

CONTRACT NOTICE

Consultant Services - Firm

CALL FOR TENDER : GENERAL INFORMATION

I. NAME AND ADDRESS CONTRACTING AUTHORITY

West African Power Pool (WAPP)

PK6, Zone des Ambassades, 06 BP 2907, Cotonou, Republic of Benin,

Tel. : (+229) 91 21 52 52/ 91 21 53 53

Email : ofajemirokun@ecowapp.org

II. TITLE:

Implementation of Intranet Solution for WAPP Secretariat.
(Document Management System (DMS))

III. TYPE OF CONTRACT

Services

IV. SHORT DESCRIPTION OF THE CONTRACT

The WAPP has received financing from the European Union under the Improved Governance of the Energy sector in West Africa (AGoSE – AO) Programme. The Component 3 of the Programme provides for the Operation and Management of the Interconnected System and the Unified Electricity Market under which the activity for the acquisition of an Intranet Solution for WAPP is obtained.

The WAPP intends to use part of the funding for the implementation of an Intranet Solution.

To improve the storage, management and tracking of electronic documents and electronic images of paper-based information captured through the use of a document scanner, the WAPP is seeking to acquire a Document Management System (DMS) .

The deployment of this System shall be carried out in two (2) phases according to the Tasks below.

The Request for Proposal (RfP) will include three tasks:

- Task 1: DMS tool and hosting server provision and implementation
- Task 2: Other documentation tools provision and implementation
- Task 3: Hotline and corrective maintenance service

The assignment of the Consultant is to define and provide the technical solution as functionally specified in this document, and then implement it within WAPP. The Consultant will also provide support in configuring the solution.

SPECIFIC WORK

The Consultancy must cover all the following tasks, to which the Consultant must respond.










The Consultant is allowed to constitute a consortium in response to the tasks.

However, it is strongly advised that the leader of a consortium is none other than the one responsible for task 1.

The key duties and responsibilities are as follows:

- Task 1: DMS tool and hosting server provision and implementation
 - Provision of the DMS software tool (1.1)
 - Configuration of the DMS software tool according to the expectations of WAPP (1.1)
 - Provision and installation of cloud hosting servers for the DMS solution (1.2)
 - Integration with existing Office365 applications (1.2)
 - Provision of a single integrated home page for all provided tools in the different tasks forming the DMS Solution (1.3)
 - Introduction of the existing documentation into the DMS (1.4)
- Task 2: Other documentation tools provision and implementation
 - Provision of collaborative work tools (2.3)
 - Configuration of the tools according to the expectations of WAPP (2.3)
 - Set up workflows ready-to-use (2.4)
 - Training in the complete DMS Solution (2.5)
- Task 3: Hotline and corrective maintenance service
 - Provision of a 3-year user help hotline service (3.1)

Tasks	Sub-Tasks	Phase 1	Phase 2
Task 1: DMS tool and hosting server provision and implementation	Provision of the DMS software tool (1.1)	✓	✓
	Configuration of the DMS tool according to the expectations of WAPP (1.1)	✓	✓
	Provision and installation of the hosting servers for the DMS solution – Cloud Only (1.2)	✓	✓
	Provision and installation of the hosting servers for the DMS solution (On-premise servers) (1.2)		✓
	Integration with existing Office365 applications (1.2)	✓	✓
	Provision of a single integrated home page for all provided tools in the different tasks forming the DMS Solution (1.3)	✓	✓
	Introduction of the existing documentation into the DMS (1.4)	✓	✓
Task 2: Other documentation tools provision and implementation	Provision of a template manager tool (2.1)		✓
	Provision of a Digital Form tool (2.2)		✓
	Provision of an electronic document signature tool (2.2)		✓
	Provision of collaborative work tools (2.3)	✓	✓

	Configuration of the tools according to the expectations of WAPP (2.3)		
	Set up 5 workflows ready-to-use (2.4)		
	Training in the complete DMS Solution (2.5)		
Task 3: Hotline and corrective maintenance service	Provision of a 3-year user help hotline service (3.1)		
	Provision of a setting service for additional developments (3.2)		

The consultant in his response to the RfP shall respect at least the phases 1 and 2 of implementation indicated in the above table with the associated scopes.

