**Guidelines for the qualification system for assessors in Banedanmark.**

Qualification system for railway services for notified bodies (NoBo) and independent safety assessors (ISA).

Please note that acceptance to the qualification system can lead to the applicant being invited to tender for projects. However, the applicant is not guaranteed such invitations.

The duration of the qualification system is indefinite and expires when Banedanmark allows it to cease.

Beside the European Single Procurement Document (hereinafter the ESPD), the application should be filed in one electronic version via mail to kvalifikationsordning@bane.dk

By filling out Annex 1 the applicant declares within which categories they are applying admission for.

The choice of tender procedure will usually be either restricted or negotiated procedure. Choice of procedure will be indicated in the tender invitation for the specific task.

Besides the application, a request for admission at the qualification system for notified bodies and independent safety assessors consist of the ESPD and any declarations of support.The applicant has to fill in part II-VI in the ESPD. Suppliers are recommended to carefully read the guidance “Det elektroniske ESPD – Sådan virker det” by Konkurrence- og Forbrugerstyrelsen.

According to article 59(4) of the directive 2014/24/EU on public procurement, the contracting entity may ask the applicants at any time during the procedure to submit all or part of the documentation if it is necessary to ensure the proper conduct of the procedure.

The ESPD exists as a xml-file. The file will only work with the European Comission’s electronic ESPD service. The file can only be opened from this service. Only codes will appear if the applicant tries to open the file by clicking at it. Therefore, the file has to be downloaded at a computer and the applicant will be able to open the file at the following link: <https://ec.europa.eu/tools/espd>

To open the file at the ESPD service, the applicant has to choose “I am an economic operator” and then “import ESPD”. The applicant can now upload the file downloaded on the computer.

**Besides the ESPD, applicants who apply for admission to the qualification system are asked to submit a complete information/documentation for the following:**

1. The company must be notified as a NoBo according to the Technical Specifications for Interoperability

(TSI) concerned.

2. The ISA will need an approval from the National Safety Authority (NSA) for each specific task, which might be awarded to the ISA, where the ISA shall demonstrate that it fulfil the requirements described in Commission Implementing Regulation (EU) No. 402/2013 on the common safety method for risk evaluation and assessment and repealing Regulation (EC) No. 352/2009, annex II – amended at the Commission Regulation (EU) No. 2015/1136.

3. Experience with similar tasks as ISA and NoBo.

4. A statement of the applicant’s key economic figures. A form for this statement can be found in the guidance for application on Banedanmark’s website: [link to website](http://www.bane.dk/visArtikelBred.asp?artikelID=830). Banedanmark reserves the right to later require the applicant's latest audited accounts incl. income statement and balance.

5. A short description of the firm/company and the organisation of the applicant (including a description of the ownership structure)

6. If the applicant relies on the capacities of other legal entities (e.g. a parent company or consortium), the applicant must submit the documentation mentioned in 1-5 (5=economic figures) from all the involved parties. Each company in a consortium has to fill out an ESPD.

**Comments:**

Re. 1) The applicant shall submit documentation for its notifications.

Re. 2) The applicant shall demonstrate that it can fulfil the requirements described in the Regulation, annex II.

The applicant has to submit the accreditation if the applicant is accredited. The applicant needs an approval for each specific task if the applicant is not accredited.

The applicant has to state which tasks it is able to execute.

Re. 3) The applicant has to give information about the most considerable tasks in the last three years. The applicant is free to choose between giving the references in the ESPD or as a list enclosed in the application.

Re. 4) The information must be confirmed by the applicant, with signature and stamp. The applicant has to inform of turnover, return non assets, return non equity, operating margin, asset turnover, and equity ratio. The key figures can be given in either the ESPD or the form below. Information about the calculation of the key figures is written below the form.

**Key figures**

**Amount in DDK 20xx 20xx 20xx**

**Result**

Turnover xx xx xx

**Key figures** **20xx 20xx 20xx**

**Profitability**

Return non equity xx % xx % xx %

Return non assets xx % xx % xx %

Operating Margin xx % xx % xx %

Asset turnover xx % xx % xx %

**Solvency**

Equity ratio xx % xx % xx %

**Calculation of key figures**

Return non equity$\frac{profit after tax x 100}{Average equity}$

Return on assets$\frac{profit from operations x 100}{total assets}$

Operating Margin$\frac{operation profit x 100}{turnover}$

Asset turnover $\frac{turnover}{total assets}$

Equity ratio $\frac{equity at year end x 100}{total assets}$

 date

 Signature and stamp from the applicant

**Annex 1**

|  |  |
| --- | --- |
| **Assessor** | **State for which the company can act as a NoBo and an ISA respectively** |
| Independent Safety Assessor (ISA) |  |
| Notified Body (NoBo) |  |