



File20151230-00911

**FRAMEWORK AGREEMENT FOR SERVICES RENDERED IN
THE SELECTION OF NATIONAL AND INTERNATIONAL
TECHNICAL PERSONNEL**

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1 OBJECT

The object of this document is to establish a Framework Agreement for the appointment of a maximum of FIVE awardee companies for each of the divisions detailed in this agreement, provided that the three types of Professional Profiles described (A, B and C) are included.

This document establishes the terms and conditions and the service requirements that the companies and institutions selected must meet in order to sign this Framework Agreement. It also includes the procedure for rendering services required, operating conditions, maximum rates and guarantees, all of which will regulate the functioning of this agreement for as long as it is valid.

2 TASK DESCRIPTION AND SCOPE

The providers named in this Framework Agreement should have the necessary resources available to carry out the tasks of selecting qualified technical personnel and providing valid, reliable candidate nominations that respond to the recruitment requirements as determined by the activity Ineco carries out both nationally and internationally.

The provider or providers named in this Framework Agreement should have previous experience in selecting candidates, on both a national and international level, on behalf of companies in the Transport Engineering and Consulting sector and should ensure to work within the deadlines established for each assigned task.

Contracts will be awarded **by division in the following geographical regions:**

- DIVISION 1: The Middle East and Persian Gulf
- DIVISION 2: LATAM (Central and South America)
- DIVISION 3: Europe
- DIVISION 4: Asia-Pacific and Australia
- DIVISION 5: Africa
- DIVISION 6: North America

The bidder may present a candidate for any one or all of the divisions by completing the Excel form, following the specifications detailed in Appendix 1 (Profile Form and Office Location)

Companies should indicate whether or not they have a presence in any of the reference countries (Oman, United Arab Emirates, Panama, Brazil, India, Saudi Arabia, Ecuador, United Kingdom, Peru, Kuwait, Mexico, USA, Israel, Malaysia, Singapore, Costa Rica, Turkey, France and Canada or in any other countries located within the geographical region of the division in question), either through their own office or through contracts with partners in the country where the project is to be carried out, without disrupting the quality of the service. Awardee companies must provide evidence of their competency in carrying out the processes involved in selecting technical personnel, indicating whether they will operate through their own network or through partner agreements. They should also indicate any near-future plans to open an office in a location in which they are not currently based as well as the time-frame in which they expect to do this.

The providers will be responsible for: **selecting technical personnel**, both in Spain and internationally, in order to respond to recruitment requirements as determined by the activity Ineco carries out both nationally and internationally. The selection process should include the following phases, as a minimum:

- **Selection interviews** (in person or electronically, depending on the circumstances). Bidding companies should specify the means they have with which to conduct the interviews (video conferencing, tools to support consecutive interviews, skype, in-house electronic platforms etc.). Selection interviews should be conducted by an accredited consultant, an expert in selecting suitable candidates for the profiles established by Ineco.
- An assessment of the candidates' **competence in the languages** required for the profile, carrying out the necessary tests to verify their level. As a minimum, candidates should be assessed on their level of: Spanish, English.
 - For Division 1: Candidates' level of Arabic should also be assessed.
 - For Division 2: Candidates' level of Portuguese should also be assessed.
 - For Division 3: Candidates' level of French and Portuguese should also be assessed.
 - For Division 5: Candidates' level of French should also be assessed.
- The completion and submission of a "**Candidate Cover Report**" within the deadline and according to the format required (Ineco will provide a standard form) in addition to the **candidate's CV** which should include, as a minimum, the following information in Spanish/ English as required:
 - Candidate's identification number: date and place of birth, nationality, work and residence permits, current/ habitual city and country of residence. Civil status and number of children.
 - Evidence that all legal, contractual and immigration requirements associated with potential employment in the country in question have been met.
 - Completed academic studies (including the name of the institution, the country and the start and completion date) providing the equivalent Spanish qualification (*Ingeniería superior* (higher engineering studies), *ingeniería técnica* (technical engineering), *Licenciatura, grado* (both: undergraduate degree), *Master* (Master's degree)...) as well as any other professional certificates/ qualifications necessary for the role.
 - Accreditation of any skills necessary to practise the profession in the country in question.
 - Level of languages required in the profile, specifying the level according to the European system and providing certificates/ accreditation if available.
 - Complete summary of professional progression, specifying each position the candidate has held, including details such as: Sector/ activity, company, department, country, project, position, start and end dates, main functions and responsibilities. The report should also include the reason for moving on from each stage in the candidate's professional career.
 - Details of the last three positions held, if applicable, stating, in addition to information given in the previous section, details about the company (scope of activity, staff, turnover) responsibility (number of employees/ budget managed), position within the organisational chart of the company and the project and the location of the companies in which the candidate has worked.
 - Main reason for leaving and reasons for interest in the role being offered.
 - Availability/ limitations for travel or relocation (nationally or abroad), specifying preferred destinations.