NB : Working languages of the ICC are English and French.

V. ESTIMATED TOTAL VALUE

Value excluding VAT : **120,000 EURO**

VI. TYPE OF PROCEDURE

Restricted

VII. INFORMATION ABOUT LOTS

This contract is divided into lots: *Not applicable*

CALL FOR TENDER: INFORMATION PER LOT

VIII. PLACE PERFORMANCE

Cotonou – Benin

IX. AWARD CRITERIA

Price is not the only award criterion, and all criteria are stated only in the procurement documents.

X. TIME LIMIT FOR SUBMISSION OF APPLICATIONS

Date: **November 9, 2021**

Local Time: **10:00 AM (Cotonou local time)**

*Proposals must be delivered by email only. Proposals will be sent no later than : **November 9, 2021** at 10:00 AM local time in Cotonou to only the secure email address procurement@ecowapp.org*

Due to Covid19, submission of paper proposals is not permitted, and hard copy proposals will not be opened and evaluated.

XI. MINIMUM TIME FRAME DURING WHICH THE TENDERER MUST MAINTAIN THE TENDER

Duration in months: **Six (6) months** (from the date stated for receipt of tender)

XII. CONDITIONS FOR OPENING OF TENDERS

Date: November 9, 2021

Local time: 10:30 AM (Cotonou local time)

Place: WAPP Secretariat Cotonou

Applicants wishing to participate in the opening of applications received, which will be hosted online using Microsoft Teams, should send a request to the address below to Mr Mouhamadou S. Diedhiou via msdiedhiou@ecowapp.org no later than: **November 9, 2021** and the link to join the virtual meeting will be communicated to them.

Answers to questions can be obtained by sending them to msdiedhiou@ecowapp.org copies to andorere@ecowapp.org; and otfajemirokun@ecowapp.org

Any proposal received by the WAPP after the expiration of the submission deadline will be rejected. Proposals will be opened on : **November 9, 2021 at 10:30 pm local time in Cotonou** by the WAPP Procurement Committee.

The Minutes of the opening session of the expressions of interest that were received will be communicated to all bidders after the opening event.

ADDITIONAL INFORMATION ABOUT THE CONTRACT NOTICE

Implementation of Intranet Solution

Cotonou-Benin

1. Nature of contract

Fee-based contract

2. Programme title

Improved Governance of the Energy sector in West Africa (AGoSE – AO)

3. Financing

11th EDF Regional Programme - EXTERNAL ACTIONS OF THE EUROPEAN UNION

4. Eligibility and rules of origin

Participation in tendering is open on equal terms to all natural and legal persons (participating either individually or in a grouping – consortium – of candidates/tenderers) which are established in one of the Member States of the European Union, ACP States or in a country or territory authorized by the ACP-EC Partnership Agreement under which the contract is financed (see also heading 'Legal Basis' below). Participation is also open to international organisations.

5. Candidature

All eligible legal persons (Firm, as per item 4 above) or groupings of such persons (consortia) may apply.

A consortium may be a permanent, legally established grouping or a grouping which has been constituted informally for a specific tender procedure. All partners of a consortium (i.e., the leader and all other partners) are jointly and severally liable to the contracting authority.

The participation of an ineligible natural or legal person will result in the automatic exclusion of that person. In particular, if that ineligible person belongs to a consortium, the whole consortium will be excluded.

6. Number of applications or tenders

No more than one application can be submitted by a legal person.

7. Tender guarantee

No tender guarantee is required.

8. Performance guarantee

No performance guarantee required.

9. Information meeting and/or site visit

No information meeting is planned.

