Circulation restricted *to the contracting authority and to the author of the document to protect the individual and to protect privacy, commercial and industrial secrecy*

SERVICE TENDER SUBMISSION FORM

EU/EDF-FUNDED SERVICE CONTRACT

Ref: < as per letter of invitation to tender>

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

[How to complete this tender submission form

When submitting the **tender submission form**, include the following documents:

- the signed statements of exclusivity and availability from all key experts proposed (if applicable)

- a completed identification form for the leader and all members of the consortium (only for those cases where the PIC number is not required, see section 19 annex a5f)
- the tenderer's declarations.

Tenders submitted by **consortia** (i.e. either a permanent, legally-established grouping or a grouping constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members. In case of consortia, the tenderer's declaration should be submitted by the leader and by all members of the consortium.

Paper submission: In case the instructions to tenderers (see section 8) state that the tender should be submitted by post or courier or hand delivered: the attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. **The only exception is the Declaration on Honour on exclusion and selection criteria for which signed originals shall be submitted.** For economic and ecological reasons, it is recommended that paper files are used and that plastic folders or dividers are avoided. It is also recommended to use double-sided printing as much as possible.

Electronic submission: In case the instructions to tenderers (see section 8) state that the tender should be submitted via **eSubmission**: declarations and statements shall be signed, scanned and uploaded in eSubmission.

See further instructions below.

Originals documents that have not been submitted must be kept by the tenderer. If requested, these originals documents must be dispatched to the contracting authority.

Delete this section highlighted in yellow after having completed all instructions.]

Capacity-providing entities

An economic operator (i.e. tenderer) 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 the economic

operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing with the tender documents,

a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **For the purpose of the present tender, the data for this third entity for the relevant selection criterion has to be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

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 tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract.

1 SUBMITTED by (i.e. the identity of the tenderer and bank account details)

	Name(s) of legal entity or entities submitting this tender	**Official address, postcode, P.O box, city, country**	**Legal form**	**VAT number and/or Registration number (if applicable)**	**Place of main registration [1] (city and country) and date of registration**	**PIC number [1]**
Leader[2]						
Member						
Etc.						

	Account name and account holder name	**IBAN/Account number**	**Currency**	**BIC/Swift code**	**Bank name and branch code**	**Address of bank, P.O box, city, country**
Leader[3]						

[1] In case the tenderer is an individual, mention the nationality of the individual.

2 CONTACT PERSON (for this tender)

Name	
Organisation	
Address	
Telephone	
e-mail	

3 ECONOMIC AND FINANCIAL CAPACITY[4]

Please complete the following table of financial data[5] based on your annual closed accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide amounts based on appropriate statements from banks 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 tenderer is a public body, please provide equivalent information.

Financial data Data requested in this table must be consistent with the selection criteria set in the contract notice	**2 years before last year[6]** <specify> **EUR**	**Year before last year[5]** <specify> **EUR**	**Last year[5]** <specify> **EUR**	**Average** [7] **EUR**	**[Past-year EUR]****	**[Current year EUR]****
Annual turnover[8], excluding this contract						
Current assets[9]						

Current liabilities[10]						
[Current ratio (current assets/current liabilities)	Not applicable	Not applicable		Not applicable	Not applicable	Not applicable]

[Negotiated Procedure: For award procedures with a value of at least EUR 250 million

3bis FINANCIAL CONTRIBUTIONS FROM NON EU COUNTRIES

As part of their requests to participate, each legal entity identified under point 1 of this request to participate form, including every consortium member, must submit a notification or declaration on foreign financial contributions received in the last three years using the Form FS-PP available in https://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32023R1441 (Annex II).

If the procurement procedure is divided into lots, the obligation to notify or declare will apply where the estimated value of the procurement exceeds EUR 250 million and the value of the lot or the aggregate value of all the lots to which the request to participate applies is equal to or greater than EUR 125 million.

Main subcontractors or main suppliers must also submit a notification or declaration on foreign financial contributions received in the last three years using the Form FS-PP. A subcontractor or supplier shall be deemed to be main where their participation ensures key elements of the contract performance and in any case where the economic share of their contribution exceeds 20 % of the value of the submitted tender.]

