



CALL FOR TENDERS

No. PS/SRV/EDP/003/2023

Framework Contract for

**Connectivity Summit – Event management,
Design and Production**

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1. INFORMATION ON TENDERING

1.1 CONTRACTING AUTHORITY

The European Union - in accordance with Council Decision (EU) 2017/1937 - and the Republic of Albania, Bosnia and Herzegovina, the Republic of North Macedonia, Kosovo *, Montenegro and the Republic of Serbia ('the Contracting Parties') signed the Treaty establishing the Transport Community (the TCT).

The aim of the TCT is the creation of a Transport Community in the field of road, rail, inland waterway and maritime transport as well as the development of the transport network between the European Union and the South East European Parties (hereinafter referred to as 'the Transport Community'). The Transport Community shall be based on the progressive integration of transport markets of the South East European Parties into the European Union transport market on the basis of the relevant acquis, including in the areas of technical standards, interoperability, safety, security, traffic management, social policy, public procurement and environment, for all modes of transport excluding air transport.

In order to implement the TCT provisions and make the Transport Community operational, a Permanent Secretariat (hereinafter 'the TCT Secretariat') has been established. The seat of the TCT Secretariat is in Belgrade as defined by the Agreement between the Transport Community and the Republic of Serbia signed on 30 January 2019.

1.2 Subject

The Secretariat seeks to conclude a framework service contract for event management which will include event design solutions, concept proposal and production of visuals (event logo, event video, slogan, other graphic solutions such as backdrop, name tags, dedicated website for registration of participants, promotional materials etc.) and event logistic support (technical equipment and staff for hybrid and live streaming of the event, scene set-up such as backdrop, microphones, translation, organise welcoming and registration of participants, catering).

The events will take place on

- **15 May 2023** at the train station **Bijelo Polje** – around **35 participants** and in **Hotel Budva** for around **70 participants**
- **16 May 2023** at the **Hotel Budva** in Budva, Montenegro – around **150 participants**

1.3 Participation

Participation in this tender procedure is open on equal terms to all natural who are nationals of and legal persons (participating either individually or in grouping-consortium of tenderers) effectively established in a Member State or a country, territory, or region (Annex A2a1 to the practical guide²).

To enable the Contracting Authority to verify the access, each tenderer must indicate its country of establishment (and in case of joint tender – the country of establishment of each group member) and

¹ This designation is without prejudice to positions on status and is in line with UNSCR 1244 (1999) and the ICJ Opinion on the Kosovo declaration of independence.

² <https://wikis.ec.europa.eu/display/ExactExternalWiki/Annexes>

must present the supporting evidence normally acceptable under the law of that country/-ies. The same document(s) could be used to prove country/-ies of establishment and the legal capacity.

Contractors must ensure that there is no detection of subcontractors, natural persons in the lists of EU restrictive measures.

The lists of persons, groups, entities subject to the EU restrictive measures are maintained by the DG FISMA and published on the following website: www.sanctionsmap.eu.

Tenderer included in the lists of EU restrictive measures at the moment of the award decision cannot be awarded the contract.

1.4 Contractual conditions

The tenderer should follow the provisions of the draft framework contract which specifies the rights and obligations of the contractor, particularly those on risks assignment, payments, performance of the contract, confidentiality, and checks and audits.

1.5 Joint tenders

A joint tender is a situation where a tender is submitted by a group of economic operators (natural or legal persons). Joint tenders may include subcontractors in addition to the members of the group.

In case of joint tender, all members of the group assume joint and several liability towards the Contracting Authority for the performance of the contract as a whole, i.e. both financial and operational liability. Nevertheless, tenderers must designate one of the economic operators as a single point of contact (the leader) for the Contracting Authority for administrative and financial aspects as well as operational management of the contract.

After the award, the Contracting Authority will sign the contract either with all members of the group, or with the leader on behalf of all members of the group, authorised by the other members via powers of attorney.

1.6 Subcontracting

Subcontracting is permitted but the contractor will retain full liability towards the Contracting Authority for performance of the contract as a whole.

