

**APPLICATION FOR  
SERVICE CONTRACT**

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**Contract notice:** < Publication reference >

**<Contract title>**

**<Lot number & lot title, if applicable>**

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**One** application **signed in original** must be supplied (one for each lot, if the tender procedure is divided into lots), together with **three copies**. For economic 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.

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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 <Country in which the legal entity is registered>
Leader*		
Member		
Etc.		

\* Add / delete additional lines for consortium members as appropriate. **Note** that a sub-contractor or an entity providing an undertaking are not considered to be a consortium member for the purposes of this application form. Subsequently, the data of the subcontractor or the supporting entity must not appear in the data related to the economic, financial and professional capacity (for a supporting entity, a separate undertaking must be provided). If this application is being 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. Infringement of this rule will lead to the exclusion of the tenderer from this tender procedure.**

## 2 CONTACT PERSON (for this application)

Name	
Organisation	
Full physical Address	
Telephone	
e-mail	

## 3 ECONOMIC AND FINANCIAL CAPACITY

Please see item 21 – *Selection criteria*, point 1) *Economic and financial capacity of the candidate*, of the Contract Notice. Data requested in the table must be consistent with the selection criteria set in the contract notice. **Note** that the data included in the table will have to be proven by means of documentary evidence by the tenderer that will be awarded the contract.

Please complete the following table of financial data 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, clearly identifying estimated figures in italics. 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.

If this application is being 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.

Financial data	Year n-2 <specify>	Year n-1 <specify>	Year n* <specify>	Year n+1 <specify>
	EUR	EUR	EUR	EUR
Annual turnover**, excluding this contract				
Current Assets***				
Current Liabilities****				
[Current ratio (current assets/current liabilities)]	Not applicable	Not applicable	Not applicable	Not applicable]

**Year n** = last year for which accounts have been closed for the tenderer (in case of a consortium, this will be the last year for which accounts have been closed for all members).

\*\*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.

\*\*\*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.

\*\*\*\*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.

#### 4 STAFF

Please provide the following statistics on staff for the current year and the two previous years. If this application is submitted by a consortium, the data in the table below 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.

Annual Manpower	2 Years before last year		Year before last year		Last year		Current year	
	Overall	Total for the relevant fields <sup>†</sup>	Overall	Total for the relevant fields*	Overall	Total for the relevant fields *	Overall	Total for the relevant fields*
Permanent staff**								
Other staff**								
Total								
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%	%	%

\* Manpower in fields related to this contract, corresponding to the specialisations identified in point 5.

\*\*Staff directly employed by the candidate on a permanent basis.

\*\*\*Other staff not directly employed by the candidate on a permanent basis.

## 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.*				

\*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).

## 6 EXPERIENCE

Please fill in the table below to summarise the main projects/assignments related to this contract carried out over the implementation period mentioned in the service contract notice, section 21, by the legal entity or entities making this application. For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered. **While filling the table, please take due care of the instructions provided in this chapter including the ones listed under the table.** The number of references to be provided must not exceed 15 for the entire application. The projects referenced must have been completed within the reference period (although started earlier). The tenderer may refer to a part of a project / service contract which is not yet completed, but only in so far as that part is successfully completed and its date of completion, its value, and tenderer's % contribution may be clearly identified and proven through adequate documentary evidence (such as certificates from the beneficiary). Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, their respective percentages shall be added together, in order for the application to be assessed on the basis of the consortium as a whole.

Ref no (maximum 15)	Project title *		«...»					
	Country/ies where the project was carried out	Overall project value (EUR)***	Proportion carried out by legal entity (%)****	No of staff provided*****	Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
...	...	...	...	...	...	...	mm/yyyy to mm/yyyy...	...
Detailed description of project						Type and scope of services provided		
<p>...&lt;please include a synthetic, but sufficiently detailed description of the assignment (objectives, scope, results). In case the project/assignment / consultancy services have been provided in relation to an investment, please also indicate the value, objectives and scope of that investment&gt;</p>						<p>...&lt;please include a description of the type and scope of services provided by the legal entity within the framework of the project. Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, please indicate here the types of services provided by each of the members&gt;</p>		

\*A project/assignment, for the purposes of this Application Form, refers to **consultancy services** (e.g. services contracts). However, if the consultancy services have been provided within the framework of an investment and no separate contract / agreement has been signed for these services, such references will only be used if the value and scope of the services provided can be clearly identified and supported by adequate documentary evidence. If this is the case, a mention in this regard should be included in the table under the "Detailed description of the project".