- Detailed information regarding the candidate's current/ most recent salary as well as salary expectations. Current/ most recent salary and salary expectations should be broken down into: basic salary + bonuses + incentives + social benefits + terms and conditions of any relocation packets + other compensations/ benefits (described in terms of common market practices in the country in question) Details of the tax regulations (gross or net) for each of these components and pay accrued (12/14 payments)
 - Information about the candidate's current working situation (type of contract) and earliest availability for employment with Ineco.
 - Reference checks (only applies to final-stage candidates, selected by Ineco) stating: the company, the referee (position and relation to candidate) and the full reference.
 - If necessary, a criminal record check certificate.
- The completion of a "**Progress Report**" in English and/ or Spanish, as required, showing progress made in searching for and identifying suitable companies and candidates. The frequency with which these reports are required will be determined by the scope and time period for each specific selection profile.

Depending on the role and the number of positions available for each selection, Ineco may request the following additional information/ documentation from the provider/ providers:

- A brief **review of the market labour and remuneration practices** for the geographical location where the position is based.
- An **Ideal Selection Plan** for the project in question, presented in the form of an "Investigation Report", specifying: the optimum market to investigate, the country/ies to investigate, relevant projects from which to recruit, target companies to contact, positions of interest in the local markets.
- **Additional tests** to guarantee the suitability of the candidate for the role: professional competencies, knowledge of general or internal software programmes, or any other information technology tools required for the specific role.

Awardee companies must guarantee that all information provided to INECO is valid, relevant, correct and verifiable. Companies put forward for the Framework Agreement should produce a detailed methodology for the tasks outlined in the agreement, including a detailed breakdown of the different stages of development and prospective milestones, stating the procedures that will be followed to carry out each phase and the tools to be made available for the project.

- **CLASSIFICATION OF THE CANDIDATE PROFILES.**

Ineco has classified the selection profiles in terms of speciality and complexity of the role into the following categories:

- **TYPE A PROFILES - Staff:** Little or no experience required, supporting roles (technical or administrative) or technical roles with cross-company/ corporate responsibilities (finance, administration, human resources etc.). No qualifications or experience, specific to the Transport Engineering and Consulting sector, required. Internships or work experience placements.

- **TYPE B PROFILES - Expert:** Technical candidates with experience in railway, airport or intermodal transport and civil engineering projects. Engineers and/ or professionals in other specialities with less than 10 years of experience in this type of project.
- **TYPE C PROFILES - Key Expert:** Highly specialised and qualified candidates with experience in railway or airport projects and/ or projects related to intermodal transport and civil engineering. Engineers and/ or professionals in other specialities with more than 10 years of experience in the type of project in question.

- **CAPACITY TO MANAGE MULTIPLE TASKS SIMULTANEOUSLY**

The provider or providers named in this Framework Agreement should indicate, as part of their proposal, their maximum capacity to manage multiple processes simultaneously for the different profile types and geographical areas that Ineco have classified.

- **OTHER SERVICES:**

Designated point of contact: Awardee companies should establish a designated contact to manage all assignments from Ineco and to manage Ineco's needs with regard to work awarded to the company. They will also coordinate tasks such as providing Ineco with progress reports on the projects they have been assigned. This contact should also have experience in selecting personnel in the Transport Engineering and Consulting sector and should have a fluent level of Spanish and/or English, as required.

The point of contact at the awardee company should be available to Ineco between 09:00 and 20:00 (Spanish time) for certain projects as dictated by the project's deadline.

IT tools: Awardee companies should state in their proposals the IT tools or platforms available to them for projects, to help them to manage the flow of information and to enable them to carry out tasks quickly and efficiently.

