

## APPLICATION FOR EU/EDF-FUNDED SERVICE CONTRACT

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**Contract notice:** < Publication reference >

< Contract title >

< Lot number & lot title, if applicable >

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**Please supply one signed** application (for each lot, if the tender procedure is divided into lots), together with **three copies**. For economical and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible. Your application must include a signed declaration using the annexed format from each legal entity making the application. **All data included in this application must concern only the legal entity or entities making the application.**

Any additional documentation (brochures, letters etc.) sent with your application will not be taken into consideration. Applications submitted by a **consortium** (i.e. either a permanent, legally-established grouping or a grouping set up informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If they do, they must prove to the contracting authority that they have the resources needed to perform the contract, for example by producing a commitment from those entities to place resources at their disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and nationality as the economic operator, as well as the relevant selection criteria. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the works or services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies, become jointly and severally liable for the performance of the contract.

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### 1 SUBMITTED by (i.e. the identity of the Candidate)

|                     | Name(s) of legal entity or entities making this application | Nationality <sup>1</sup> |
|---------------------|-------------------------------------------------------------|--------------------------|
| Leader <sup>2</sup> |                                                             |                          |
| Member              |                                                             |                          |
| Etc ...             |                                                             |                          |

## 2 CONTACT PERSON (for this application)

|                     |  |
|---------------------|--|
| <b>Name</b>         |  |
| <b>Organisation</b> |  |
| <b>Address</b>      |  |
| <b>Telephone</b>    |  |
| <b>Fax</b>          |  |
| <b>e-mail</b>       |  |

## 3 ECONOMIC AND FINANCIAL CAPACITY<sup>3</sup>

Please complete the following table of financial data<sup>4</sup> based on your annual accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with \*\*. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided. If the Candidate is a public body, please provide equivalent information.

| Financial data<br>Data requested in this table must be consistent with the selection criteria set in the contract notice | 2 years before last year <sup>5</sup><br><specify><br>EUR | Year before last year <sup>5</sup><br><specify><br>EUR | Last year <sup>5</sup><br><specify><br>EUR | Average <sup>6</sup><br>EUR | [Past-year<br>EUR]** | [Current<br>year<br>EUR]** |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|--------------------------------------------------------|--------------------------------------------|-----------------------------|----------------------|----------------------------|
| Annual turnover <sup>7</sup> ,<br>excluding this contract                                                                |                                                           |                                                        |                                            |                             |                      |                            |
| Current Assets <sup>8</sup>                                                                                              |                                                           |                                                        |                                            |                             |                      |                            |
| Current Liabilities <sup>9</sup>                                                                                         |                                                           |                                                        |                                            |                             |                      |                            |
| [Current ratio (current assets/current liabilities)]                                                                     | Not applicable                                            | Not applicable                                         |                                            | Not applicable              | Not applicable       | Not applicable]            |

## 4 STAFF

Please provide the following statistics on staff for the current year and the two previous years.<sup>10</sup>

| Annual Manpower                                    | Year before past year |                               | Past year |                               | Current year |                               | Period average |                               |
|----------------------------------------------------|-----------------------|-------------------------------|-----------|-------------------------------|--------------|-------------------------------|----------------|-------------------------------|
|                                                    | Overall               | Relevant fields <sup>11</sup> | Overall   | Relevant fields <sup>11</sup> | Overall      | Relevant fields <sup>11</sup> | Overall        | Relevant fields <sup>11</sup> |
| Permanent staff <sup>12</sup>                      |                       |                               |           |                               |              |                               |                |                               |
| Other staff <sup>13</sup>                          |                       |                               |           |                               |              |                               |                |                               |
| Total                                              |                       |                               |           |                               |              |                               |                |                               |
| Permanent staff as a proportion of total staff (%) | %                     | %                             | %         | %                             | %            | %                             | %              | %                             |

## 5 AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this application. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

|                           | Leader | Member 2 | Member 3 | Etc ... |
|---------------------------|--------|----------|----------|---------|
| Relevant specialisation 1 |        |          |          |         |
| Relevant specialisation 2 |        |          |          |         |
| Etc ... <sup>11</sup>     |        |          |          |         |

## 6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past **[5][3 for economic sectors with rapid evolution]** years<sup>12</sup> by the legal entity or entities making this application. The number of references to be provided must not exceed 15 for the entire application. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period (although started earlier) will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

| Ref no (maximum 15)             | Project title |                                            |                                                          |                      |                |                                                   |                                 |                                    |
|---------------------------------|---------------|--------------------------------------------|----------------------------------------------------------|----------------------|----------------|---------------------------------------------------|---------------------------------|------------------------------------|
| Name of legal entity            | Country       | Overall contract value (EUR) <sup>13</sup> | Proportion carried out by legal entity (%) <sup>19</sup> | No of staff provided | Name of client | Origin of funding                                 | Dates (start/end) <sup>14</sup> | Name of consortium members, if any |
| ...                             | ...           | ...                                        | ...                                                      | ...                  | ...            | ...                                               | ...                             | ...                                |
| Detailed description of project |               |                                            |                                                          |                      |                | Type and scope of services provided <sup>15</sup> |                                 |                                    |
| ...                             |               |                                            |                                                          |                      |                | ...                                               |                                 |                                    |

## 7 DECLARATIONS

As part of their application, each legal entity identified under point 1 of this application, including every consortium member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

Moreover, each legal entity identified under point 1 of this application, including every consortium member, and capacity-providing entities (if any) must submit a signed declaration of honour on exclusion and selection criteria (form A14 available at the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A> ).