Tenderers are required to identify subcontractors whose share of the contract is above 20 % and those whose capacity is necessary to fulfil the selection criteria.

During contract performance, the change of any subcontractor identified in the tender or additional subcontracting will be subject to prior written approval of the Contracting Authority.

1.7 The Structure and content of the tender

The tenders must be presented as follows:

- Identification of the tenderer (see section 1.8)
- Non-exclusion (see section 3)
- Selection (see section 4)
- Financial offer

The maximum framework contract price is EUR 23,000.00

The signature of the framework contract imposes no direct obligation for the Contracting Authority. A framework contract will be implemented via specific contracts which shall create the legal obligation for the purchase. Specific contract will specify the date and quantity of delivery, as well as any other terms not defined in the framework contract.

The price for the tender must be quoted in euro. The price quoted may not be revised in line with exchange rate movements. It is for the tenderer to bear the risks or the benefits deriving from any variation.

Prices must be quoted free of all duties, taxes and other charges, including VAT, as the TCT is exempt from such charges under Articles 10 of the [Agreement between the Republic of Serbia and the Transport Community regarding the seat of the Permanent Secretariat of the Transport Community](#). If VAT applicable to the service, VAT may be shown separately.

The quoted price must be a fixed amount which includes all charges as defined within Annex 4.

Tenders shall be submitted by electronic mail to procurement@transport-community.org. All documents referred at above shall be submitted in pdf format. The request for clarification and additional information shall be submitted no later than 4 days before the deadline for submission of tenders.

The time and date displayed by the server clock within the Authority's system shall be the standard upon which compliance with tender submission deadlines shall be determined. Tenderers are strongly advised not to transmit their Tender immediately before the deadline for submission.

It is the Tenderer's sole responsibility to ensure that its Tender complies with the submission requirements and is received by the Contracting Authority by the date and time set out. The Contracting Authority accepts no liability whatsoever for any problems arising from issues such as (but not limited to) the Tenderer's IT software, infrastructure, internet connectivity, etc. that would result in the Tender not being properly or timely received.

1.8 Identification of the tenderer

The tenderer must provide Annex I Identification of the Tenderer, filled in, duly signed and stamped.

The tenderer (or the leader in case of joint tender) must provide a Financial Identification Form with its supporting documents. Only one form per tender should be submitted. The form is available on: http://ec.europa.eu/budget/contracts_grants/info_contracts/index_en.cfm

1.9 Confidentiality of tenders

Once the Contracting Authority has opened a tender, it becomes its property and shall be treated confidentially, subject to the following:

- For the purposes of evaluating the tender and, if applicable, implementing the contract, performing audits, benchmarking, etc., the Contracting Authority is entitled to make available (any part of) the tender to its staff as well to other persons and entities working for the Contracting Authority or cooperating with it, including Contractors or subcontractors and their staff provided that they are bound by an obligation of confidentiality.
- The Contracting Authority may disclose the submitted tender in the context of a request for public access to documents, or in other cases where the applicable law requires its disclosure. Unless there is an overriding public interest in disclosure, the Contracting Authority may refuse to provide full access to the submitted tender, redacting the parts (if any) that contain confidential

information, the disclosure of which would undermine the protection of commercial interests of the tenderer, including intellectual property.

The Contracting Authority will disregard general statements that the whole tender or substantial parts of it contain confidential information. Tenderers need to clearly mark the information they consider confidential and explain why it may not be disclosed. The Contracting Authority reserves the right to make its own assessment of the confidential nature of any information contained in the tender.

1.10 Informing tenderers

The Contracting Authority shall inform tenderers simultaneously and individually of decisions reached concerning the outcome of the procedure, including the grounds for any decision not to award the contract or recommence the procedure.

Within such communication, the Contracting Authority shall inform:

- Any unsuccessful tenderer of the reasons for the rejection of its tender;
- Any tenderer that has made an admissible tender of the characteristics and relative advantages of the tender selected, the price of the offer as well as the name of the successful tenderer.

