monitoring and security testing), including the roles and competencies involved.	The tenderer has an understanding of cooperation with the contracting authority, project partners and other parties concerned. The description contains minor shortcomings, inaccuracies and questionable aspects.	The tender contains numerous (more than 3) significant shortcomings and/or inaccuracies, raising doubts as to the tenderer's ability to cooperate with the contracting authority, project partners and other parties concerned during the work.

Award criteria for lot 3

No.	Criterion	Evaluation methodology	Weighting
1	Hourly rate excluding VAT	For lot 3, the tenderer offering the lowest hourly rate shall receive 5 points. Subsequent tenders shall receive proportionately fewer points, calculated using the formula stated in the RHR. The tenderer is prohibited from submitting misleading or zero-price values. **The contracting authority stipulates that where the hourly rate is below EUR 50/h + VAT, the tenderer shall receive 5 points. Offering an hourly rate below EUR 50/h therefore provides no evaluation advantage.**	5
2	Professional competence of the tenderer's team	The evaluation methodology is described below in this document.	55
3	Cooperation vision	The evaluation methodology is described below in this document.	40
	Total:		**100**

Evaluation of the professional competence of the team (lot 3)

Subcriterion / points	10 points	0 points
Project manager's certificate subcriterion	The project manager holds at least one international project management certificate, such as Prince2, PMP or an equivalent certificate.	Does not meet the requirements for 10 points.
Architect's certificate subcriterion	The architect holds at least one international certificate demonstrating competence for the role, such as TOGAF, CCNP Enterprise, COBIT or ITIL v4, or an equivalent certificate.	Does not meet the requirements for 10 points.

Subcriterion / points	5 points	0 points
System administrator's certificate subcriterion	The system administrator holds at least one international certificate demonstrating competence in ICT infrastructure administration or information security, such as a certificate issued by Microsoft, Red Hat, VMware/Broadcom, Cisco, Fortinet or CompTIA, or an equivalent certificate.	Does not meet the requirements for 5 points.

Subcriterion / points	10 points	5 points	0 points
Project manager's previous experience in ICT infrastructure implementation projects	Has participated as project manager in at least ten projects involving planning, procuring, installing or implementing ICT infrastructure solutions. At least five of these projects must be international. The projects must have been completed within the last five years immediately preceding the public procurement. At least five projects must each have had a financial value of at least EUR 50,000 excluding VAT.	Has participated as a project manager in 8–9 projects involving the design, procurement, installation or implementation of ICT infrastructure solutions. At least five of these projects must have been international. The projects must have been completed within the five years immediately preceding the launch of the public procurement procedure. At least five projects must each have had a value of at least EUR 50,000 excluding VAT.	Does not meet the requirements for 5 points.
Architect's previous experience in ICT infrastructure implementation projects	The architect has previous experience in at least ten international projects involving implementation of ICT infrastructure. The projects must have been completed within the last five years immediately preceding the public procurement. The architect's contribution must have been at least 100 hours in each project.	The architect has previous experience in 6–9 international projects involving implementation of ICT infrastructure. The projects must have been completed within the last five years immediately preceding the public procurement. The architect's contribution must have been at least 100 hours in each project.	Does not meet the requirements for 5 points.
System administrator's previous experience in ICT infrastructure implementation projects	The system administrator has previous experience in at least ten international projects involving implementation of ICT infrastructure. The projects must have been completed within the last five years immediately preceding the public procurement. The system administrator's contribution must have been at least 100 hours in each project.	The system administrator has previous experience in 6–9 international projects involving implementation of ICT infrastructure. The projects must have been completed within the last five years immediately preceding the public procurement. The system administrator's contribution must have been at least 100 hours in each project.	Does not meet the requirements for 5 points.