Specialised company databases: Awardee companies should state if they have any databases compiled of potential candidates in any of the reference countries as well as the scope of those databases.

Compliance with Data Protection Laws: Awardee companies should guarantee strict compliance with the laws in the country in question concerning privacy and the disclosure of personal data.

Other services provided: interested companies should state in their proposal if they are able to provide any other services, not previously mentioned in this Framework Agreement at no additional cost.

- **THE PROCESS OF ASSIGNING WORK AMONG AWARDEE COMPANIES**

During the term of this Framework Agreement, Ineco, according to its specific needs and demand, will send a request for quotation for an outstanding assignment to the companies named in the Framework Agreement for each division. The request for quotation, sent as an order, will contain the scope of the service required, the deadline for its completion, the required candidate profile and other terms and conditions relating to the service rendered which should comply with the terms and conditions under which this Framework Agreement has been signed. The awardee companies to which the order is sent must respond within the time stated in the request (minimum of 6 hours, as long as the request was received before 14:00 local time- for countries in a different time zone than Spain).

The proposals should contain specific unit rates for each service requested, based on the specific profiles in question, bearing in mind the maximum rates for each one, the total price for the service and any other conditions which may need to be specified when placing the order if they are not mentioned in this Framework Agreement.

Furthermore, awardee companies are committed to submitting the information within the time specified in the request for quotation, following the format established by Ineco (described in section 2 of this agreement) - that is following the report standards already established. The response should be sent via email (to the recipient that will have been agreed in advance) or via a shared virtual platform, provided by Ineco.

The unit rates offered in this Framework Agreement are the maximum rates that can be offered for any specific order. Ineco will not cover any additional costs for a specific order when these costs are not listed in the table of unit costs offered and awarded.

INECO may state a maximum guide price for the service. The request will be based on this price and companies may propose a reduced price.

Once all proposals have been received, Ineco will conduct a technical and financial evaluation of the proposals, in line with the criteria established in this agreement in order to select a company.

Ineco may exclude any company named in this Framework Agreement for this service if that company fails to submit a proposal for reasons that are within their control.

3 RESOURCES REQUIRED

Awardee companies must provide all material, technical and human resources necessary to complete the project, in accordance with the terms and conditions established here and in compliance with the terms and conditions established in section 2. Awardee companies should declare explicitly whether the entirety of the project will be completed using their own resources or whether any part of the project will be subject to subcontracting or external collaboration.

Awardee companies should have the necessary knowledge and experience to complete any highly specialised tasks requested, according to section 2 of this document and the terms and conditions concerning technical solvency.

3.1 TECHNICAL RESOURCES

Throughout the development of the contract, awardee companies should have the following technical resources at their disposal as a minimum:

- A database of all suitable potential candidates for profiles that meet Ineco's needs, nationally and internationally.
- A series of language tests: Spanish and English; additional languages desirable.
- A series of competency tests and other evaluations tools.
- A network of branches or collaborating companies to provide services internationally.

A virtual platform or an online tool to improve the selection process as well as communication with Ineco would be of additional value.

Awardee companies should be in a position to investigate target markets. They should have up-to-date international databases that incorporate the profiles that Ineco require for the development of their activity, they should be conducting interviews and identifying key skills and they should be writing both progress reports and candidate proposal reports.

3.2 HUMAN RESOURCES

Awardee companies should establish a designated point of contact for Ineco projects, with a high level of English and/or Spanish, with at least 10 years of experience in selecting candidates for the types of profile that Ineco have prepared for their national and international activity. The appointment of the point of contact with their CV and professional references should be included in the company's proposal.

Awardee companies should appoint a trained Selection Team, with a high level of English and/or Spanish, with at least 5 years of experience in selecting candidates for the types of profile that Ineco have prepared for their national and international activity. The appointment of the Selection Team with their CVs and professional references should be included in the company's proposal. Awardee companies should submit the CVs of at least three (3) consultants who meet these requirements.

If required within the scope of a project, awardee companies should indicate whether or not they would be in a position to provide a consultant to be seconded to the Ineco offices to dedicate themselves exclusively to the project for the stipulated time, as required for Ineco projects. The seconded consultant may be required by Ineco when a collaborative project demands the selection of at least 10 candidates at one time and there would be no additional cost.

If, once the project has begun, a consultant needs to be replaced, the replacement consultant should meet all of the same requirements described above and sufficient notice should be given and the CV of the replacement consultant must be provided.