The Contracting Authority may decide to withhold certain information that it assesses as being confidential, in particular where its release would prejudice the legitimate commercial interests of economic operators or might distort fair competition between them. Such information may include, without being limited to, confidential aspects of tenders such as prices included in the financial offer, technical or trade secrets³.

1.11 Means of redress

Any person that considers itself harmed by any act or decision made by the Contracting Authority might seek remedy by the following means:

a) Seeking remedy with the Contracting Authority

Objections should be sent using the e-mail address procurement@transport-community.org and shall include:

- The no. of the procurement procedure and the word “*objection*” in the subject line;
- Sender's identification data;
- Proof of interest;
- Challenged act or decision and remedy sought;
- Grounds or evidence supporting the objection.

Objections not meeting the formal notification requirements provided above shall be disregarded.

Only actual participants to the tender procedure shall be considered interested parties and allowed to object. In order to be found admissible, objections should concern any of the following:

- Decision to exclude (Contracting Authority's decision to exclude a participant in the tender procedure);
- Decision to award the contract (Contracting Authority's decision to award the contract to a certain bidder).

³ For the definition of trade secrets please see Article 2 (1) of DIRECTIVE (EU) 2016/943 on the protection of undisclosed know-how and business information (trade secrets) against their unlawful acquisition, use and disclosure.

Timing for sending objections shall be no later than 7 days following Contracting's Authority notifications of the outcome of the tender procedure.

Upon review of the objection, the Contracting Authority shall respond as soon as possible and provide the sender its decision and reasoning on the case. Such decision might confirm (fully or in part) or reject the objection. In case the Contracting Authority accepts (in full or in part) an objection it will take immediate remedial action and inform all interested parties in this regard.

b) Permanent Court of Arbitration in Hague

Disputes arising out of the Contracting Authority's decision on an objection shall be settled by final and binding arbitration in accordance with the Permanent Court of Arbitration Optional Rules for Arbitration Involving International Organizations and States, as in effect on the date of launching the tender.

The appointing authority shall be the Secretary General of the Permanent Court of Arbitration. The arbitration proceedings shall take place in the Hague and the language used in the arbitral proceedings will be English. The arbitrator's decision shall be binding on all parties and there shall be no appeal.

1.12 Awarding of the Contract

The Contracting Authority shall award the contract to the selected bidder:

- Not earlier than 7 days following the communication of the outcome of the procedure (the standstill period), providing that no objections are being lodged within such period by any interested party.
- After the Contracting Authority's review and decision on all objections lodged during the standstill period.

In case the Contracting Authority revises its initial award decision on the basis of examination of objections received in the standstill period and decides to award the contract to another tenderer, a further standstill period of 7 days shall apply.

Raising a dispute to the Permanent Court of Arbitration shall not prevent the award of the contract by the Contracting Authority. By submitting tenders in response to this procedure, bidders acknowledge and accept that whatever the outcome of arbitration proceedings might be it shall not result in the contract becoming ineffective through retroactive cancellation or otherwise.

1.13 Period of validity of tenders

The period of validity of tenders is fixed at 3 months from the deadline for the submission of tenders.

In exceptional cases, the Contracting Authority may ask the tenderers for a one-off, specific extension, which may not exceed 40 days.

The successful tenderer is bound by the tender for a further 60 days, irrespective of the date of notification of the award of the contract.

2. TERMS OF REFERENCES

2.1 Services covered by the framework contract

The contract will be implemented in two ways that complement each other:

- a) general framework contract which will contain an overall value of services that the Secretariat intends to purchase during a certain period of time.
- b) within the scope and the amount mentioned point (a), the Secretariat will do specific orders when the need arises through specific contract. Ordering of concrete services will be done via email and the tenderer must therefore provide its central contact email address to the Secretariat. Annex A to these tender specifications also includes an estimated demand of items during the validity of the contract (3 months).

