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| **ANNEX 1**  **STANDARD SUBMISSION FORM**  **Communication and events**  **LISA/2014/OP/01**  **Sections 1-3 Identification, exclusion, economic and financial selection for all Lots** |

Table of Contents

[PREAMBLE 3](#_Toc383076567)

[Participation in lots 4](#_Toc383076568)

[Section 1.1 Tender Form 5](#_Toc383076569)

[Questions relating to the identification of the tenderer 6](#_Toc383076570)

[Section 1.2 – STATEMENT ON SUBCONTRACTING 8](#_Toc383076571)

[Section 1.3 – LETTER OF INTENT FOR SUBCONTRACTORS 9](#_Toc383076572)

[SECTION 2 – EXCLUSION CRITERIA 10](#_Toc383076573)

[SECTION 3 – SELECTION CRITERIA -ECONOMIC AND FINANCIAL CAPACITY 13](#_Toc383076575)

PREAMBLE

Tenderers are requested to include in their tenders all the information and documents requested in the forms attached, in accordance with Tender Specifications and the instructions below:

All forms must be dated, signed by a person authorised to sign on behalf of the tenderer.

Each consortium partner must sign a Declaration of Honour with respect to the Exclusion Criteria and Absence of Conflict of Interest (Section 2). Each subcontractor must also sign the Declaration of Honour.

Each proposed subcontractor must complete and sign the Letter of Intent included in Section 1.3.

If the tenderer relies on the economic, financial, technical and professional capacity of the proposed subcontractor(s) to meet the selection criteria, then the subcontractors shall also complete the forms included under Sections 3 (if applicable). The forms included under Sections 4 and 5 shall be completed by the tenderer or by the partners in case of consortium or group of companies on behalf of the whole consortium.

Tenderers’ financial offer shall be prepared in accordance with Form 6 and shall be submitted in separate envelope clearly stating “Financial offer” and Lot.

# Participation in lots

Call for tenders LISA/2014/OP/01 Communication and events

**Name of the tenderer : ……………………………………………………………**

**Please indicate here below for which lot(s) you are submitting an offer.**

|  |  |
| --- | --- |
| **Lot** |  |
| Lot 1: Integrated communication services | **🞎 YES / 🞎 NO** |
| Lot 2: Events and travel management | **🞎 YES / 🞎 NO** |

The tenderers can apply to one and/or more lots.

Please note that sections 1 to 3 of this questionnaire are the same for both lots. They need to be filled in and submitted in a separate folder. If needed, use copies of these sections to provide the necessary information for each participant.

Additional sections 4, 5 to 6 are included in separate questionnaires that are specific to the respective lot. Answers per lot must also be given in separate folders.

# Section 1.1 Tender Form

Single legal person or company

In case a single legal person or company submits a tender alone, all the questionnaires must be completed as required.

□ The offer is submitted by a **sole tenderer**. If applicable, please specify below:

* Company: ……….……………….…

NB: This company shall fill in all sections of the questionnaires

**Joint offers  
Check one of the boxes below as appropriate:**

□ The offer is a joint offer submitted by a **group of tenderers**. If applicable, please specify below:

* Company acting as **main point of contact** for the group of tenderers:

……….…………………

NB: This company shall fill in all sections of the questionnaires:

* **Other companies** taking part in the joint tender:

…….….…………………

……….……………….…

* Does a consortium or a similar entity already exist?

□ YES. Please make sure that the offer contains further information to this effect.   
Reference: …………………………..

□ NO. Please note that, in case of award, the EU-LISA may require the formal constitution of a consortium.

**Subcontracting**

**Check one of the boxes below as appropriate:**

□ The offer foresees **no subcontracting** of activities.

□ The offer foresees **subcontracting** of activities. If applicable:

* List of subcontractors:

……….…………………

………………………….

………………………….

* Please make sure that the offer contains a document clearly stating the identity, roles, activities and responsibilities of the subcontractor(s), the estimated value as well as the reasons why subcontracting is foreseen.

Reference: ………………………………….

# Questions relating to the identification of the tenderer

*Name of tenderer*

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| --- |
|  |

*In case of subcontracting; please specify company name of a subcontractor*

|  |
| --- |
|  |

Acting as: member of group (specify role……………………)

subcontractor

*Legal form of company*

|  |
| --- |
|  |

*Date of registration*

|  |
| --- |
|  |

*Country of registration*

|  |
| --- |
|  |

*Registration number*

|  |
| --- |
|  |

*VAT number*

|  |
| --- |
|  |

*Registered address of company*

|  |
| --- |
|  |

*Usual administrative address of company*

|  |
| --- |
|  |

*Person(s) authorised to sign contracts (together or alone) on behalf of the company*

Surname, forename, title (e.g. Dr, Mr, Ms), function (e.g. Manager...)

|  |
| --- |
|  |

*Contact person for this call for tenders:*

**(Not necessary for subcontractors)**

Surname, forename, title (e.g. Dr, Mr, Ms), function (e.g. Manager...) Telephone number, fax number, address, e-mail

|  |
| --- |
|  |

**Financial identity Form**

The tenderer's attention is drawn to the fact that this document is a model and that a specific form for each Member State is available at the following Internet address:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm>

**Legal entity form**

Complete the legal entity form, which should be accompanied by a number of supporting documents, available on the Web site:

<http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm>

NB: Only original documents or certified copies less than 6 months old will be accepted

Section 1.2 – STATEMENT ON SUBCONTRACTING

Please indicate (by ticking the appropriate box) whether the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ YES, the tenderer intends to subcontract all or part of the performance of the Contract, if awarded.