10. Tender validity

Tenders must remain valid for a period of 3 months after the deadline for submission of tenders. In

exceptional circumstances, the contracting authority may, before the validity period expires, request that tenderers extend the validity of tenders for a specific period.

11. Shortlist alliances prohibited

Any tenders received from tenderers having a different composition than the ones mentioned in the short-listed application forms will be excluded from this restricted tender procedure, unless prior approval from the contracting authority has been obtained – see practical guide 2.6.3. Short-listed candidates may not form alliances or subcontract to each other for the contract in question.

12. Grounds for exclusion

Candidates or tenderers must submit a signed declaration, included in the application form or tender form, to the effect that they are not in any of the situations listed in Section 2.6.10.1. of the **practical guide (PRAG)**. Where the candidate or tenderer intends to rely on capacity providing entities or subcontractor(s), he/she must provide the same declaration signed by this/these entity(ies).

Candidates or tenderers included in the lists of EU restrictive measures (see Section 2.4. of the PRAG) at the moment of the award decision cannot be awarded the contract.

13. Sub-contracting

Sub-contracting is allowed.

14. Number of candidates to be short-listed

On the basis of the applications received, between 4 and 8 candidates will be invited to submit detailed tenders for this contract. If the number of eligible candidates meeting the selection criteria is less than the minimum of 4, the contracting authority may invite the candidates who satisfy the criteria to submit a tender. If the number of eligible candidates meeting the selection criteria is more than the maximum allowed, the contracting authority will rank them using the re-examination criteria stated below.

15. Provisional date of invitation to tender

November 15, 2021

16. Provisional commencement date of the contract

January 3, 2022

17. Period of implementation of tasks

3 months

SELECTION AND AWARD CRITERIA

18. Selection criteria

The following selection criteria will be applied to candidates (legal persons).

In a first step, for the EOI, companies will be assessed on the following minimum criteria:

Company experience:

- General experience of at least 5 years.
- At least 5 references of conception of DMS and tailored documentation tools; experience in West Africa will be an added value.
- At least 5 references for operational implementation of tools; experience in West Africa will be an added value.

NB : The key personnel required for the completion of the assignment will not be evaluated at this stage.

19. Award criteria

Best price-quality ratio

APPLICATION AND TENDERING

20. Tender opening session

Applicants wishing to participate in the opening of applications received, which will be hosted online using Microsoft Teams, should send a request to the address below to *Mr Mouhamadou S. Diedhiou* via msdiedhiou@ecowapp.org no later than **November 9, 2021** and the link to join the virtual meeting will be communicated to them.

21. Applications format and details to be provided

Applications must be submitted using the standard application form, the format and instructions of which must be strictly observed. The application form is available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

The application must be accompanied by a declaration on honour on exclusion and selection criteria using the template available from the following Internet address:

<https://ec.europa.eu/europeaid/prag/document.do?isAnnexes=true>

Any documentation (brochure, letter, etc.) sent with an application in addition to what has been requested will not be taken into consideration.

22. How applications may be submitted

*Proposals must be delivered by email only. Proposals will be sent no later than **November 9, 2021** at 10:00 local time in Cotonou to only the secure email address procurement@ecowapp.org*

Due to Covid19, submission of paper proposals is not permitted, and hard copy proposals will not be opened and evaluated.

The contract title and publication reference (see contract notice) must be clearly marked on the email containing the application and must always be mentioned in all subsequent correspondence with the contracting authority.

Applications submitted by any other means will not be considered.

By submitting an application candidate accept to receive notification of the outcome of the procedure by electronic means. Such notification shall be deemed to have been received on the date upon which the contracting authority sends it to the electronic address referred to in the application form.

23. Deadline for submission of applications

*The deadline for submission of applications is **November 9, 2021** at 10:00 local time in Cotonou.*

Any application sent to the contracting authority after this deadline will not be considered.

