# *PRE-QUALIFICATION APPLICATION FORM*

**Service Procurement Notice reference:** HQ EUFOR/ID & ACCESS SYSTEM/2023-SV/010

Title of contract: Operational Maintenance and training for the HQ EUFOR ID/ACCESS SYSTEM

**<Place and date>**

**One signed** original application must be provided, together with one copy. The application must include a signed declaration using the enclosed format from each legal entity making the application. **All data included in this application form must concern only the legal entity or entities making the application.**

Applications submitted by **a consortium** must contain all the details of the lead legal entity and the other members composing the consortium.

Only the information contained in this application form will be considered in order to evaluate against the selection criteria and consequently establishing the shortlist.

**1 SUBMITTED BY (i.e. the identity of the Applicant)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application (\*\*)** | **Nationality (\*)** |
| **Company (Leader)** |  |  |
| **Company (Member)**  if applicable |  |  |
| **Etc…**  if applicable |  |  |

(\*) Of the country where the legal entity is registered.

(\*\*) Note that a sub-contractor is **not** considered to be a consortium member for the purpose of this application form. Subsequently the data of a subcontractor must **not** appear in the data related to economic, financial and professional capacity.

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

|  |  |
| --- | --- |
| **Name** |  |
| **Company** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **E-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data (cumulated in case of consortium) based on your certified or provisional annual accounts.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | 2020 in **EUR** | 2021 in **EUR** | 2022 in **EUR** | **Average in EUR** |
| Annual turnover (\*\*) |  |  |  |  |

(\*\*) The gross inflow of economic benefits (cash, receivables, other assets) arising from the ordinary operating activities of the applicant (such as sales of goods and services) during the year.

**4 PROFESSIONAL CAPACITY**

Please indicate valid industrial and/or professional certificates the applicant has and which are relevant to the subject services (operation and maintenance of IT based security systems).

Indicate at least one certificate and maximum five.

|  |  |  |
| --- | --- | --- |
| **Type of Certificate** | **Description** | **Validity** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Please provide the following personnel statistics for the current year.

|  |  |  |
| --- | --- | --- |
| **Manpower** | **Overall in 2023** | **Total for the fields related to the subject contract** |
| Permanent staff numbers |  |  |
| Number of staff in possession of relevant security clearance |  |  |

Does your firm have any special security arrangement with the EU and/or NATO? [Yes] or [No]

**5 EXPERIENCES AND TECHNICAL CAPACITY**

Please complete the below table to summarise the major relevant contracts/projects related to the subject service carried out in the course of the past 3 years by the legal entity (or entities) making this application. The number of references provided must not exceed five.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 5) [.]** | **Project title** | | […] | | | |
| Name of legal entity | Country | Overall project value (EUR) | Proportion carried out by legal entity (%) | No of staff provided | Name of client | Dates (start/end) |
|  |  |  |  |  |  |  |
| Detailed description of project | | | Type of services provided | | | |
|  | | |  | | | |

**6 DECLARATION(S)**

As part of their application, each legal entity identified under point 1 of this application, including every consortium member (if any), must submit a signed declaration **using the attached format**. The declaration of consortium members (if any) may be in original or copy. If copies are submitted the originals must be provided to the Contracting Authority upon request.

Moreover, each legal entity identified under point 1 of this application, including every consortium member (if any) must submit a signed declaration of honour on exclusion and selection criteria **form enclosed.**

**7 STATEMENT**

I, the undersigned, being the authorised signatory of the above applicant (including all consortium members, in case of a consortium), hereby declare that we have examined the procurement notice for this restricted bidding procedure referred to above. If our application is short-listed, we fully intend to submit a bid to provide the services requested in the subsequent bidding dossier.

We are fully aware that, in the case of a consortium, the composition of the consortium cannot be modified in the course of the bidding procedure, unless the Contracting Authority has given its prior approval in writing. We are also aware that consortium members would have joint and several liabilities towards the Contracting Authority concerning participation in both the bidding procedure and any contract awarded to us as a result thereof.

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. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU.

Signed on behalf of the Applicant

|  |  |
| --- | --- |
| **Name** |  |
| **Legal entity name** |  |
| **Signature** |  |
| **Date** |  |

***FORMAT OF THE DECLARATION REFERRED TO IN POINT 6 OF THE APPLICATION FORM***

***To be submitted on headed notepaper of the legal entity concerned***

<Date>

<Name and address of the Contracting Authority-see point 5 and 18 of the Procurement Notice>

**Publication Reference:** HQ EUFOR/ID & ACCESS SYSTEM/2023-SV/010

Dear Sir/Madam,

In response to your procurement notice HQ EUFOR/ID & ACCESS SYSTEM/2023-SV/010, we, <Name(s) of legal entity or entities>, confirm that we intend to submit a bid for the contract if we are invited to do so.

We hereby declare that we:

* are making this application [on an individual basis] [or] [as a member of the consortium led by <name of the leader/ourselves>] 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 applicant);
* have provided true and correct information as part of our application; we also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this procedure.
* have to the best of our knowledge no conflict of interest with third parties involved in this pre-qualification procedure at the moment of submitting our application.
* will inform the Contracting Authority immediately if there is any change in relation to the information provided in the application form at any further stage of the bidding procedure and implementation.
* are aware that the Contracting Authority is not bound to proceed with this bidding procedure and that such decision will incur no liabilities towards the Contracting Authority.

We also undertake, if required, to provide evidence of the financial and economic standing and the technical and professional capacity according to the selection criteria for this pre-qualification procedure specified in the procurement notice.

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

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

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

|  |  |
| --- | --- |
| (*only for natural persons*) himself or herself | (*only for legal persons*) the following legal person: |
| ID or passport number:  (‘the 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**

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person is in one of the following situations: | YES | NO |
| 1. 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; |  |  |
| 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 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; |  |  |
| 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 selection criteria or in the performance of a contract; |  |  |
| (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 it undue advantages in the award procedure***;*** |  |  |
| 1. 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; |  |  |
| (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; |  |  |
| (iii) participation in a criminal organisation, as defined in Article 2(1) of Joint Action 98/733/JHA of the Council; |  |  |
| (iv) money laundering or terrorist activities, as defined in Articles 1, 4 and 5 of Council Directive 2015/849; |  |  |
| (v) child labour or other offences concerning trafficking of human beings as referred to in Article 2 of Directive 2011/36/EU. |  |  |
| 1. following another procurement procedure or grant award procedure financed by the budget of the European Union or through the Facility, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations; |  |  |
| 1. it does not have adequate resources to perform the contract, or the ability to obtain them; |  |  |
| 1. it is not able to comply with the required delivery or performance schedule, taking into consideration all existing commercial and business commitments; |  |  |

**II – Grounds for rejection from this procedure**

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person: | YES | NO |
| 1. is subject to a conflict of interest; |  |  |
| 1. is guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information; |  |  |
| 1. was previously involved in the preparation of procurement documents used in the award procedure where this entails a breach in the principle of equality of treatment. |  |  |

**III – 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.

**IV – 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 instruction on applying to participate in the call for tender 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 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

Position in company

Date…………………………………………..

Signature