\*\*Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, please indicate here the names of the respective members. If applicable, please differentiate who is financing the investment and who is financing the Technical Assistance.

\*\*\***Value of the consultancy services provided.** This represents the final, certified value of these services (after the final payment has been made). Please do not put the overall investment costs, but only the value of the consultancy services. If the reference contract is only partially completed, please quote the percentage and value which has been completed. If the contract has been concluded in a currency other than EUR and no EUR equivalent is provided in the contract documents, the value of the project shall be indicated in the respective currency and converted into EUR at the InforEuro exchange rate of the month when the final payment has been made. If this is the case, the tenderer will indicate, in an endnote to the table corresponding to such a reference, the exchange rate used and its value month. InforEuro monthly rates are available at the following website: <http://ec.europa.eu/budget/inforeuro/index.cfm?Language=en> . The effect of inflation will not be taken into account

\*\*\*Only the proportion carried out by the legal entity may be used as reference

\*\*\*\*Please indicate the total number of staff/experts provided for the implementation of the project. Where the projects referenced have been implemented by consortia comprising two or more of the members now associated as a consortium for this tender procedure, include the total number of staff provided by all these members together.

## 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, must submit a signed declaration of honour on exclusion and selection criteria (see attached).*

## 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.

*[To be included only in case the application is submitted by a consortium]* We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure. 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.

Signed on behalf of the Candidate

**Name**

**Signature**

**Date**

## Declaration of honour on exclusion criteria and selection criteria and on absence of conflict of interest

The undersigned [*insert name of the signatory of this form*], representing:

the following legal person:
Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number:  (‘the person’)

### I – SITUATION OF EXCLUSION CONCERNING THE PERSON

	YES	NO
(1) declares that the above-mentioned person is in one of the following situations:		
(a) it is bankrupt, subject to insolvency or winding up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the law of the country in which it is established, with those of the country in which the contracting authority is located or those of the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty of the following:		
(i) fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of EU Member States, drawn up by the Council Act of 26 May 1997, and in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the legal provisions of the country where the contracting authority is located, the country in which the person is established or the country of the performance of the contract;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>



(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by an Authorising Officer, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
(g) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: <ul style="list-style-type: none"> <li>i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;</li> <li>ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;</li> <li>iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations;</li> <li>iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or</li> <li>v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body.</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>

**II – SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON**

**Not applicable to natural persons, Member States and local authorities**

(2) declares that a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON**

(3) declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(4) declares that the above-mentioned person:	YES	NO
(h) has distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure.	<input type="checkbox"/>	<input type="checkbox"/>

#### V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (d) of this declaration.

#### VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on the persons that are members of the administrative, management or supervisory body. It must also provide the following evidence concerning the person itself and concerning the natural or legal persons which assume unlimited liability for the debt of the person:

For situations described in (a), (c), (d) or (f), production of a recent extract from the judicial record is required or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.

For the situation described in point (a) or (b), production of recent certificates issued by the competent authorities of the State concerned are required. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country concerned, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

#### VII – DECLARATION OF ABSENCE OF CONFLICT OF INTEREST

	YES	NO
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Is the economic operator aware of any <b>conflict of interest</b> * due to its participation in the procurement procedure? <b>If yes</b> , please provide details:	<input type="checkbox"/>	<input type="checkbox"/>
Has the economic operator or an undertaking related to it <b>advised</b> the contracting authority or contracting entity or otherwise been <b>involved in the preparation</b> of the procurement procedure? <b>If yes</b> , please provide details:	<input type="checkbox"/>	<input type="checkbox"/>

\*A conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest

#### VIII – SELECTION CRITERIA

(5) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender specifications:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section <i>[insert]</i> of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section <i>[insert]</i> of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section <i>[insert]</i> of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(6) if the above-mentioned person is the <b>sole tenderer</b> or the <b>leader in case of joint tender</b> , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### IX – EVIDENCE FOR SELECTION

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name

Date

Signature

