Application for TA contract

Procurement notice: < Publication reference >

<Contract title>

**One signed original** application must be supplied together with **two copies.** The 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 (brochure, letter, etc.) sent with an application will not be taken into consideration. Applications being submitted by a**consortium** (i.e., either a permanent, legally-established grouping or a grouping which has been constituted 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. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of 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.

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

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

1Add / delete additional lines for consortium members as appropriate.  **Note** that a sub-contractor is not considered to be a consortium member for the purposes of this application form. Subsequently, the data of the subcontractor must not appear in the data related to the economic, financial and professional capacity. 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 Invitation and the award of the contract is not permitted without the prior written consent of the Employer.

2Country in which the legal entity is registered.

**2 CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data3 based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be 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). Any clarification or explanation which is judged necessary may also be provided.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year****(2013)****EUR** | **Year before last year****(2014)EUR** | **Last year(2015)****EUR** | **Average** 4**EUR** | **This year****EUR** |
| Annual turnover5, excluding this contract |  |  |  |  |  |
| Current Assets6 |  |  |  |  |  |
| Current Liabilities7 |  |  |  |  |  |

3 if this application is being 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.

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

5 The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

6 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.

7A 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 RESOURCES**

Please provide the following personnel statistics8 for the current year and the two previous years.

|  |  |  |  |
| --- | --- | --- | --- |
| **Average manpower** | **Year before last****(2014)** | **Last year****(2015)** | **This year****(2016)** |
|  | **Overall** | **Total for fields related to this contract** 9 | **Overall** | **Total for fields related to this contract** 9 | **Overall** | **Total for fields related to this contract** 9 |
| Permanent staff 10 |  |  |  |  |  |  |
| Other staff 11 |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |
| Permanent staff as a proportion of total staff (%) | % | % | % | % | % | % |

8 if this application is being 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.

9 corresponding to the relevant specialisms identified in point 5 below

10staff directly employed by the Candidate on a permanent basis (ie, under indefinite contracts)

11 other staff not directly employed by the Candidate on a permanent basis (ie, under fixed-term contracts)

**5 FIELDS OF SPECIALISATION**

Please use the table below whose objective is to indicate the relevant specialisms related to this contract of each legal entity making this application, by using the names of these specialisms as the row headings and the name of the legal entity as the column headings. Show the relevant specialism(s) of each legal entity by placing a tick (✓) in the box corresponding to those specialisms in which the legal entity has significant experience. **Maximum 10 specialisms**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 | Member 3 | Etc.12 |
| Relevant specialism 1 |  |  |  |  |
| Relevant specialism 2 |  |  |  |  |
| Etc.12 |  |  |  |  |

12 add / delete additional lines and/or rows as appropriate. If this application is being 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 related to this contract carried out over the past 5 years13 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 project value (EUR)[[1]](#footnote-2)** | **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** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | **Type of services provided** |
| … | … |

13 For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.

**7 DECLARATION(S)**

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. For consortia, the declaration of the Leader should be a signed original but those of other members may be copies. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

**8 STATEMENT**

I, the undersigned, being the authorised signatory of the above Candidate (including all consortium members, in the case of a consortium), hereby declare that we have examined the invitation for prequalification 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 recognise that our tender may be excluded if we propose key experts who have been involved in preparing this project or engage such personnel as advisers in the preparation of our tender and that we may also be subject to exclusion from other tender procedures and contracts funded by the EC.

We are fully aware that, in the case of 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.

Signed on behalf of the Candidate

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

**FORMAT OF 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>

**Your ref: < Publication reference >**

Dear Sir/Madam

In response to your Invitation to Prequalification< Publication reference >, we, < Name(s) of legal entity or entities>, confirm that we intend to submit a tender for the contract for the **«Flood Risk Management in Republika Srpska – Supervision of Works (2nd Stage)»**if we are invited to do so.

We hereby declare that we:

1. are making this application [on an individual basis ]1 / [ as member of the consortium led by < name of the leader / ourselves > ]1 for this contract. We confirm that we are not participating in any other application for the same contract, whatever the form of the application (as a member - including leader - in a consortium or as an individual Candidate);
2. are not in any of the situations excluding us from participating in contracts which are listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions (available from the following Internet address:
http://ec.europa.eu/europeaid/work/procedures/implementation/index\_en.htm);
3. agree to abide by the ethics clauses in Section 2.4.15 of the Practical Guide to contract procedures for EC external actions, have not been involved in the preparation of the project which is the subject of this tender procedure unless we prove that the involvement in previous stages of the project does not constitute unfair competition, and, in particular, have no potential conflict of interests or any equivalent relation in that respect with other Candidates or other parties in the tender procedure at the time of the submission of this application;
4. [have attached a current list of the enterprises in the same group or network as ourselves ] / [ are not part of a group or network ]1 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] 1;
5. will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the contract; and
6. fully recognise and accept that if we participate in spite of being in any of the situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EC external actions , we may be excluded from tender procedures and contracts in accordance with the Section 2.3.4 of the Practical Guide to contract procedures for EC external actions. Furthermore, we acknowledge that, should we provide false declarations, make substantial errors or commit irregularities and fraud we may also be subject to financial penalties representing 10% of the total value of the contract being awarded. This rate may be increased to 20% in the event of a repeat offence within five years of the first infringement;
7. are aware that, for the purposes of safeguarding the financial interests of the Communities, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or the European Anti-Fraud Office.

[1 Delete as applicable]

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 isgiven in Section 2.4.11 of the Practical Guide.

If this declaration is being 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 (ie, those not included in annual audited accounts) are given in italics. Figures in all columns have been provided on the same basis to allow a direct, year-on-year comparison to be made <except as explained in the footnote to the table>.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year****(2013)****EUR** | **Year before last year****(2014)EUR** | **Last year(2015)****EUR** | **Average** 4**EUR** | **This year****EUR** |
| Annual turnover5, excluding this contract |  |  |  |  |  |
| Current Assets6 |  |  |  |  |  |
| Current Liabilities7 |  |  |  |  |  |

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

5 The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

6 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.

7A 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.

The following table contains our personnel statistics as included in the consortium’s application form:

|  |  |  |  |
| --- | --- | --- | --- |
| **Average manpower** | **Previous year** | **Last year** | **This year** |
|  | Overall | Total for fields related to this contract 5 | Overall | Total for fields related to this contract 5 | Overall | Total for fields related to this contract 5 |
| Permanent staff 6 |  |  |  |  |  |  |
| Other staff 7 |  |  |  |  |  |  |

5 corresponding to the relevant specialisms identified in point 5 below

6staff directly employed by the Candidate on a permanent basis (ie, under indefinite contracts)

7other staff not directly employed by the Candidate on a permanent basis (ie, under fixed-term contracts)

Yours faithfully

<Signature of authorised representative>

Name and position of authorised representative

1. Effect of inflation will not be taken into account. [↑](#footnote-ref-2)