The contracting authority may, for reasons of administrative efficiency, reject any application submitted on time but received, for any reason beyond the contracting authority's control, after the effective date of approval of the short-list report, if accepting applications that were submitted on time but arrived late would considerably delay the evaluation procedure or jeopardise decisions already taken and notified.

24. Clarifications on the contract notice

Clarifications may be sought from the contracting authority at the following email address andorere@ecowapp.org Copy : otfajemirokun@ecowapp.org ; and msdiedhiou@ecowapp.org at the latest 21 days before the deadline for submission of applications stated at section **X of the contract notice (Time limit for submission of tender)**.

Clarifications will be published on www.ecowapp.org at the latest 5 days before the deadline for the submission of applications.

25. Alteration or withdrawal of applications

Applicants may alter or withdraw their applications by written notification prior to the deadline for submission of applications. No applications may be altered after this deadline.

Any such notification of alteration or withdrawal shall be prepared and submitted in accordance with **X of the contract notice**.

26. Language of the procedure

All written communications for this tender procedure and contract must be in English.

28. Legal basis

Annex IV to the Partnership Agreement between the members of the African, Caribbean and Pacific Group of States of the one part, and the European Community and its Member States, of the other part, signed in Cotonou on 23 June 2000 as amended in Luxembourg on 25 June 2005 and in Ouagadougou on 22 June 2010. Reference is made to Annex IV as revised by Decision 1/2014 of the ACP-EU Council of Ministers of 20 June 2014.

29. Additional information

Financial data to be provided by the candidate in the standard application form or the tenderer in the tender form must be expressed in EUR. If applicable, where a candidate refers to amounts originally expressed in a different currency, the conversion to EUR shall be made in accordance with the InforEuro exchange rate of the month and year corresponding to the deadline for submitting application, which can be found at the following address: <http://ec.europa.eu/budget/graphs/inforeuro.html>.

FORMS

Circulation restricted to the contracting authority and to the author of the document to protect the individual and to protect privacy, commercial and industrial secrecy

APPLICATION FOR EU/EDF-FUNDED SERVICE CONTRACT

Contract notice: < Publication reference >

<Contract title>

<Lot number and lot title, if applicable>

Please supply one signed application (for each lot, if the tender procedure is divided into lots), together with **three copies**. For economical 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. Your application must include a signed declaration using the annexed format from each legal entity making the application. **All data included in this application must concern only the legal entity or entities making the application.**

Any additional documentation (brochures, letters etc.) sent with your application will not be taken into consideration. Applications submitted by a **consortium** (i.e. either a permanent, legally-established grouping or a grouping set up informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities it must prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing a commitment on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility - notably that of nationality – and must comply with the selection criteria for which the economic operator relies on them. Furthermore, the data for this third entity for the relevant selection criterion should be included in a separate document. Proof of the capacity will also have to be provided when requested by the contracting authority. With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the services for which these capacities are required. With regard to economic and financial criteria, the entities upon whose capacity the tenderer relies become jointly and severally liable for the performance of the contract.

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

Name(s) of legal entity or entities making this application	Nationality ¹

Leader²		
Member		
Etc ...		

2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 ECONOMIC AND FINANCIAL CAPACITY³

Please complete the following table of financial data⁴ based on your closed annual accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with **. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided. If the candidate is a public body, please provide equivalent information.

Financial data Data requested in this table must be consistent with the selection criteria set in the Additional information about the contract notice	2 years before last year⁵ <specify> EUR	Year before last year⁵ <specify> EUR	Last year⁵ <specify> EUR	Average⁶ EUR	[Past-year EUR]**	[Current year EUR]**
Annual turnover ⁷ , excluding this contract						
Current assets ⁸						
Current liabilities ⁹						
[Current ratio (current assets/current liabilities)]	Not applicable	Not applicable		Not applicable	Not applicable	Not applicable]

4 STAFF

Please provide the following statistics on staff for the current year and the two previous years.¹⁰

Annual manpower	Year before past year		Past year		Current year		Period average	
	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹
Permanent staff ¹²								
Other staff ¹³								
Total								
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%	%	%

5 AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this application. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

	Leader	Member 2	Member 3	Etc ...
Relevant specialisation 1				
Relevant specialisation 2				
Etc ... ¹⁴				

6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past [3] years¹⁵ by the legal entity or entities making this application. The number of references to be provided must not exceed 15 for the entire application.

Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used.

Ref no (maximum 15)	Project title							
Name of legal entity	Country	Overall contract value (EUR) ¹⁶	Proportion carried out by legal entity (%) ¹⁷	No of staff provided	Name of client	Origin of funding	Dates (start/end) ¹⁸	Name of consortium members, if any
...
Detailed description of project						Type and scope of services provided¹⁹		
...						...		

7 DECLARATIONS

As part of their application, each legal entity identified under point 1 of this application, including every consortium member, 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 upon request.

Moreover, each legal entity identified under point 1 of this application, including every consortium member, and capacity-providing entities (if any) must submit a signed declaration on honour on exclusion and selection criteria (form A14 available at the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>).

8 STATEMENT

I, the undersigned, the authorised signatory of the above candidate (for a consortium, this includes all consortium members), hereby declare that we have examined the contract notice for the restricted tender procedure referred to above. If our application is short-listed, we fully intend to submit a tender to provide the services requested in the tender dossier.

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/EDF.

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, unless the contracting authority has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the contracting authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the candidate

Name	
Signature	
Date	

**FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7
OF THE APPLICATION FORM
To be submitted on the headed notepaper of the legal entity concerned**

<Date>

<Name and address of the contracting authority — see the contract notice >

Your ref: < **Publication reference** >

Dear Sir/Madam

In response to your contract notice < **publication reference** >, we, < **name(s) of legal entity or entities** >, confirm that we intend to submit a tender for the contract for [lot number < **number** > of]* the above if we are invited to do so.

We hereby declare that we:

- are making this application [on an individual basis]* [as member of the consortium led by [< **name of the leader** >] [ourselves]]* for this contract. We confirm that we are not involved in any other application for the same contract, in any form (as a member, leader, in a consortium or as an individual candidate);
- agree to abide by the ethics clauses in Section 2.5.6. of the practical guide, 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 candidates or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this application according to Section 2.5.4. of the practical guide;
- [have attached a current list of the enterprises in the same group or network as ourselves] [are not part of a group or network]* and have only included data in the application form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]*;
- will inform the contracting authority 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 the above-mentioned persons 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 they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 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 also undertake, if required, to provide evidence of our financial and economic standing and our technical and professional capacity according to the selection criteria for this call for tender specified in the Additional information about the contract notice document.. The list of documents required is given in Section 2.6.11. of the practical guide.

Declaration on 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: ('the person')	Full official name: Official legal form: Statutory registration number: Full official address: VAT registration number: ('the person')

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure

I – SITUATIONS OF EXCLUSION CONCERNING THE PERSON

(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 Union 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 eligibility or 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 any 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 or active corruption within the meaning of 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, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, as well as corruption as defined in other applicable laws;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, as 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 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 a contracting authority, the European Anti-Fraud Office (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 has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>

(h) (<i>only for legal persons</i>) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g).	<input type="checkbox"/>	<input type="checkbox"/>
(i) for the situations referred to in points (c) to (h) above the person is subject to:		
i.facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office after its establishment, the Court of Auditors, the European Anti-Fraud Office (OLAF) or the internal auditor, 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;	<input type="checkbox"/>	<input type="checkbox"/>
ii.non-final judgments or 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;	<input type="checkbox"/>	<input type="checkbox"/>
iii. facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;		
iv.information transmitted by Member States implementing Union funds;	<input type="checkbox"/>	<input type="checkbox"/>
v.decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; or	<input type="checkbox"/>	<input type="checkbox"/>
vi. 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"/>
	<input type="checkbox"/>	<input type="checkbox"/>

II – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON AND BENEFICIAL OWNERS

Not applicable to natural persons, Member States and local authorities

(2) declares that a natural or legal 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 e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as referred to in point 6 of article 3 of Directive (EU) No 2015/849) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (e) above (significant deficiencies in performance of a contract)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Situation (g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (i) above	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON

(3) declares that 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 <i>[If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation]:</i>	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"/>

IV – GROUNDS FOR REJECTION FROM THIS PROCEDURE

(4) declares that the above-mentioned person:	YES	NO
Was previously involved in the preparation of the procurement 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.	<input type="checkbox"/>	<input type="checkbox"/>

V – 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. This does not apply for situations referred in point (d) of this declaration.

VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners.

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

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.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority. 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 signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

VII – SELECTION CRITERIA

(1) declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the tender documents:	YES	NO	N/A
(a) It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section <i>[insert]</i> of the contract notice/Instructions to tenderers;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) It fulfills the applicable economic and financial criteria indicated in section <i>[insert]</i> of the contract notice/Instructions to tenderers;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) It fulfills the applicable technical and professional criteria indicated in section <i>[insert]</i> of the contract notice/Instructions to tenderers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please adapt the table above to the criteria indicated in the tender documents (i.e. insert extra rows for each criterion or delete irrelevant rows).

(2) if the above-mentioned person is the sole tenderer or the leader in case of consortium , declares that:	YES	NO	N/A
(d) the tenderer, including all members of the group in case of consortium and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender documents.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VIII – 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 person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority. 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 signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The above-mentioned person must immediately inform the contracting authority of any changes in the situations as declared.

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

Date

Signature

If this declaration is completed by a consortium member:

The following table contains our financial data as included in the consortium's application form. These data are based on our annual closed accounts and our latest projections. Estimated figures (i.e., those not included in annual closed accounts) are given in the columns marked with **. Figures in all columns are calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any clarification or explanation which is judged necessary may also be provided.

Financial data Data requested in this table must be consistent with the selection criteria set in the Additional information about contract notice document	2 years before last⁵ <specify> EUR	Year before last year⁵ <specify> EUR	Last year⁵ <specify> EUR	Average⁶ EUR	[Past year EUR]**	[Current year EUR]**
Annual turnover ⁷ , excluding this contract						
Current assets ⁸						
Current liabilities ⁹						
[Current ratio (current assets/current liabilities)]	Not applicable	Not applicable		Not applicable	Not applicable	Not applicable]

The following table contains statistics on our staff, as included in the consortium’s application form:

Average manpower	Year before past year		Past year		Current year		Period average	
	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹
Permanent staff ¹²								
Other staff ¹³								

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

¹ Country in which the legal entity is registered.

² Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this application form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as 'leader' (and all other lines should be deleted). Any change in the identity of the leader and/or any consortium members between the deadline for receipt of applications indicated in the contract notice and the award of the contract is not permitted without the prior written consent of the contracting authority.

³ Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

⁴ If this application is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form. Consolidated data are not requested for financial ratios.

⁵ Last year = last accounting year for which the entity's accounts have been closed.

⁶ Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

⁷ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

⁸ A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

⁹ A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

¹⁰ If this application is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form.

¹¹ Manpower in fields related to this contract, corresponding to the specialisations identified in point 5.

¹² Staff directly employed by the candidate on a permanent basis (i.e. under indefinite contracts).

¹³ Other staff not directly employed by the candidate on a permanent basis (i.e. under fixed-term contracts).

¹⁴ Add /delete additional lines and/or rows as appropriate. If this application is submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).

¹⁵ For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.

¹⁶ The effect of inflation will not be taken into account.

¹⁷ Only the proportion carried out by the legal entity may be used as reference.

¹⁸ If the reference contract is only partially completed, please quote the percentage and value which has been completed.

¹⁹ Please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.