## 8 STATEMENT

I, the undersigned, the authorised signatory of the above Candidate (for a consortium, this includes all consortium members), hereby declare that we have examined the contract notice for the restricted tender procedure referred to above. If our application is short-listed, we fully intend to submit a tender to provide the services requested in the tender dossier.

We understand that our tender may be excluded if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless the Contracting Authority has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the Contracting Authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the Candidate

|                  |  |
|------------------|--|
| <b>Name</b>      |  |
| <b>Signature</b> |  |
| <b>Date</b>      |  |

**FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7  
OF THE APPLICATION FORM  
To be submitted on the headed notepaper of the legal entity concerned**

<Date>

<Name and address of the Contracting Authority — see points 5 & 25 of the contract notice >

**Your ref:** < **Publication reference** >

Dear Sir/Madam

In response to your contract notice < **Publication reference** >, we, < **Name(s) of legal entity or entities** >, confirm that we intend to submit a tender for the contract for [Lot number <number> of]\* the above if we are invited to do so.

We hereby declare that we:

- are making this application [on an individual basis]\* [as member of the consortium led by [< name of the leader>] [ourselves]]\* for this contract. We confirm that we are not involved in any other application for the same contract, in any form (as a member, leader, in a consortium or as an individual candidate);
- agree to abide by the ethics clauses in Section 2.4.14. of the Practical Guide, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other candidates or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this application according to Section 2.3.6. of the Practical Guide;
- [have attached a current list of the enterprises in the same group or network as ourselves ] [ are not part of a group or network ]\* and have only included data in the application form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]\*;
- will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.3.3.1. of the Practical Guide or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties representing 2 % to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the conditions set in Section 2.3.4. of the Practical Guide;
- are aware that, for the purposes of safeguarding the EU's financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We also undertake, if required, to provide evidence of our financial and economic standing and our technical and professional capacity according to the selection criteria for this call for tender specified in the contract notice, point 21. The list of documents required is given in Section 2.4.11. of the Practical Guide.

**DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA**

**Insert form A14.**

**\* Delete as applicable**

**If this declaration is completed by a consortium member:**

The following table contains our financial data as included in the consortium's application form. These data are based on our annual audited accounts and our latest projections. Estimated figures (i.e., those not included in annual audited accounts) are given in the columns marked with \*\*. Figures in all columns are calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any clarification or explanation which is judged necessary may also be provided.

| <b>Financial data</b><br>Data requested in this table must be consistent with the selection criteria set in the contract notice | <b>2 years before last<sup>5</sup></b><br><specify><br>EUR | <b>Year before last year<sup>5</sup></b><br><specify><br>EUR | <b>Last year<sup>5</sup></b><br><specify><br>EUR | <b>Average<sup>6</sup></b><br>EUR | <b>[Past year EUR]**</b> | <b>[Current year EUR]**</b> |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|--------------------------------------------------------------|--------------------------------------------------|-----------------------------------|--------------------------|-----------------------------|
| Annual turnover <sup>7</sup> , excluding this contract                                                                          |                                                            |                                                              |                                                  |                                   |                          |                             |
| Current Assets <sup>8</sup>                                                                                                     |                                                            |                                                              |                                                  |                                   |                          |                             |
| Current Liabilities <sup>9</sup>                                                                                                |                                                            |                                                              |                                                  |                                   |                          |                             |
| [Current ratio (current assets/current liabilities)]                                                                            | Not applicable                                             | Not applicable                                               |                                                  | Not applicable                    | Not applicable           | Not applicable              |

The following table contains statistics on our staff, as included in the consortium's application form:

| <b>Average manpower</b>       | <b>Year before past year</b> |                                     | <b>Past year</b> |                                     | <b>Current year</b> |                                     | <b>Period average</b> |                                     |
|-------------------------------|------------------------------|-------------------------------------|------------------|-------------------------------------|---------------------|-------------------------------------|-----------------------|-------------------------------------|
|                               | <b>Overall</b>               | <b>Relevant fields<sup>11</sup></b> | <b>Overall</b>   | <b>Relevant fields<sup>11</sup></b> | <b>Overall</b>      | <b>Relevant fields<sup>11</sup></b> | <b>Overall</b>        | <b>Relevant fields<sup>11</sup></b> |
| Permanent staff <sup>12</sup> |                              |                                     |                  |                                     |                     |                                     |                       |                                     |
| Other staff <sup>13</sup>     |                              |                                     |                  |                                     |                     |                                     |                       |                                     |

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

<sup>1</sup> Country in which the legal entity is registered.

<sup>2</sup> Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this application form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of applications indicated in the Contract notice and the award of the contract is not permitted without the prior written consent of the Contracting Authority.

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- <sup>3</sup> Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.
- <sup>4</sup> If this application is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form. Consolidated data are not requested for financial ratios.
- <sup>5</sup> Last year = last accounting year for which the entity's accounts have been closed.
- <sup>6</sup> Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.
- <sup>7</sup> The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.
- <sup>8</sup> A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.
- <sup>9</sup> A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.
- <sup>10</sup> If this application is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form.
- <sup>11</sup> Manpower in fields related to this contract, corresponding to the specialisations identified in point 5.
- <sup>12</sup> Staff directly employed by the candidate on a permanent basis (i.e. under indefinite contracts).
- <sup>13</sup> Other staff not directly employed by the candidate on a permanent basis (i.e. under fixed-term contracts).
- <sup>11</sup> Add / delete additional lines and/or rows as appropriate. If this application is submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).
- <sup>12</sup> For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.
- <sup>13</sup> The effect of inflation will not be taken into account.
- <sup>14</sup> If the reference contract is only partially completed, please quote the percentage and value which has been completed.
- <sup>15</sup> When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.
- <sup>19</sup> Only the proportion carried out by the legal entity may be used as reference.

\* \* \*