The awardee company must ensure the discretion of the selection team and full confidentiality on all projects.

4 COMMERCIAL TERMS AND CONDITIONS

All general contract terms and conditions listed in Ineco's contracting party profile (www.ineco.com) and on the state contracting platform (www.contrataciondelestado.es) will apply.

Awardee companies must be qualified, according to current legislation, to carry out the tasks listed in this document.

Only completed work will be billed, charged at the price offered. At no time will Ineco be obligated to spend the entirety of the budget or to utilise the entire time period allocated; spending will be limited to the actual needs of the company.

If it becomes necessary to exceed the number of selection processes anticipated due to unforeseen circumstances and therefore to expend the allocated budget line, the contract will automatically be terminated, independently of the original time frame agreed.

Submitting a proposal implies acceptance on the company's part of Ineco's General Contract Terms and Conditions and the Specific Conditions of this agreement, under the order of precedence of the contract documents established in Article 20 of Ineco's General Contract Terms and Conditions.

Awardee companies must maintain exclusivity of the candidates presented and may not present those candidates to any other client until the selection process is complete or until Ineco issues a written communication, releasing the candidates. Selected providers must sign a non-aggression pact with Ineco, agreeing not to include any current active Ineco employees in any of the selection processes.

Awardee companies must maintain absolute confidentiality at all times for any work carried out for Ineco- awardee companies are expressly prohibited from passing Ineco's work to third parties.

In the event that Ineco forms part of a Joint Venture made up of several companies, the agreed terms will be distributed to the other companies and the supplier will be responsible for ensuring that they are met. In that case, Ineco will always take priority over the other companies and Ineco must have expressly authorised it the joint venture.

Billing:

Awardee companies will bill a maximum of 30% of the total fee on approval of the proposed candidate on Ineco's part and on the part of Ineco's client and the remaining amount, a minimum of 70%, when the candidate has been hired.

Ineco will communicate, in writing, candidates' acceptance date and hire date to the awardee company for billing purposes.

The maximum fee for each service contracted by Ineco is calculated as follows:

- a. National and international employment (expatriation or international mobility): a % of gross annual basic salary + variable pay (if applicable).
- b. Local employment: a % of gross annual basic salary + variable pay (if applicable), as agreed with the selected candidate. In the case of local employment in countries other than Spain, the exchange rate used will be the average exchange rate from the previous 12 months (source: Oanda).
- c. In the case of paid Internships, the fee will be calculated from the funding available.

Once the candidate has been contracted by Ineco, the awardee company will offer a 6-month replacement guarantee at no additional cost. This means that if Ineco decides to terminate the candidate's contract within 6 months or if the candidate chooses to cease their employment, the company will repeat the selection process at no additional cost. This replacement process will be repeated as many times as required through termination of the contract on the part of Ineco or the candidate within those 6 months.

On hiring the candidate, Ineco will notify the awardee company of the final salary offered.

Ineco will not cover any costs if the process is cancelled before a candidate has been accepted by Ineco.

In the event of a candidate who has been approved by Ineco or Ineco's Client then not being hired for reasons beyond the control of the awardee company, payment for the service will not exceed 30% of the total fee.

4.1 CLARIFYING DOUBT

Bidding companies may request clarifications or additional information in writing in the form of one (1) closed list that should include:

- Question number.
- Nature of query, duly specified.
- Justification for the question and/ or impact on the prospective proposal.

A request for clarification along with a brief description of the bidding company (maximum of one page) should be sent by email to: ofertas@ineco.com. Ineco's response will also be sent via email.

Requests for clarification sent to the specified inbox will be accepted up to but no less than a week prior to the established deadline for proposal submission. Ineco will not respond to any queries received after this date.

4.2 PENALTIES

In the event of a breach of contractual obligations, Ineco will issue the following penalties:

4.2.1 Failure to complete work included in this contract

A penalty, equivalent to three per cent (3%) of the total service fee, will be issued in the event of a failure to complete any of the tasks described in section two. The person responsible for the agreement will inform the appointed coordinator from the awardee company of the situation so that they may put forward an appeal that they deem to be applicable, within a maximum of two (2) days. On receiving any appeals and in the event that they are dismissed, Ineco will confirm the issuing of the penalty or premature termination of the contract within a maximum of four (4) days. The awardee company will not have the right to claim compensation. All communication between Ineco and awardee companies must be in writing.

