***excCirculation 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

Project number: IPA-ADRION00290

Expert for Smart and Sustainable Clustering Models in the Logistics Sector

**1 SUBMITTED by (i.e. the identity of the tenderer)**

|  |  |
| --- | --- |
| **Name of applicant** | **Nationality** |
|  |  |

**2 CONTACT DETAILS (for this tender)**

|  |  |
| --- | --- |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

**3 DECLARATIONS**

As part of their tender, the applicant 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, the applicant must submit a signed declaration on honour on exclusion and selection criteria using the attached format.

**4 STATEMENT**

I, the undersigned, hereby declare that I have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. I offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise my technical offer, and my financial offer, which is submitted in a separate, sealed envelope:

* CV highlighting relevant expertise and experience
* Proposed methodology and approach
* Statements of exclusivity and availability
* Completed legal entity file

Signed on behalf of the tenderer

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

FORMAT FOR THE DECLARATION REFERRED TO IN POINT 3  
OF THE TENDER SUBMISSION FORM

<Date>

<Name and address of the contracting authority — **Your ref: < reference >**

**TENDERER’S DECLARATION**

Dear Sir/Madam

In response to your letter of invitation for the above contract I, < name of applicant>, hereby declare that I:

1. agree to abide by the ethics clauses in Section 9 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 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 6 of the instructions to tenderers;
2. am aware that, for the purposes of safeguarding the EU’s financial interests, my 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.

I understand that if I fail to respond within the deadline after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

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

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

|  |
| --- |
| Herself/himself |
| ID or passport number:  (‘the person’) |

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Date of the declaration** | **Full reference to previous procedure** |
|  |  |

I – Situations of exclusion concerning the person

|  |  |  |
| --- | --- | --- |
| 1. **declares that the person is in one of the following situations:** | **YES** | **NO** |
| 1. 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 applicable law; |  |  |
| 1. 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 credibity 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 eligibility or selection criteria or in the performance of a contract or an agreement; |  |  |
| (ii) entering into agreement with other persons with the aim of distorting competition; |  |  |
| (iii) violating intellectual property rights; |  |  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; |  |  |
| (v) attempting to obtain confidential information that may confer upon its undue advantages in the award procedure***;*** |  |  |
| 1. it has been established by a final judgement that the person is guilty of any of the following: |  | |
| (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; |  |  |
| (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws; |  |  |
| (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA; |  |  |
| (iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council; |  |  |
| (v) terrorist offences or offences related to terrorist activities as well as of inciting, aiding, abetting or attempting to commit such offences as defined in Articles 3, 14 and Title III of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism: |  |  |
| (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; |  |  |
| 1. it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement 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 a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors; |  |  |
| 1. 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; |  |  |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business. |  |  |
| 1. **declares that, for the situations referred to in points (1) (c) to (1) (h) above, in the absence of a final judgement or a final administrative decision, the person is[[1]](#footnote-1):** | **YES** | **NO** |
| 1. subject to facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office, the Court of Auditors, or the internal auditor, 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; |  |  |
| 1. subject to non-final judgments or 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; |  |  |
| 1. subject to facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks; |  |  |
| 1. subject to information transmitted by Member States implementing Union funds; |  |  |
| 1. subject to decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; |  |  |
| 1. informed, by any means, that it is subject to an investigation by the European Anti-Fraud office (OLAF): either because it has been given the opportunity to comment on facts concerning it by OLAF, or it has been subject to on-the-spot checks by OLAF in the course of an investigation, or it has been notified of the opening, the closure or of any circumstance related to an investigation of the OLAF concerning it. |  |  |

II – Selection criteria

**Selection criteria applicable toall consortium members/subcontractors/capacity providing entities**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. **declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender documents:** | **YES** | **NO** | **N/A** |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in the Terms of Reference; |  |  |  |
| 1. It fulfills the applicable professional criteria indicated in the Terms of Reference. |  |  |  |
| 1. is not subject to conflicting interests which may negatively affect the contract performance. |  |  |  |

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

Statement of exclusivity and availability  
  
Publication ref:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I, the undersigned, hereby declare that I agree to participate exclusively in the above-mentioned service tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Availability** |
| < start of period 1 > | < end of period 1 > | [full time] [part time] |

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

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](http://www.sanctionsmap.eu)) and commit to inform the tenderer(s) of any change in my situation.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. The declaration under this point (2) is voluntary and it cannot have adverse legal effect on the economic operator until the conditions of Article 141(1) (a) FR are met. [↑](#footnote-ref-1)