4 PERSONNEL

Please provide the following statistics on personnel for the current year and the two previous years.[11]

Annual manpower	Year before last year		Last year		Current year		Period average	
	Overall	**Relevant fields[12]**	**Overall**	**Relevant fields[11]**	**Overall**	**Relevant fields[11]**	**Overall**	**Relevant fields[11]**
Permanent personnel[13]								
Other personnel[14]								
Total								
Permanent personnel as a proportion of total personnel (%)	%	%	%	%	%	%	%	%

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 tender. 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 …[15]				

6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past [4] years[16] by the legal entity or entities making this this tender. The number of references to be provided must not exceed 15.

Tenderers are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the part completed during the reference period will be taken into consideration. This part will have to be supported by documentary evidence (approval of report or deliverable, proof of payment, statement or certificate from the entity which awarded the contract) also detailing its value. If a tenderer has implemented the project in a consortium, the part that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Ref no (maximum 15)	**Project title**							
Name of legal entity	**Country**	**Overall contract value (EUR)[17]**	**Part carried out by legal entity (EUR)[18]**	**No of personnel provided**	**Name of client**	**Origin of funding**	**Dates (start/end) [19]**	**Name of consortium members, if any**
…	…	…	…	…	…	…	…	…
Detailed description of project						**Type and scope of services provided[20]**		
…						…		

7 DECLARATIONS

As part of their tender, each legal entity identified under point 1 of this tender, 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 form, including every consortium member, and each capacity-providing entity or subcontractor (if any) must submit a signed declaration on honour on exclusion and selection criteria (form a14a available at the following link: https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General).

8 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this includes all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our technical offer, and our financial offer, [for paper submission : which is submitted in a separate, sealed envelope]:

- ❑ Organisation & methodology
- ❑ Key experts (comprising a list of the key experts and their expert's profile), if required
- ❑ [Negotiated Procedure: For award procedures with a value of at least EUR 250 million: Form FS-PP on financial contributions from non EU Countries]
- ❑ Tenderer's declarations (for a consortium, this must include one from every consortium member)
- ❑ Statements of exclusivity and availability signed by each of the key experts, if required
- ❑ **[** For indirect management where the Partner Country makes the payments: Completed identification form (see Annex VI to the draft contract) and supporting documents to the identification form.]
- ❑ Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- ❑ Documentary proof or statements required under the law of the country where we are effectively established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in Section 2.6.10.1 of the practical guide. This evidence or these documents or statements must carry a date, which is not more than one year before the date of submission of the tender. In addition, a statement is furnished stating that the situations described in these documents have not changed since then.
- ❑ Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice.

We confirm that:

- ☐ Any key or non-key expert proposed in this tender procedure will either be employed or otherwise legally contracted, directly or indirectly, by the candidate (or, for a consortium, by a member of the consortium).
- ☐ Any subcontractor, including those only aiming at making available experts, are eligible and do not fall in any exclusion situation.

- ☐ All sub-contracting arrangements are mentioned in the organisation and methodology.
- ☐ The auditor/practitioner, if applicable, whose name and contact details have been provided as part of the Organisation & Methodology meets at least one of the conditions listed in section 4 of the Terms of Reference for expenditure verification (annex b8k1).
- ☐ Small and medium-sized enterprises involved in any capacity in the technical offer have been verified against the criteria that defines this category of enterprises: employing fewer than 250 persons and having an annual turnover not exceeding EUR 50 million, and/or having an annual balance sheet total not exceeding EUR 43 million.
- ☐ We, including all consortium members, subcontractors and experts are not in the lists of EU restrictive measures[2] (www.sanctionsmap.eu) and we understand that our tender may be rejected, if proved the contrary.

We understand that our tender may be rejected if we propose key and non-key experts who have been involved in preparing this project or employ or engage 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, with the exception of the specific cases provided for in section 2.5.5. of the PRAG, for which the prior written authorisation of the contracting authority is required.