If penalties issued for failure to complete work exceed twenty per cent (20%) of the total fee, Ineco may proceed with premature termination of the contract.

4.2.2 Unsatisfactory rendering of services

A penalty of two per cent (2%) of the total service fee will be issued in the event of unsatisfactory rendering of services. The person responsible for the agreement will inform the appointed coordinator from the awardee company of the situation so that they may put forward an appeal that they deem to be valid, within a maximum of two (2) days. On receiving any appeals and in the event that they are dismissed, Ineco will confirm the issuing of the penalty or premature termination of the contract within a maximum of four (4) days. The awardee company will not have the right to claim compensation. All communication between Ineco and awardee companies must be in writing.

If penalties issued for unsatisfactory rendering of services exceed twenty per cent (10%) of the total fee, Ineco may proceed with premature termination of the contract.

4.2.3 Delay in delivery of services

A penalty of ten per cent (10%) of the total service fee will be applied in the event of a delay in the delivery of services for reasons within the control of the awardee company. The person responsible for the agreement will inform the appointed coordinator from the awardee company of the situation so that they may put forward an appeal that they deem to be valid, within a maximum of two (2) days. On receiving any appeals and in the event that they are dismissed, Ineco will confirm the issuing of the penalty or premature termination of the contract within a maximum of four (4) days. The awardee company will not have the right to claim compensation. All communication between Ineco and awardee companies must be in writing.

4.2.4 Penalty Enforcement

The above-mentioned penalties will be brought into effect by means of a deduction in the subsequent invoice issued by the awardee company. The person responsible for the agreement should inform the appointed coordinator from the awardee company that the penalty has been issued so that they may include the deduction in the subsequent invoice. If the deduction is not included, Ineco reserves the right to deduct double the value of the penalty and this will appear on the final invoice issued by the awardee company.

4.2.5 Penalties for communication

Written communication will be sent to the email address provided by the contractor, who will be responsible for maintaining that email account, checking and reading emails sent. In the event that the email addresses changes, the contractor should notify Ineco in writing. If the contractor fails to do this, all communication sent to the email address provided will be considered as written communication to all effects and purposes.

5 DURATION

The contract duration of this Framework Agreement will be TWENTY FOUR (24) MONTHS, unless the budget is depleted before that time, in which case, the contract will be terminated.

Ineco reserves the right to extend this contract by a maximum of an additional TWENTY FOUR (24) MONTHS, under the same or improved conditions for Ineco.

6 MAXIMUM ESTIMATED COST

The maximum estimated cost for services rendered amount to FOUR MILLION FOUR HUNDRED THOUSAND EUROS (€4,400,000.00) over the two years and is divided as follows:

- DIVISION 1: The Middle East and Persian Gulf Cost: €1,200,000
- DIVISION 2: LATAM (Central and South America) Cost: €1,200,000
- DIVISION 3: Europe Cost: €800,000
- DIVISION 4: Asia-Pacific and Australia Cost: €400,000
- DIVISION 5: Africa Cost: €400,000
- DIVISION 6: North America Cost: €400,000

The budget will be spent in accordance with operational needs. At no time will Ineco be obligated to spend the entire maximum budget; spending will be limited to the actual needs of the company.

All costs incurred by the awardee company in meeting contractual obligations covered by this document and the accompanying General Contract Terms and Conditions are considered to be included in the overall service fees.

The contract will be awarded by unit rate as the proposal value will be an estimation of the annual budget.

Payment for services will be based on the unit rates included in the economic proposal template, attached: E.P. 20151230-00911 NAME OF PROVIDER.

Any processes not originally included may be budgeted a posteriori. The total value of these processes must never exceed 10% of the original contracted value.

7 TECHNICAL SOLVENCY

In order to prove sufficient technical solvency to present the proposal, the following requirements must be met:

7.1 REFERENCES

Awardee companies should have evidence of experience in managing selection processes and/or national and international temporary employment in the form of at least **four (4)** references from multinational companies from the construction and/or engineering sector with more than 2000 employees from the last **three (3)** years, sourcing personnel for technical positions in the transport engineering sector or positions related to engineering or construction activity and/or extended projects.

References should be submitted for each of the divisions for which the company is bidding.