The Contracting Authority requires that there is no minimum order value for any of the services listed under Annex A. The subject of this contract is the overall logistic support and creating visual identity for the Connectivity Summit Design. Event management will include event design solutions, concept proposal and production of visuals (event logo, event video, slogan, other graphic solutions such as backdrop, name tags, dedicated website for registration of participants, promotional materials etc.) and event logistic support (technical equipment and staff for hybrid and live streaming of the event, scene set-up such as backdrop, microphones, translation, organise welcoming and registration of participants, catering etc).

The event of **15 May 2023** at the train station **Bijelo Polje** will involve around **35 participants**. It is planned that high level delegation arrives at the train station, does site visit of the station and there is small press conference, for which printed background, logistic and technical support needs to be provided. In hotel Budva panel discussions will take place for around 70 participants, whereas up to 10 panellists will be positioned on the stage.

Event duration: half day at the train station and half day in Hotel Budva

16 May 2023 at the **Hotel Budva** in Budva, Montenegro will involve around **150 participants**. It is planned to start with official signing ceremony at the beginning for up to 10 people positioned at the stage and right away to continue with panel discussion including up to 15 people positioned on the stage.

Event duration: one day in Hotel Budva

The aim of the event is to bring the attention of the wider community of professionals and political stakeholders on the issues related to sustainable and efficient trade, transport and logistics, as prerequisites for attracting investments and enhancing economic growth within the region of Western Balkans, as well as for strengthening relations between the region and EU. Adequate infrastructure, digitalization and efficient procedures for movement of goods are crucial for improving the competitiveness of economies in regional and international markets.

Event teaser is published on <https://www.transport-community.org/transport-facilitation/summit-2023/>

Required services are listed in the table below:

Description	Unit	Quantity	Price (Unit x Quantity) without VAT	Total Price (Unit x Quantity) with VAT
Different banners and rollups for both events, with event slogan and logo	piece	5		
Outdoor flags (EU, TCT and CEFTA)	piece	6		
Design and production of photo background size 2,30 m x 5, montage and distribution for both events	Piece	1		
Appropriate stage for accommodating up to 15 panelists sitting on the stage in the panel format and accommodating signing ceremony on 16.05	Package	2		
LED screen in line with the length of the stage as well as accompanying equipment and activities (video realization, spy monitors, assembling and disassembling, transport of the equipment etc.)	Package	2		
Side screens for the main stage in line with LED screen	Piece	2		
55-inch TV screens (below stage for first row participants, in line with the stage length)	Package	2		
Full stage setup: lectern / speech desk, armchairs, small-club tables for the main stage and signing ceremony set-up (all items branded except chairs)	Package	2		
Audio and visual system with microphones (fixed micros for the small tables) inside of the room for the conference	service	2 days		
Audio and visual system with microphones for the short press statements of approximately 5 people (microphones, standpoint, camera with cameraman, lectern and press multi-box)	service	2 days		
Equipment and software/platform (Zoom/WebEx for online participants) for live streaming and technical support for directing zoom, creation of tailopes for announcing beginning of the conference/panels/breaks on online platform	service	2 days		
Hybrid simultaneous translation system with Zoom link (or similar) - Albanian, Macedonian, Serbian languages to English and vice versa	Service for up to 150 participants	2 days		
Translation equipment and appropriate technical support in the meeting room	Package	2		