Evaluation of the cooperation vision (lot 3)

40 points	20 points	0 points
The tenderer has a clear understanding of prospective cooperation with the contracting authority, project partners and other parties concerned, and its possible forms. The tenderer's cooperation vision meets the contracting authority's needs and the nature of the work. Expectations of what the contracting authority and project partners will ensure during the work are justified and realistic. The tenderer has proposed its own form of cooperation that adds value to the contracting authority's expectations. The description covers, for example, the tenderer's project management methodologies, compliance with international standards, company procedures ensuring timely delivery of the work ordered, solutions used to ensure security of supply, ability to operate in different countries, data protection arrangements in the company, involvement of local partners in project implementation, etc. The substantive part of the cooperation vision does not exceed 30 pages. The cooperation vision is accompanied by a general description of the product categories offered and related services. This description may be provided in addition to the 30-page substantive part of the cooperation vision. Specific equipment models and their prices are not required for conclusion of the framework agreement.	The tenderer has an understanding of cooperation with the contracting authority, project partners and other parties concerned. The description contains minor shortcomings, inaccuracies and questionable aspects.	The tender contains numerous (more than 3) significant shortcomings and/or inaccuracies, raising doubts as to the tenderer's ability to cooperate with the contracting authority, project partners and other parties concerned during the work.

Award criteria for lot 4

No.	Criterion	Evaluation methodology	Weighting
1	Hourly rate excluding VAT	For lot 4, the tenderer offering the lowest hourly rate shall receive 5 points. Subsequent tenders shall receive proportionately fewer points, calculated using the formula stated in the RHR. The tenderer is prohibited from submitting misleading or zero-price values. **The contracting authority stipulates that where the hourly rate is below EUR 50/h + VAT, the tenderer shall receive 5 points. Offering an hourly rate below EUR 50/h therefore provides no evaluation advantage.**	5
2	Professional competence of the tenderer's team	The evaluation methodology is described below in this document.	50
3	Cooperation vision	The evaluation methodology is described below in this document.	45
	Total:		**100**

Evaluation of the professional competence of the team (lot 4)

Subcriterion / points	10 points	0 points
Project manager's certificate subcriterion	The project manager holds at least one international project management certificate, such as Prince2, PMP or an equivalent certificate.	Does not meet the requirements for 10 points.
Laptop specialist's certificate subcriterion	The specialist holds a certificate demonstrating competence in configuration or technical support for at least one laptop manufacturer's devices, or an equivalent certificate.	Does not meet the requirements for 10 points.
Laptop specialist's additional competence subcriterion	The specialist has demonstrable competence in all three of the following areas: 1. analysis of equipment technical requirements and assessment of the suitability of models and configurations; 2. BIOS/UEFI and security settings, installation of the operating system or standard image, drivers and firmware; 3. device inventory and labelling, warranty management and deployment documentation.	Does not meet the requirements for 10 points.

Subcriterion / points	10 points	5 points	0 points
Project manager's previous experience in laptop or other end-user device delivery and deployment projects	The project manager has participated as project manager in at least ten projects involving delivery and deployment of laptops or other end-user devices. At least five of these projects must be international. The projects must have been completed within the five years immediately preceding the public procurement. At least five projects must each have had a financial value of at least EUR 50,000 excluding VAT.	The project manager has participated as a project manager in 7-9 projects involving the supply and deployment of laptops or other end-user devices. At least five of these projects must have been international. The projects must have been completed within the five years immediately preceding the launch of the public procurement procedure. At least five projects must each have had a value of at least EUR 50,000 excluding VAT.	Does not meet the requirements for 5 points.
Specialist's previous experience in laptop or other end-user device delivery and deployment projects	The specialist has participated in at least six projects involving delivery and deployment of laptops or other end-user devices. At least two of these projects must be international. The projects must have been completed within the five years immediately preceding the public procurement. At least three projects must each have had a financial value of at least EUR 50,000 excluding VAT.	The specialist has participated in 4-5 projects involving the supply and deployment of laptops or other end-user devices. At least two of these projects must have been international. The projects must have been completed within the five years immediately preceding the launch of the public procurement procedure. At least three projects must each have had a value of at least EUR 50,000 excluding VAT.	Does not meet the requirements for 5 points.