Likewise, in order to bid for work that will be carried out in areas or countries that are of strategic significance to Ineco, companies should provide evidence that they have physical offices located in key countries within each of the strategic areas identified or, if not, that they are in a partnership or consortium with local companies based in the areas in question. Evidence must be provided of presence (specify the country, using the information in Appendix I) in:

- DIVISION 1: The Middle East and Persian Gulf In a minimum of one of the countries considered to be of strategic significance to Ineco (see section 2) (Oman, United Arab Emirates, Saudi Arabia, Kuwait or Israel)
- DIVISION 2: LATAM (Central and South America) In a minimum of three of the countries considered to be of strategic significance to Ineco (see section 2) (Panama, Brazil, Ecuador or Peru)
- DIVISION 3: Europe In a minimum of one country (Spain, France, United Kingdom or Turkey)
- DIVISION 4: Asia-Pacific and Australia In a minimum of one of the countries considered to be of strategic significance to Ineco (see section 2) (Malaysia, Singapore, India).
- DIVISION 5: Africa In a minimum of one country.
- DIVISION 6: North America With a presence in Mexico as a minimum.

8 ECONOMIC AND FINANCIAL SOLVENCY

On submitting the proposal, in order to prove economic and financial solvency, the following documentation must be provided and renewed every six months:

- A report from a financial institution with which the bidder has held significant assets or liabilities in the past three fiscal years that includes the following information as a minimum:

- Compliance with repayment plans for credit operations.
- An overall assessment of the company.
- An up-to-date official certificate confirming that tax obligations have been fulfilled.
- An up-to-date official certificate confirming that social security obligations have been fulfilled.

Companies that do not operate under Spanish legislation should provide equivalent documentation for the above requirements.

A sworn affidavit, declaring no record of corruption.

9 EVALUATION CRITERIA

The first phase will be to assess all proposals received based on their economic valuation. Ineco will award a contract to between one (1) and five (5) companies per division, based on the results of the assessment which will be calculated, based on a combination of the two criteria mentioned.

The maximum score allocated will be 100 points.

Once the proposals have been assessed in the first phase, Ineco may require additional information or may ask the top three companies to improve their proposals before moving onto the second phase of evaluation.

The score allocated at this second phase will also be 100% based on economic criteria.

9.1 EXCLUSION CRITERIA

The following causes are grounds for exclusion:

- Failure to appear on Ineco's list of registered providers, or failure to send, with the proposal, a written agreement to register on the list within fifteen (15) calendar days from the date on which a request is made by Ineco for the company to register.
- Failure to fulfil the requirements established in section 2 of this agreement.
- Failure to provide the technical and human resources described in section 3.
- Failure to fulfil the solvency requirements established in sections 7 and 8.

9.2 ECONOMIC ASSESSMENT.

An economic assessment will be made, based on the proposal by each bidder, according to the following formula:

$$Puntuación Económica (PE) = \frac{70 \cdot Baja de la Oferta}{Baja de la Oferta más Económica} + 30$$

Any proposal that falls 10% below the average of the proposals made will be considered disproportionate. In that case, a detailed report will be requested in order to see the justification for the quotation offered.

The proposal will be rejected if it is considered to have been submitted without sufficient forethought, potentially jeopardising the quality of the service.

Proposals deemed to have been submitted without sufficient forethought will not be considered when an economic score is allocated.

10 PROPOSAL CONTENT

10.1 TECHNICAL AND ADMINISTRATIVE PROPOSALS

The content of the proposal should reflect all of the requirements contained in this document.

10.1.1 Technical documentation

In addition, documentation accrediting the fulfilment of the requirements contained in this document must be attached.

A Technical Report for the work to be completed must be submitted, describing the proposed methodology for the development of the selection process clearly and concisely, from the initial request from Ineco through to delivery of the service, in accordance with the material and human resources available.

The provider or providers named in this Framework Agreement should indicate in their proposal the earliest deadlines to which they are able to commit for the rendering of their services (for the aforementioned phases of the process as a minimum), according to the profile classifications described in previous paragraphs.