Headsets and accompanying equipment (option, translation to be done online)	Piece	150		
HD cameras and cameraman for adequate recording and video transmission of events	service	2 days		
Management of the registration of participants such as distribution of invitations, online registration (platform included), reporting on online registration	service	1 day		
Physical registration of participants (at the venue entrance) registration desks, personalized lanyard, signature lists, etc.	Service	2 days		
Participants branding and production of badges, table names, name tags, name indicators, info signs etc.	service	2 days		
Lighting system of the venue (if needed, depends on the existing light in the conference room) for hotel events	service	2 days		
Branding of lectern (one to be used for both events) and tables for the events in hotel	Package	1		
Flower arrangement for stage at the main event on 16 May	service	1		
Human support				
Technicians on the spot for all activities (interpretation, Zoom, cameras, audio-visual etc.) for both events	service	2 days		
Logistic support for registration/management of guests for both events including 3 protocol assistants	service	2 days		
Photographer for both events	persons	1		
Gifts Proposals for VIPs – design development and production of adequate gifts for VIP guest and other panelists:				
Design and production to be agreed with Contracting Authority upon presenting 3 proposals	Pieces	50		
Gift Proposals for all participants				
Backpacks or bags supplied with pens, notebooks, umbrellas, key chains, foam truck toy model and conference materials (agenda, folders with copy of accompanying conference materials) all branded with Summit and individual logos. <i>Propose the package with above stated or similar items applicable for the event</i>	Package	150		
Visual Identity of the Summit and the Agency production costs				
Visual identity of the Summit and event in Bijelo Polje– creating logo, key visuals, backgrounds, slogan and various main design modification and application of the same on event materials	Service	1		

Production of the Summit after event video (3 min)	Service	1		
Production of the Bijelo polje event video (2 min)	Service	1		
Events realization and Agency coordination	Service	1		
Other				
Red ribbon and scissor post (5 sets approximately)	service	1		
Refreshments for the participants for event in Bijelo Polje	package	1		

It is up to the tenderer to estimate the human resources (number of persons) needed to complete the listed tasks in adequate manner, where already not indicated.

2.2. Delivery of services

Upon agreement with the Contracting authority. Delivery of all services and final products (different visuals, printed materials etc.) shall be in Montenegro (Budva and Bijelo Polje) at location additionally provided by the Contracting Authority.

The Contractor shall be obliged to deliver services in successive manner in accordance with the date and quantity as stipulated in the specific contract.

2.3. Contract duration

The execution of the contract shall start on the date when the contract is signed by the last party.

Performance of the contract starts from the date of entry into force of the contract. The period of contract implementation cannot exceed 3 months.

3. VERIFICATION OF NON-EXCLUSION

All tenderers must provide a declaration on honour (see Annex 2), signed and dated by an authorised representative, stating that they are not in one of the situations of exclusion listed in that declaration on honour.

The Contracting Authority reserves the right to verify whether the successful tenderer is in one of the situations of exclusion by requiring the supporting documents listed in the declaration of honour.

The obligation to submit supporting evidence does not apply to international organisations.

A tenderer is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that that there has been no change in its situation.

A tenderer is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4. SELECTION CRITERIA

Tenderers must prove their legal, economic, financial, technical and professional capacity to carry out the work subject to this procurement procedure.

The tenderer may 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.

The tender must include the proportion of the contract that the tenderer intends to subcontract.

4.1 Declaration and evidence

The tenderers whose capacity is necessary to fulfil the selection criteria must provide the declaration on honour (see Annex 2), signed and dated by an authorised representative, stating that they fulfil the selection criteria applicable to them.

This declaration is part of the declaration used for exclusion criteria so only one declaration covering both aspects should be provided by each concerned entity.

The Contracting Authority will evaluate selection criteria on the basis of the evidence to be submitted with the tenders. A tenderer is not required to submit the documentary evidence if it has already been submitted for another procurement procedure and provided the documents were issued not more than one year before the date of their request by the contracting authority and are still valid at that date. In such cases, the tenderer must declare on its honour that the documentary evidence has already been provided in a previous procurement procedure, indicate the reference of the procedure and confirm that that there has been no change in its situation.

A tenderer is not required to submit a specific document if the contracting authority can access the document in question on a national database free of charge.

4.2 Legal capacity

Tenderers must prove that they have legal capacity to perform the contract. Such capacity shall be proven by the evidence listed below:

- Proof of enrolment in a relevant trade or professional register;

4.3 Economic and financial capacity criteria

4.3.1: The tenderer must have the necessary economic and financial capacity to perform this contract until its end. In order to prove their capacity, the tenderer must comply with the following selection criteria:

- Annual average turnover of the last two closed financial years should be above EUR 20,000.00; this criterion applies to the leader in case of joint tenders.
- Current ratio (current assets/current liabilities) in the last year for which accounts have been closed must be at least 1. In case of a consortium, this criterion applies to the leader; and
- Profitability: Profit Margin Ratio should be above 0 (zero).