Evaluation of the cooperation vision (lot 4)

45 points	25 points	0 points
The tenderer has a clear understanding of prospective cooperation with the contracting authority, project partners and other parties concerned, and its possible forms. The tenderer's cooperation vision meets the contracting authority's needs and the nature of the work. Expectations of what the contracting authority and project partners will ensure during the work are justified and realistic. The tenderer has proposed its own form of cooperation that adds value to the contracting authority's expectations. The description covers, for example, the tenderer's project management methodologies, compliance with international standards, company procedures ensuring timely delivery of the work ordered, solutions used to ensure security of supply, ability to operate in different countries, data protection arrangements in the company, involvement of local partners in project implementation, etc. The substantive part of the cooperation vision does not exceed 30 pages. The cooperation vision is accompanied by a general description of the product categories offered and related services. This description may be provided in addition to the 30-page substantive part of the cooperation vision. Specific equipment models and their prices are not required for conclusion of the framework agreement.	The tenderer has an understanding of cooperation with the contracting authority, project partners and other parties concerned. The description contains minor shortcomings, inaccuracies and questionable aspects.	The tender contains numerous (more than 3) significant shortcomings and/or inaccuracies, raising doubts as to the tenderer's ability to cooperate with the contracting authority, project partners and other parties concerned during the work.

8. Conclusion of the agreement

CONCLUSION OF THE AGREEMENT

1 Conclusion of the agreement

A framework agreement shall be concluded with at least one and up to ten successful tenderers on the terms specified in the draft agreement.

2 Digital signing

The agreement shall be digitally signed. The tenderer must sign and return the agreement within 5 working days. For foreign tenderers, electronic signing is preferred if digital signing is not possible.

3 Signing on paper

If digital signing of the agreement is not possible, the contracting authority shall send two copies of the agreement signed by the contracting authority to the tenderer that submitted the successful tender. The agreement shall be deemed received upon acceptance of the registered letter. The tenderer must return one signed copy of the agreement to the contracting authority within 10 calendar days of receiving the agreement. The contracting authority may extend the deadline for returning the agreement where necessary.

4 Mini-competitions or orders

The conditions for mini-competitions and orders are set out in the framework agreement.

ATTENTION! If the successful tenderer fails to comply with the signing deadline and does not return the agreement signed by it on time, the contracting authority may consider the tender withdrawn and commence re-evaluation of all remaining tenders. In addition, the contracting authority may claim damages from a tenderer that failed to comply with the signing requirement (PPA § 119). The contracting authority has the same rights if, for reasons attributable to the successful tenderer, that tenderer fails to commence performance of an agreement concluded by acceptance within the period specified by the contracting authority.

9. Communication

Where the tenderer requires additional information

- Clarifications of the contents of the contract notice and procurement documents may be requested by contacting the contracting authority in writing through the Public Procurement Register (communication worksheet).
- The contracting authority shall answer questions within 3 working days of receipt of the request for clarification. Answers shall be added to the Register's communication worksheet.
- It is important to submit a request for clarification so that at least six calendar days remain between its receipt by the contracting authority and the tender submission deadline. If fewer than six calendar days remain, the contracting authority is not obliged to respond to the request for clarification (PPA § 46(2)).

Where the contracting authority requires additional information

- The contracting authority may request additional documents from the tenderer to verify the absence of grounds for exclusion, qualifications or tender compliance.
- The contracting authority shall submit the request through the Register's communication worksheet.
- The contracting authority shall allow at least five working days for submission of documents proving the absence of grounds for exclusion or qualifications. The deadline for submitting explanations shall be set according to the content of the request and the applicable provision of the PPA. The contracting authority may extend the deadline in the cases provided for in the PPA.