□ NO, the tenderer does not intend to subcontract all or part of the performance of the Contract, if awarded.

If YES, please specify which parts of the Contract, and the name and address of any subcontractor(s).

|  |  |  |
| --- | --- | --- |
| **Description** | **Percentage of the contract** | **Subcontractor** |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |
|  | % | Name:  Address: |

Signed (authorised signature) on behalf of the Tenderer

Full name:……………………………………..

Date:……………………………………………

Signature:……………………………………...

Section 1.3 – LETTER OF INTENT FOR SUBCONTRACTORS

The undersigned**:**

[complete]

Name of the company/organisation**:**

[complete]

Address:

[complete]

Tender reference:

LISA/2014/OP/01

Declares hereby that, in case the contract is awarded to [name of the tenderer], the company/organisation that he/she represents, intends to collaborate in the execution of the tasks subject to this call for tender, in accordance with the technical specifications and the tender to which the present form is annexed, and is available to carry out its part of the tasks during the period foreseen for the execution of the contract.

Declares hereby accepting the General Conditions of the Draft Contract attached to the invitation to tender for the above call for tenders, and in particular, those provisions referring to subcontracting and check and audits.

Place and date:

Name and signature:

SECTION 2 – EXCLUSION CRITERIA

2.1Did you enclose with your offer a declaration on oath that you meet the requirements of the exclusion phase? (Please see example below)

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

2.2 Do you undertake to provide evidence related to the items mentioned the declaration at the request of eu-LISA? Please note that you should be prepared to reply to such a request for evidence within a short deadline.

|  |
| --- |
| YES/NO **(mandatory)**  Reference: |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Declaration of honour on  
exclusion criteria and absence of conflict of interest**

*(Complete or delete the parts in grey italics in parenthese)*

[Choose options for parts in grey between square brackets]

The undersigned *(insert name of the signatory of this form)*:

* in [his][her] own name *(for a natural person)*

or

* representing the following legal person: *(only if the economic operator is a legal person)*

full official name:

official legal form:

full official address:

VAT registration number:

* declares that [the above-mentioned legal person][he][she] is not in one of the following situations:

1. is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, or is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
2. has been convicted of an offence concerning professional conduct by a judgment of a competent authority of a Member State which has the force of *res judicata*;
3. has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify including by decisions of the European Investment Bank and international organisations;
4. is not in compliance with all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be performed;
5. has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, where such activity is detrimental to the Union's financial interests;
6. is a subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in a procurement procedure or failing to supply this information, or having been declared to be in serious breach of its obligations under contracts covered by the Union's budget.

* *(Only for legal persons other than Member States and local authorities, otherwise delete)* declares that the natural persons with power of representation, decision-making or control[[1]](#footnote-1) over the above-mentioned legal entity are not in the situations referred to in b) and e) above;
* declares that [the above-mentioned legal person][he][she]:

g) has no conflict of interest in connection with the contract; a conflict of interest could arise in particular as a result of economic interests, political or national affinity, family, emotional life or any other shared interest;

h) will inform the contracting authority, without delay, of any situation considered a conflict of interest or which could give rise to a conflict of interest;

i) has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain, and has not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, where such advantage constitutes an illegal practice or involves corruption, either directly or indirectly, inasmuch as it is an incentive or reward relating to award of the contract;

j) provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure ;

* acknowledges that [the above-mentioned legal person][he][she] may be subject to administrative and financial penalties[[2]](#footnote-2) if any of the declarations or information provided prove to be false.

In case of award of contract, the following evidence shall be provided upon request and within the time limit set by the contracting authority:

For situations described in (a), (b) and (e), production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters 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 tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

For any of the situations (a), (b), (d) or (e), where any document described in two paragraphs above is not issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

If the tenderer is a legal person, information on the natural persons with power of representation, decision making or control over the legal person shall be provided only upon request by the contracting authority.

Full name Date Signature

SECTION 3 – SELECTION CRITERIA -ECONOMIC AND FINANCIAL CAPACITY

### 3. 1Have you enclosed evidence on professional risk indemnity insurance*?*

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| --- |
| YES/NO (mandatory)  Reference: …. |

### 3. 2 Have you enclosed balance sheets and results for the past two financial years?

|  |
| --- |
| YES/NO Reference: …. |

If not, have you enclosed equivalent documentation?

|  |
| --- |
| YES/NO (Mandatory if previous reply is NO)  Reference: …. |

### 3.3 Have you enclosed a statement of overall turnover and turnover concerning the services to be covered by the contract (distinguishing between world-wide and European turnover and expressing all values in Euro) during the last two financial years?

|  |
| --- |
| YES/NO (mandatory)  Reference: …. |

### 3.4 Do you intend to rely on the capacities of other entities (e.g. your parent company)?

|  |
| --- |
| YES/NO Reference: …. |

3.5 If yes, have you enclosed a declaration from this company stating that it will fully support your tender?

|  |
| --- |
| YES/NO (Mandatory if previous reply is YES)  Reference: …. |

1. This covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares. [↑](#footnote-ref-1)
2. As provided for in Article 109 of the Financial Regulation (EU, Euratom) 966/2012 and Article 145 of the Rules of Application of the Financial Regulation (Commission Delegated Regulation (EU) No 1268/2012) [↑](#footnote-ref-2)