Furthermore, bidding companies should specify whether or not they are able to offer Ineco temporary recruitment, outsourcing services and innovation projects, in order to select companies to provide for other needs not included in this Framework Agreement. This involves:

- Temporary recruitment of technical personnel abroad in order to respond to recruitment needs generated by the activity that Ineco carries out through international projects, in compliance with the local legislation in those countries in which Ineco develops its work.
- Outsourcing services. The provider or providers should indicate the extent of their capacity to develop and implement outsourcing projects, in compliance with the current legislation in the country in which the subcontracted services are to be carried out while respecting any contractual obligations that Ineco may have with their respective clients with regard to subcontracting.
- Recruiting services in terms of innovation projects. Companies must submit their commitment to participate jointly with INECO in the development of innovation programmes in the field of questions related to the purpose of this tender. The staff proposed for these tasks shall be expert in them. Tenderers who wish to limit the participation must expressly specify so in their technical proposal.

It is essential that the technical proposal be submitted together with the following documents:

- Appendix I: Profile Form and Office Location
- Appendix II: Technical Solvency Form A form should be submitted, showing that all of the minimum requirements have been met.

10.1.2 Administrative Documentation

The following documentation must be submitted:

- Company information: Company name, NIF (Tax Identification Number), scope of activity (copy of statutes and/or amendments), company address.

- Details of the signatory, signing the contract on behalf of the company: Name and surname(s), copy of or reference to the deed authorising the signatory to sign the document, photocopy of NIF (Tax Identification Number)

10.1.3 ECONOMIC PROPOSAL:

The economic proposal should be signed by a legal representative of the bidding company.

The prices given in the economic proposal should be listed with and without VAT.

The only acceptable format for the economic proposal is the template which will be issued after the necessary documentation has been accepted, the Excel file: E.P. 20151230-00911 NAME OF PROVIDER.

Economic proposals submitted in any other format will not be considered.

The economic proposal should be submitted electronically as an Excel file (*.xls) along with a pdf file of the printed version, signed by the provider's representative.

The maximum fee for companies named in this Framework Agreement will be determined by the type of profile selected, in accordance with the profile descriptions in section 2 of this document.

Ineco profile types	Maximum fee
TYPE A PROFILES - Staff and interns	15%
TYPE B PROFILES - Expert	20%
TYPE C PROFILES – Key Expert	25%

Given that information regarding salaries is sensitive and confidential- belonging to Ineco-, in order to enable bidding companies to prepare their economic proposal, companies interested in submitting a proposal must meet the following requirements:

1. The bidding company must have read this document and must consider themselves to be in a position to render the services for which they are bidding, having met all of the general requirements they will be expected to fulfil.
2. The company must have completed and signed the document: "CONFIDENTIALITY AGREEMENT PERTAINING TO THE CONTRACT TENDER OF THE FRAMEWORK AGREEMENT FOR THE RENDERING OF SERVICES FOR THE SELECTION OF NATIONAL AND INTERNATIONAL TECHNICAL PERSONNEL" which is attached to this document (Appendix III) in order to receive information specific to the proposal. Joint ventures (*UTEs- Unión Temporal de Empresas*) should sign on behalf of all of the companies that form part of the joint venture.
3. Documentation to support the signatory's capacity to act as legal representation for the company should be provided along with the previous certification.
4. The submission of a proposal ties the bidding company to all of the stipulations contained in this agreement as well as TO Ineco's General Contract Terms and Conditions.

5. Bidding companies must provide evidence, in the form of a public deed, that the scope of their activity corresponds to the services required in the specific terms of this agreement.

Documentation may be sent in advance to the email address: ofertas@ineco.com with the document number and a declaration of the company's intention to then submit a proposal as it is essential that original versions of all documentation be submitted for the purpose of validating the signatures.

Economic proposals submitted in any other format will not be considered.

11 PROPOSAL SUBMISSION

Bidding companies should submit any documentation regarding any aspect of the awarding criteria that they deem to be necessary.

For more information, necessary for drafting a proposal, the point of contact at Ineco will be

All proposals should be submitted electronically to the following email address: ofertas@ineco.com

The size of the attachment must not exceed 14Mbs.

The name of the file containing the proposal should be E.P. 20151230-00911 NAME OF PROVIDER and the name of the file containing the technical proposal should be T.P. 20151230-00911 NAME OF PROVIDER.

The technical and economic proposals should be submitted as separate files and the technical proposal should not make reference to the economic proposal.

In the event of any of the requirements listed in this section not being met and the proposals being sent to a different email address to the one given above, the bidding company may be excluded from this bid.