4.3.2: Evidence:

- For economic operators required under national law to keep a complete set of accounts: statement of financial position, statement of profit or loss account and annexes of the last two years for which accounts have been closed;

- For economic operators required under national law to keep a simplified set of accounts: the statement of expenditure and revenue and the annex showing assets and liabilities for the last two financial years for which accounts have been closed;
- In all cases, a statement of overall turnover provided over the last two financial years for which accounts have been closed.
- The most recent year must have been closed within the last 18 months.

The above specified evidence of economic and financial capacity must be provided with the tender.

If, for some exceptional reason which the Contracting Authority considers justified, a tenderer is unable to provide one or other of the above documents, it may prove its economic and financial capacity by any other document which the Contracting Authority considers appropriate. In any case, the Contracting Authority must at least be notified of the exceptional reason and its justification. The Contracting Authority reserves the right to request any other document enabling it to verify the tenderer's economic and financial capacity.

4.4 Technical and professional capacity criteria

4.4.1 Tenderers must prove that they meet the following technical and professional criteria:

Tenderers must prove that they meet the following technical and professional criteria:

- Has provided similar services in the past three years with at least three contracts with cumulative value of at least EUR 30,000.

4.4.2 Evidence:

- List with the at least three contracts with cumulative value of at least EUR 30,000., indicating the contract value, period of duration and the client.

5. AWARD CRITERIA

The contract will be awarded based on the most economically advantageous tender, according to the 'best price-quality ratio' criteria.

Tenders will be evaluated on the basis of the following award criteria and their weighting:

1. Price - 30%

The price considered for evaluation will be the total price of the Financial Proposal, covering all the requirements set out in the Tender Specifications.

2. Quality – 70%

The quality of the tender will be evaluated based on the criteria set in the following table. The maximum total quality score is 100 points.

Tenders must score a minimum no. of points for each criterion, as indicated in the table below. The minimum no. of points to be scored is 60. Tenders that do not reach the minimum thresholds for each criterion or a total number of 60 points will be rejected and will not be ranked.

No	Quality Award Criteria	Maximum Points
1	Previous expertise and experience in carrying out the requested services	30/100
2	Scenario proposal	70/100
	Maximum total points	100

Following evidence should be provided:

1. Previous expertise and experience in carrying out the requested services

At least 3 examples of work done during the last three years referring to the event management, design and production. The examples must have the logo of the company; in case of missing logo the company must provide evidence of authorship by attaching a copy of the contract or respective bills.

Web links to examples or interactive products will be considered as an advantage.

2. Scenario proposal:

Please provide a mock proposal (scenario) for the main event of the Connectivity Summit on 16.05 in particular:

- Background visual proposal and main stage arrangements
- Proposal for visuals to be used at the train station in Bjelo Polje
- Gift Proposal for VIP participants related to the subject of the event.

The mock proposal (scenario) should be provided as a part of the offer

Only the tenders meeting the eligibility criteria will be evaluated in terms of quality and price.

$$\text{Score for tender X} = \frac{\text{cheapest price of tender X}}{\text{price of tender X}} * 100 * 30\% + \text{total quality score (out of 100) for all award criteria of tender X} * 70\%$$

6. AWARD DECISION AND CONTRACT SIGNING

The award decision will be taken by the Director.

1. ANNEXES

1. Tenderer 's Identification Form
2. Declaration of honour on exclusion criteria and selection criteria
3. Draft Framework Contract
4. Financial Offer
5. Financial Identification

ANNEX 1

IDENTIFICATION OF THE TENDERER

(Each service provider, including any member of a consortium or grouping and subcontractor(s) whose share of the work is more than 20% of the contract must complete and sign this identification form)

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Identity	
Name of the tenderer	
Legal status of the tenderer	
Date of registration	
Country of registration	
Registration number	
VAT number	
Description of statutory social security cover (at the level of the Member State of origin) and non-statutory cover (supplementary professional indemnity insurance) ⁴	
Address	
Address of registered office of tenderer	
Where appropriate, administrative address of tenderer for the purposes of this invitation to tender	
Contact Person	
Surname: First name: Title (e.g. Dr, Mr, Ms) : Position (e.g. manager): Telephone number: Fax number: E-mail address:	

⁴ For natural persons.

