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SERVICE TENDER SUBMISSION FORM

Ref: TEXFOR 3/2022

Recruitment of services for the development of a 100% vegetal leather sample in the frame of STAND Up!

Please supply one signed tender form, a completed legal entity file and declarations from the tenderer), together with two copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the contracting authority (Partner) upon request. For economic and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible. **All data included in this application must concern only the legal or natural person making the tender.**

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

	Name(s) of legal / natural person making this application	Nationality ¹
Legal or natural person		

2 CONTACT DETAILS (for this tender)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

STAFF

3.1 Legal persons: Please provide the following statistics on staff for the current year and the two previous years.

Annual Manpower	Year before past year		Past year		Current year		Period average	
	Overall	Relevant fields <small>(see Annex 1 to the Contract)</small>	Overall	Relevant fields	Overall	Relevant fields ¹¹	Overall	Relevant fields
Staff (Full time equivalent)								

3.2 Natural persons: Experience as mentor in fields related to this contract.

4 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years by the legal or natural person making this tender. Please add as many lines as required. The number of references to be provided must not exceed 10 for the entire tender.

Ref no (maximum 10)	Project title					
Name of legal or natural person	Country	Overall contract value (EUR)	Proportion carried out by tenderer (%)	Name of client	Origin of funding	Dates (start/end)
...
description of project					Type and scope of services provided	
...					...	



5 DECLARATIONS

As part of their tender, the legal or natural person identified under point 1 of this tender 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 (Partner) upon request.

Moreover, the legal or natural person identified under point 1 of this application must submit a signed declaration on the honour on exclusion and selection criteria (template included in this tender dossier).

6 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer, 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 a technical offer, and a financial offer, which is submitted in a separate, sealed envelope:

- CV of Key expert/s +signed statement of exclusivity** (available in the CV template file)
- Tenderer’s declarations** (current statement + declaration on the honour)
- Completed legal entity file** (template included in this tender dossier)
- Duly authorised signature:** for legal persons: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs is duly authorised to do so. For natural persons: a copy of an identity document.
- Documentary proof or statements** required under the law of the country where we are effectively established, 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 technical and professional capacity** according to the selection criteria specified in the contract notice.

This tender is subject to acceptance within the validity period stipulated in **clause 5 of the instructions to tenderers.** We understand that our tender may be rejected if we propose expert/s who are included in the offer of other tenderers. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

Signed on behalf of the tenderer

Name	
Signature	
Date	



**FORMAT FOR THE DECLARATION REFERRED TO IN POINT 5
OF THE TENDER SUBMISSION FORM
To be submitted on the headed notepaper of the legal entity concerned**

<Date>

Your ref: TEXFOR 3/2022

TENDERER'S DECLARATION

Dear Sir/Madam

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

- are submitting this tender for this contract. We confirm that we are not participating in any other tender for the same contract in any form;
- agree to abide by the ethics clauses in **Section 11** 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 2.5.4. of the practical guide PRAG;
- have only included data in this tender form concerning our resources and experience;
- will inform the contracting authority (Partner) immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognise and accept that if we participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the practical guide or if the declarations or information provided prove to be false we may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10% of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force;
- 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 Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the expert/s may be excluded if we propose the same key expert/s as another tenderer.

We understand that if we fail to respond within the delay indicated 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:

(<i>only for natural persons</i>) himself or herself	(<i>only for legal persons</i>) 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 (please tick the relevant answers)

(1) declares that the above-mentioned person is in one of the following situations:	YES	NO
(a) 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 EU or national legislation or regulations;	<input type="checkbox"/>	<input type="checkbox"/>
(b) 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;	<input type="checkbox"/>	<input type="checkbox"/>
(c) 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 credibility 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 or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>

(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(d) it has been established by a final judgement that the person is guilty 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;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 and 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, and conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in the applicable law.	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA, respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(e) 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 an contracting authority, OLAF or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
(f) 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;	<input type="checkbox"/>	<input type="checkbox"/>
(g) it has been established by a final judgment or final administrative decision that the person or entity has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations of mandatory application in the jurisdiction of its registered office, central administration or principal place of business	<input type="checkbox"/>	<input type="checkbox"/>
(h) it has been established by a final judgment or final administrative decision that an entity has been created with the intent provided for in point (g).	<input type="checkbox"/>	<input type="checkbox"/>

II – Grounds for rejection from this procedure

(2) declares that the person:

was **not** previously involved in the preparation of documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.

III – Remedial measures

If the person declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration.

IV – Evidence upon request

For situations described in (a), (c), (d) (f), (g) and (h) 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 (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.

V – Selection criteria

We declare to comply with the selection criteria provided in the tender documents:	YES	NO	N/A
(a) We fulfill the applicable technical and professional criteria indicated in section 16 of the contract notice.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VI – 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 tender documents and which are not available electronically upon request and without delay.

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.

Yours faithfully,

Full name

Date

Signature

<Signature of authorised representative>

<Name and position of authorised representative>

¹ For legal entity: country in which the organization is registered.