We are also aware that the consortium members and entities upon whose capacity we rely with regard to the economic and financial criteria 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 confirm that any key or non-key expert proposed in this tender procedure will either be employed or otherwise legally contracted, directly or indirectly, by the tenderer (or, for a consortium, by a member of the consortium). Where any key or non-key experts proposed in this tender procedure will not be directly contracted or employed by the tenderer(or, for a consortium, by a member of the consortium) but through a third party, the latter is a subcontractor. As such, the latter will be subject to all sub-contracting conditions applicable to this tender procedure, including eligibility and non-exclusion situation. We undertake to declare all such cases of sub-contracting in the Organisation & Methodology.

This tender is subject to acceptance within the validity period stipulated in clause 6 of the instructions to tenderers.

Signed on behalf of the tenderer:

Name	

[2] Please note that the EU Official Journal contains the official list of entities subject to restrictive measures and, in case of conflict, it prevails over the list of the *EU Sanctions Map*.

Signature	
Date	

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

[Electronic submission :
In case of eSubmission submit this form as a separate electronic document in the section "Other documents" under "Attachments".]

<Date>

<Name and address of the contracting authority — see points 8 of the instructions to tenderers >

Your ref: < reference >

TENDERER'S DECLARATION

Dear Sir/Madam

In response to your letter of invitation for the above contract we, < name(s) of legal entity or entities>, hereby declare that we:

- are submitting this tender [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 participating in any other tender for the same contract in any form (as a member or leader, in a consortium or as an individual candidate);
- agree to abide by the ethics clauses in clause 13 of the instructions to tenderers, 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 conflict of interest nor professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.5.4. 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 tender form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]*;
- [have enclosed the Form FS-PP on financial contributions from non EU Countries]*
- will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- will immediately inform the contracting authority of any changes in the situations as declared in the Declaration on honour on exclusion and selection criteria;
- fully recognise and accept that if the above-mentioned persons participate despite being in any of the situations listed in Section 2.4.2.1. and Section 2.4.1. 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 exclusion decisions and/or financial penalties up to 10 % of the total estimated value of the contract being awarded and that this information may be published on the European Commission website in accordance with the Financial Regulation in force;
- have followed transparent selection procedures for the recruitment of experts which guarantee the absence of professional conflicting interests and the absence of any discrimination based on former or current nationality, gender, place of residence, or any other ground.
- 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 Early Detection and Exclusion System, to the European Anti-Fraud Office or to the European Public Prosecutor's Office.

- agree that any arbitral award resulting from this tender will be published on the European Commission's website after anonymisation.

We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification as presumed successful tender or of award, or in case of misrepresentation of the information provided, the award may be considered null and void.

*: Delete as applicable

DECLARATION ON HONOUR ON EXCLUSION AND SELECTION CRITERIA

[How to submit the Declaration on Honour:

Insert here form a14a, available at the following link:
https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes#Annexes-AnnexesA(Ch.2):General

Paper submission:

In case the instructions to tenderers (see section 8) state that the tender should be submitted by post or courier or hand delivered:

- each legal entity identified under point 1, including every consortium member, and capacity-providing entities or subcontractors (if any) signs and dates the Declaration on Honour;
- when submitting the tender, the signed and dated original Declaration(s) on Honour shall be included;
- In case the Qualified Electronic Signature (QES) is used for the signing of the Declaration(s) on Honour, submit the QES-signed Declaration on Honour by email.

Electronic submission:

In case the instructions to tenderers (see section 8) state that the tender should be submitted via **eSubmission**:

- each legal entity identified under point 1, including every consortium member, and capacity-providing entities or subcontractors (if any) signs and dates the Declaration on Honour;
- the Declaration on Honour is scanned and submitted via eSubmission through the section "Declaration on Honour" under "Attachments".
- the leader of the consortium keeps the original Declarations on Honour, including the Declarations on Honour of every consortium member, and capacity-providing entities or subcontractor (if any);
- during the evaluation, the evaluation committee might request the submission of the original Declarations on Honour, including the Declarations on Honour of every consortium member, and capacity-providing entities or subcontractor (if any);
- In case the Declaration on Honour is signed with a Qualified Electronic Signature (QES), submit the QES-signed Declaration on Honour via eSubmission through the section "Declaration on Honour" under "Attachments".