Legal Representatives	
Names and function of legal representatives and of other representatives of the tenderer who are authorised to sign contracts with third parties	
Declaration by an authorised representative of the organisation⁵	
I, the undersigned, certify that the information given in this tender is correct and that the tender is valid.	
Surname: First name:	Signature:

⁵ This person must be included in the list of legal representatives; otherwise the signature on the tender will be invalidated.

ANNEX 2

Declaration of honour on exclusion criteria 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:	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number:

➤ declares whether the above-mentioned person is in one of the following situations or not:		
SITUATION OF EXCLUSION CONCERNING THE PERSON	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 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 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;	<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;	<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 any 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;	<input type="checkbox"/>	<input type="checkbox"/>
(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;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC 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 forms of trafficking in human beings as defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
e) the person has shown significant deficiencies in complying with the main obligations in the performance of a contract 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 Authorising Officer, 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) for the situations of grave professional misconduct, fraud, corruption, other criminal offences, significant deficiencies in the performance of the contract or irregularity, the applicant is subject to: <ul style="list-style-type: none"> i. facts established in the context of audits or investigations carried out by the Court of Auditors, OLAF or internal audit, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; ii. non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; iii. decisions of the ECB, the EIB, the European Investment Fund or international organisations; iv. decisions of the Commission relating to the infringement of the Union's competition rules or of a national competent authority relating to the infringement of Union or national competition law; or v. decisions of exclusion by an authorising officer of an EU institution, of a European office or of an EU agency or body. 	<input type="checkbox"/>	<input type="checkbox"/>

[Only for legal persons other than Member States and local authorities, otherwise delete this table]

➤ declares whether a natural person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers the company directors, members of the management or supervisory bodies, and cases where one natural person holds a majority of shares) is in one of the following situations or not:		
SITUATIONS OF EXCLUSION CONCERNING NATURAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON	YES	NO
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>

➤ declares whether a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations or not:			
SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

➤ declares whether the above-mentioned person is in one of the following situations or not:		
GROUND FOR REJECTION FROM THIS PROCEDURE	YES	NO
h) has not distorted competition by being previously involved in the preparation of procurement documents for this procurement procedure;	<input type="checkbox"/>	<input type="checkbox"/>
i) has provided accurate, sincere and complete information to the contracting authority within the context of this procurement procedure;	<input type="checkbox"/>	<input type="checkbox"/>
➤ acknowledges that 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.		

➤ declares whether the above-mentioned person complies with the selection criteria as provided in the tender specifications:		
SELECTION CRITERIA	YES	NO
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section 3.2.2 of the tender specifications;		
(b) It fulfills the applicable economic and financial criteria indicated in section 3.2.3 of the tender specifications;		

(c) It fulfills the applicable technical and professional criteria indicated in section 3.2.4 of the tender specifications.		
➤ declares that the above-mentioned person will be able to provide the necessary supporting documents listed in the relevant sections of the tender specifications and which are not available electronically upon request and without delay.		

REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it should indicate the measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. They may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines. The relevant documentary evidence which appropriately illustrates the remedial measures taken should be provided in annex to this declaration. This does not apply for the situations referred in point (d) of this declaration.

EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person shall provide information on the persons that are members of the administrative, management or supervisory body, as well as the following evidence concerning the person or 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.

If the person already submitted such evidence for the purpose of another procedure, its issuing date does not exceed one year and it is still valid, the person shall declare on its honour that the documentary evidence has already been provided and confirm that no changes have occurred in its situation.

Full name

Date

Signature

ANNEX 3

DRAFT FRAMEWORK CONTRACT

Please see separate document