



Mediterranean Information Office

for Environment, Culture & Sustainable Development

The Mediterranean NGO Federation for Environment and development

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Athens, 23 May 2023

The MEDITERRANEAN INFORMATION OFFICE FOR ENVIRONMENT, CULTURE AND SUSTAINABLE DEVELOPMENT, MIO-ECSDE or The Contracting Authority

**ANNOUNCES THE PRESENT CALL FOR OFFERS
CALL 2-2023/MIO-ECSDE**

For services for the realization of the activities:

i. "Development of a Waste Management Policy Toolkit"

ii. "Mainstreaming Potentialities Study on Waste Management"

Annexes:

- I. Simplified Solemn Self Declaration**
- II. Offer Form**
- III. Table for the Financial Offer**
- IV. Terms of Reference**

Solemn Self-Declaration Establishing the Eligibility and Qualifications of the Participant

Tender Information Form

Part I: Information concerning the call for offers

Date: [insert date (as day, month and year) of Offer Submission]

Call for Offers:

Page _____ of _____ pages

Part II: Information concerning the participant

A: INFORMATION ABOUT THE PARTICIPANT

Identification:	Answer:
Name:	
VAT-number, if applicable: If no VAT-number is applicable, please indicate another national identification number, if required and applicable	
Postal address:	
Contact person or persons Telephone: E-mail: Internet address (web address) (if applicable):	
If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not applicable
Form of participation:	Answer:
Is the economic operator participating in the call for offers together with others ¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ Notably as part of a group, consortium, joint venture or similar.

Actual or intended country Country/ies of Registration/Operation:	<i>[insert actual or intended Country of Registration]</i>
Year of Registration:	<i>[insert Participant's year of registration]</i>
Countries of Operation	<i>[insert Participant's countries of operation]</i>
No. of staff in each Country	<i>[insert Participant's No OF STAFF IN EACH COUNTRY OF operation]</i>

B: INFORMATION ABOUT REPRESENTATIVES OF THE ECONOMIC OPERATOR

Where applicable, please indicate the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

Representation, if any:	Answer:
Full name; accompanied by the date and place of birth, if required:	[.....][.....]
Position/Acting in the capacity of:	[.....]
Postal address:	[.....]
Telephone:	[.....]
E-mail:	[.....]
If needed, please provide detailed information on the representation (its forms, extent, purpose ...):	[.....]

Part III: Exclusion grounds

A: GROUNDS RELATING TO CRIMINAL CONVICTIONS

<p>Grounds relating to criminal convictions under national provisions regarding</p> <p><i>(a) Participation in a criminal organization</i></p> <p><i>(b) Corruption</i></p> <p><i>(c) Fraud</i></p> <p><i>(d) Terrorist offences or offences linked to terrorist activities</i></p> <p><i>(e) Money laundering or terrorist financing</i></p> <p><i>(f) child labour and other forms of trafficking in human beings</i></p>	Answer:
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<p>Has the economic operator itself or any person who is a member of its administrative, management or supervisory body or has powers of representation, decision or control therein been the subject of a conviction by final judgment for one of the reasons listed above, by a conviction rendered at the most five years ago or in which an exclusion period set out directly in the conviction continues to be applicable?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]²</p>
<p>If yes, please indicate ³:</p> <p>(a) Date of conviction, specify which of points 1 to 6 is concerned and the reason(s) for the conviction,</p> <p>(b) Identify who has been convicted [];</p> <p>(c) Insofar as established directly in the conviction:</p>	<p>(a) Date: [], point(s): [], reason(s): []</p> <p>(b) [.....]</p> <p>(c) Length of the period of exclusion [.....] and the point(s) concerned [1</p> <p><i>If the relevant documentation is available electronically, please indicate: (web address, issuing authority or body, precise reference of the documentation):</i> [.....][.....][.....]⁴</p>
<p>In case of convictions, has the economic operator taken measures to demonstrate its reliability despite the existence of a relevant ground for exclusion ⁵ ('Self-Cleaning')?</p>	<p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
<p>If yes, please describe the measures taken⁶ :</p>	<p>[.....]</p>

B: GROUNDS RELATING TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

<i>Payment of taxes or social security contributions:</i>	<i>Answer:</i>	
<p>Has the economic operator met all its obligations relating to the payment of taxes or social security contributions, both in the country in which it is established and in Greece if other than the country of establishment?</p>	<p>[] Yes [] No</p>	
	Taxes	Social contributions

² Please repeat as many times as needed.

³ Please repeat as many times as needed.

⁴ Please repeat as many times as needed.

⁵ In accordance with national provisions implementing Article 57(6) of Directive 2014/24/EU.