E-mail submission:

In case the instructions to tenderers (see section 8) state that the tender should be submitted via **e-mail**:

- each legal entity identified under point 1, including every consortium member, and capacity-providing entities or subcontractors (if any) signs and dates the Declaration on Honour.
- the Declarations on Honour are scanned and submitted via e-mail;
- the originals of the Declaration on Honour should be kept by the tenderer on file for control purposes and have to be provided upon request to the contracting authority;
- in case the Qualified Electronic Signature (QES) is used for the signing of the Declaration(s) on honour, submit the QES-signed Declaration on Honour by email.

Delete this section highlighted in yellow after having completed all instructions.]

If this declaration is completed by a consortium member:

The following table contains our financial data. These data are based on our annual closed accounts and our latest projections. Estimated figures (i.e. those not included in annual closed 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.

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

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

Average manpower	**Year before last year**		**Last year**		**Current year**		**Period average**	
	Overall	**Relevant fields** [11]	**Overall**	**Relevant fields** [11]	**Overall**	**Relevant fields** [11]	**Overall**	**Relevant fields** [11]
Permanent personnel [12]								
Other personnel [13]								

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

STATEMENT OF EXCLUSIVITY AND AVAILABILITY[21]

PUBLICATION REF:_____

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my expert profile has been included if this tender is successful, namely:

From	To	Availability
< start of period 1 >	< end of period 1 >	[full time] [part time]
< start of period 2 >	< end of period 2 >	[full time] [part time]
< etc. >		

I confirm that I do not have a confirmed engagement[22] as key expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be rejected from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I also declare that I am not in a situation of conflict of interest or unavailability, that I am not in the list of EU restrictive measures (www.sanctionsmap.eu) and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the contracting authority and in case of dispute concerning my contract with the contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information, I have signed a statement of exclusivity and availability for the following tender(s):

Tender reference	Submission deadline for the tender	Tendered engagement
< tender reference >	< date >	[full time] [part time]
< tender reference >	< date >	[full time] [part time]
< etc. >		

Should I receive a confirmed engagement I declare that I will accept the first engagement offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability.]

Name	
Signature	
Date	

[1] PIC number not applicable in indirect management, where the Partner Country makes the payments. See section 19, annex a5f.

[2] Add/delete additional lines for consortium members as appropriate. **Note** that capacity providing entity/subcontractors are not considered to be a consortium member for the purposes of this tender form. Subsequently, data on capacity providing entities/subcontractors must not appear in the data related to the economic, financial and professional capacity but on a separate document. If this tender 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 submission of tenders indicated in the Contract notice and the award of the contract is not permitted without the prior written authorisation of the contracting authority.

[3] Add only the bank account details of the leader to whom payments under the proposed contract should be made in the event that you are awarded the contract.

[4] Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

[5] If this tender form 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 form. Consolidated data are not allowed for financial ratios.

[6] Last year = last accounting year for which the entity's accounts have been closed.

[7] Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

[8] 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.

[9] 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.

[10] 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.

[11] If this tender form 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 tender form.

[12] Manpower in fields related to this contract, corresponding to the specialisations identified in point 5.

[13] Personnel directly employed or otherwise legally contracted by the candidate on a permanent basis (i.e. under indefinite contracts).

[14] Other personnel directly employed or otherwise legally contracted by the candidate on a non-permanent basis (i.e. under fixed-term contracts).

[15] Add /delete additional lines and/or rows as appropriate. If this tender 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).

[16] References must be contracts implemented by the legal entity (or legal entities) submitting the tender (with the exception of documented cases of company buyout or universal succession). For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered. Please note that references acquired in implementing grant contracts cannot be presented in support of an application for a service contract.

[17] The effect of inflation will not be taken into account.

[18] Only the part carried out by the legal entity may be used as reference.

[19] If the reference contract is only partially completed, please quote the percentage and value which has been completed.

[20] Please also indicate the function of key personnel provided, directly employed or otherwise legally contracted, and the number of months each of them worked on the project.

[21] To be completed by all key experts and renewed in case of extension.

[22] The engagement of an expert is confirmed if the expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or if he/she is a key expert in a tender which has received a notification as presumed successful tender. The date of confirmation of the engagement in the latter case is that of the notification to presumed successful tender.