

ANNEX 1**IDENTIFICATION OF THE TENDERER**

(Each service provider , including subcontractor(s) or any member of a consortium or grouping, must complete and sign this identification form)

Call for tender SG/2006 – 02/PO

Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ¹	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	

¹ For natural persons

Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation² I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

² This person must be included in the list of legal representatives otherwise the signature on the tender will be invalidated

ANNEX 2

FINANCIAL IDENTIFICATION

To be completed by the tenderer and his or her financial institution

The bank identification form must be filled in and signed by an authorised representative of the tenderer and his/her banker. The tenderer's attention is drawn to the fact that this document is a model and that a specific form for each Member State is available at:

http://ec.europa.eu/budget/execution/ftiers_en.htm

In the case of a grouping, this form must only be provided by the person heading the project.

FINANCIAL IDENTIFICATION

PRIVACY STATEMENT http://europa.eu.int/comm/budget/execution/fiers_fr.htm

ACCOUNT HOLDER	
NAME	<input style="width: 80%;" type="text"/>
ADDRESS	<input style="width: 80%;" type="text"/>
TOWN/CITY	<input style="width: 60%;" type="text"/> POSTCODE <input style="width: 20%;" type="text"/>
COUNTRY	<input style="width: 20%;" type="text"/> VAT NUMBER <input style="width: 60%;" type="text"/>
CONTACT PERSON	<input style="width: 80%;" type="text"/>
TELEPHONE	<input style="width: 40%;" type="text"/> FAX <input style="width: 40%;" type="text"/>
E - MAIL	<input style="width: 80%;" type="text"/>

BANK	
BANK NAME	<input style="width: 80%;" type="text"/>
BRANCH ADDRESS	<input style="width: 80%;" type="text"/>
TOWN/CITY	<input style="width: 60%;" type="text"/> POSTCODE <input style="width: 20%;" type="text"/>
COUNTRY	<input style="width: 80%;" type="text"/>
ACCOUNT NUMBER	<input style="width: 80%;" type="text"/>
IBAN	<input style="width: 80%;" type="text"/>

REMARKS :

<p><u>BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE</u> (Both Obligatory)(1)</p>

<p><u>DATE + SIGNATURE ACCOUNT HOLDER :</u> (Obligatory)</p>

(1) The bank stamp and signature of its representative are not required if this form is accompanied by a copy of a bank statement. The signature of the account holder is obligatory in all cases.

ANNEX 3

LEGAL ENTITY FORM

To be completed by the tenderer

The legal entity form must be filled in and should be accompanied by the supporting documents as indicated in the form.

There are separate forms for individuals, private entities and public entities. Specific forms for each Member State are available at:

http://ec.europa.eu/budget/execution/legal_entities_en.htm

Please note that only original documents or certified copies, which must be less than six months old, will be accepted.

In the case of a grouping, this form must only be provided by the person heading the project.

ANNEX 4**EXCLUSION CRITERIA FORM**

The undersigned:

Name of the company/organisation:

Legal address:

Registration number:

VAT number:

Name of the signatory of this form (representative legally authorised to represent the tenderer vis-à-vis third parties and acting on behalf of the aforementioned company or organisation):

declares on his or her honour that the company or organisation that he or she represents:

- a) is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, and is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) has not been convicted of an offence concerning professional conduct by a judgment which has the force of res judicata;
- c) has not been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- d) has fulfilled its obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which it is established, or with those of the country of the contracting authority or those of the country where the contract is to be carried out;
- e) has not been the subject of a judgement which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) has not been declared, following another procurement procedure or grant award procedure financed by the Community budget, to be in serious breach of contract for failure to comply with its contractual obligations.

The Commission shall accept as satisfactory evidence that the tenderer:

- is not in one of the situations described in a), b) or e) above, production of a recent extract from the judicial record or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied;
- is not in the situation described in d) above, a recent certificate issued by the competent authority of the Member State concerned.

Where no such document or certificate is issued by the country concerned, it may be replaced by a declaration under oath or, failing that, a solemn statement made by the tenderer before a judicial or administrative authority, a notary or a qualified professional body in his or her country of origin or provenance.

Depending on the national legislation of the country in which the tenderer is established, the documents referred to above shall relate to legal persons and/or natural persons including, where considered necessary by the Commission, company directors or any person with powers of representation, decision making or control in relation to the tenderer.

The Commission reserves the right to check the information provided. By returning this form, duly signed, tenderers undertake to send to the Commission, within seven calendar days following the receipt of the Commission's request, any additional document the Commission considers necessary to perform its checks.

In addition, the undersigned declares on his or her honour:

- g) that on the date of submission of the tender, the company or organisation he or she represents and the staff proposed for this tender:
- *do not have any conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinities, family or emotional ties, or any other relevant connection or shared interest;*
 - *will inform the contracting department, without delay, of any situation constituting a conflict of interest or which could give rise to a conflict of interest;*
 - *have not made and will not make any offer of any type whatsoever from which an advantage can be derived under the contract;*
 - *have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept, any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the award of the contract.*
- h) that the information provided to the Commission within the context of this invitation to tender is accurate, sincere and complete.

By signing this form, the undersigned acknowledges that he or she has been acquainted with the administrative and financial penalties specified in Article 96 of the Financial Regulation (OJ L 248, page 1, of 16 September 2002) and Article 133 of the Regulation laying down the rules for the implementation of the Financial Regulation (OJ L 357, page 1, of 31 December 2002), which may be applied if one of the situations described in points a) to h) above arises.

Full name

Date

Signature

ANNEX 6

EUROPEAN CURRICULUM VITAE FORMAT

Download form at:
[EUROPass website](#)

FINANCIAL PROPOSAL¹

(all amounts must be expressed in EUROS)

TOTAL PRICE				
Human resources	Other costs	Subtotal part a)	Subtotal part b)	TOTAL

Comments:

Part a) The amount in payment of the tasks executed as stated in article I.3.1 of the contract

- For each category of staff involved in the project, the tenderer must specify:
 - the total labour costs;
 - the daily rates and total number of days each member of staff will contribute to the project;

Human Resources ²			
Person / role*	Daily rate (unit price)	Total number of days	Sub-total
TOTAL			

* Category of staff concerned, e.g. director, consultant, expert, secretary...

Comments:

- Tenderers should specify other categories of costs, except for the costs specified under part b) below, indicating the nature of the cost, the total amount, the unit price and the quantity.

Estimate of other costs ²			
Nature of the cost	Unit price	Quantity	Sub-total
TOTAL			

Comments:

Part b) The amount corresponding to the reimbursable expenses.

¹ See section III.2.3 of the tendering specifications. .

² Please add rows as required

This concerns the travel and subsistence expenses incurred by the contractor which are directly connected to the execution of the tasks under the contract. These expenses will be reimbursed in accordance with the rules set out in Article II.7 of the draft service contract (annex 5). The daily rates applicable to subsistence expenses are set out in Article I.3.2 of the draft service contract.

In accordance with section I.3.1 of the specifications, the contractor is expected to attend 5 meetings in Brussels on Commission premises. Up to two people will be participating for the contractor. The contractor is furthermore expected to present MoReq2 to a DLM Forum members meeting in Berlin in the period April-June 2007 and in Slovenia during the first semester of 2008.

Reimbursable travel and subsistence expenses (in euro) ³								
Destination	Category of staff*	Nr. of persons	Nr..of trips**	means of transport	Total duration	Travel costs	Subsistence expenses	Total EURO
TOTAL								

* e.g. director, consultant, expert, secretary...

** on the basis of return journeys

Comments:

³ Please add rows as required