⁶ Taking into account the character of the crimes committed (punctual, repeated, systematic ...), the explanation should show the adequacy of the measures to taken.

<p>If not, please indicate:</p> <p>a) Country concerned;</p> <p>b) what is the amount concerned;</p> <p>c) How has this breach of obligations been established:</p> <p>1) through a judicial or administrative decision:</p> <p style="padding-left: 40px;">Is this decision final and binding?</p> <p style="padding-left: 80px;">– Please indicate the date of conviction or decision.</p> <p style="padding-left: 80px;">– In case of conviction, insofar as established directly therein, the length of the period of exclusion:</p> <p>2) by other means? Please specify:</p> <p>d) has the economic operator fulfilled its obligations by paying or entering into a binding arrangement with a view to paying the taxes or social security contributions due, including, where applicable, any interest accrued or fines?</p>	<p>(a) [.....]</p> <p>(b) [.....]</p> <p>(c1) []Yes []No</p> <p>– []Yes []No</p> <p>– [.....]</p> <p>– [.....]</p> <p>(c2) [.....]</p> <p>(d) []Yes []No</p> <p>If yes, please provide details:</p> <p>[.....]</p>	<p>(a) [.....]</p> <p>(b) [.....]</p> <p>(c1) []Yes []No</p> <p>– []Yes []No</p> <p>– [.....]</p> <p>– [.....]</p> <p>(c2) [.....]</p> <p>(a)]Yes []No</p> <p>If yes, please provide details:</p> <p>[.....]</p>
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C: OTHER GROUNDS OF EXCLUSION

<p>Is the economic operator in removed or suspended vendor list of the UN or other such lists of the EU, or associated with, any company or individual appearing on the 1267/1989 list of the UN Security Council or ineligibility list?</p>	<p align="center"><input type="checkbox"/> YES or <input type="checkbox"/> NO</p>
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Part IV: Concluding statements

The undersigned formally declare that the information stated above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned formally declare to be able, upon request and without delay, to provide the certificates and other forms of documentary evidence referred to, in the call for offers.

The undersigned formally consent to MIO-ECSD E gaining access to the end clients of projects indicating technical ability, professional ability and past performance, for reference checking purposes.

Date, place and, where required or necessary, signature (s): [.....]

SECTION 1: ORGANIZATION/EXPERT INFORMATION

<p>Applicant Organization/Expert Name <i>Write the name of the organization as stated in the legal registration certificate.</i></p>
<p>Physical Address <i>Where your office is located, if different from mailing address below. Please include the country in which your office is located.</i></p>
<p>Mailing Address <i>(if different from the above)</i></p>
<p>Email Address</p>
<p>Name of Project Lead <i>Provide the name for the person responsible for correspondence with MIO-ECSDE regarding this project.</i></p>
<p>Position in Organization <i>(if applicable)</i></p>
<p>Email Contact of Project Lead <i>Provide an email address. MIO-ECSDE will use this email address to communicate with you.</i></p>
<p>Telephone (include country code) <i>Provide a number for the office and for a mobile phone of the project lead contact, if available.</i></p>
<p>Website Address <i>(if any)</i></p>
<p>Organization Type <i>(if applicable)</i></p>

SECTION 2: IMPLEMENTING TEAM & EXPERIENCE

List all partners/experts that will be directly involved in implementing this activity with a key role and responsibility. For each one, describe their anticipated role.

	Name of Organisation/Expert	Nationality	Role
Partner/Expert 1			
Partner/Expert 2			
<i>Etc (if applicable otherwise delete)</i>			

List the projects or activities of similar nature performed during the past five (5) years:

Name of Project/Activity	Total value	Period of Contract	Starting Date	Client/Contracting Authority and place	Current status (completed, on-going, stalled, etc.)

ATTACH THE CVs OF THE MAIN EXPERTS THAT WILL BE INVOLVED IN THE IMPLEMENTATION OF THE TASKS

- Having read and understood the Terms of Reference, I undertake the responsibility of organizing the activity in the event of its approval.

Signature: _____ Date: _____

Annex III: Table for the Financial Offer

Expenses Category	Expense Description	Total amount in Euro
Task i. "Development of a Waste Management Policy Toolkit"		
Labor costs		
Professional services		
Supplies		
Equipment		
Travel costs		
Other		
TOTAL max (10.000 euro)		
Task ii. "Mainstreaming Potentialities Study on Waste Management"		
Labor costs		
Professional services		
Supplies		
Equipment		
Travel costs		
Other		
TOTAL max (15.000 euro)		
Grand Total both tasks		