

**CALL FOR TENDER FOR SUBCONTRACTING EXPERTISE**

* **APPLICATION FORM -**

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| --- | --- |
| Project title: | CIVITAS DESTINATIONS |
| Grant Agreement No.: | 689031 |
| Contact person: | Ms. Loredana Marmoralmarmora@isinnova.org **ISINNOVA****Istituto di Studi per l’Integrazione dei Sistemi**Largo dei Lombardi, 400186 Roma (Italy) |
| Publication Date: | 31 March 2017 |
| Deadline for applications: | 28 April 2017 |

**How to complete this tender application form**

This is an application form to select a subcontractor providing expertise as part of the implementation of the CIVITAS DESTINATIONS project (H2020 - Grant Agreement No.: 689031).

Please complete all parts of this form in black, providing all the necessary supplementary information.

Amendments to this document or retyping to recreate the document are not permitted. Your answers must be concise and clearly drafted.

The form must be signed in writing by an authorised representative.

Offers must be sent to ISINNOVA in electronic format to **Ms. Loredana MARMORA** (lmarmora@isinnova.org) by 28 April 2017 (17:00 CET).

**IMPORTANT:**

The awarding authority reserves the unchallengeable right:

* To suspend and/or cancel the tender procedure at any moment due to unexpected circumstances arising subsequent to the publication of the tender, for reasons beyond the control of the awarding authority;
* To not award the contract in case of the failure of the CIVITAS DESTINATION project to provide funding;
* To not award the contract if no tenders conform to the essential requirements of the tender documentation and/or if no suppliers satisfy the conditions for participation;
* To not confirm the awarding of the tender due to formal irregularities, for reasons of expediency or lack of guarantees related to the use of funding within the framework of CIVITAS DESTINATION project.

The completion of the tender procedure does not entail an obligation to award or to conclude the contract by the awarding authority; and in no case are the competitors, including the contractor, if selected, owed any compensation or reimbursement for having submitted a bid and/or any other documentation.

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1. GENERAL INFORMATION ON THE TENDERER
	1. Contact details and address

|  |  |
| --- | --- |
| **Name of the tenderer (including legal form)** |  |
| **Country of registration - registration number** |  |
| **VAT (value added tax) number** |  |
| **Contact person** |  |
| **Address** |  |
| **City and postcode** |  |
| **Country** |  |
| **Phone number** |  |
| **Fax number** |  |
| **E-mail address** |  |
| **Homepage/URL** |  |
| **Ownership/shareholders (if any)** |  |
| **Subsidiaries (if any)** |  |

|  |
| --- |
| **Please describe the organisational structure of your company (including its branch offices)** |
|  |

* 1. Authorised signatories

|  |  |
| --- | --- |
| **Name and surname** |  |
| **Position in company** |  |

* 1. Subcontracting

Does your company intend to involve other companies as subcontractors in the performance of the contract?

If yes, please list all subcontractors and specify the responsibilities of each of them.

|  |  |  |
| --- | --- | --- |
| **Name of the subcontractor** | **Short description of the subcontractor** | **Responsibilities** |
|  |  |  |
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1. DECLARATION OF HONOUR

Please confirm that you/your company meet(s) the eligibility criteria by ticking the corresponding boxes.

|  |  |
| --- | --- |
| **I/We hereby confirm that:** |  |
| 1. I/we have not been the subject of a judgement which has the force of res judicata for fraud, corruption, money laundering, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the European Union, the ECB or any national central bank. | [ ]  |
| 2. I am/we are not bankrupt or being wound up, nor am I/are we having my/our affairs administered by the courts, nor have I/we entered into an arrangement with creditors or suspended business activities, nor am I/are we the subject of proceedings concerning those matters or in any analogous situation arising from a similar procedure provided for in national legislation or regulations. | [ ]  |
| 3. I/we have not been convicted of an offence concerning my/our professional conduct by a judgement which has the force of res judicata. | [ ]  |
| 4. I/we have not been guilty of grave professional misconduct. | [ ]  |
| 5. I/we have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which I am/we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed. | [ ]  |
| 6. I/we have not been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with my/our contractual obligations following another tender procedure.  | [ ]  |
| 7. I/we/our company, and its management, staff or agents, am not/are not/is not subject to a conflict of interest.Conflicts of interest arise where your company, your management, staff or agents have private or personal interests which may influence or appear to influence the impartial and objective performance of your/their duties. Private or personal interests mean any potential advantage for your company, your management, staff or agents, their families, their relatives or their circle of friends and acquaintances. | [ ]  |
| 8. I am/we are not guilty of serious misrepresentation in supplying the information required in the application form. | [ ]  |
| 9. I/we have not contacted any other applicants or tenderers with the purpose of restraining competition. | [ ]  |
| 10. I/we certify that, in case subcontracting is envisaged, the subcontractor is not in one of the situations referred to above. | [ ]  |

1. PROFESSIONAL AND TECHNICAL CAPACITY
	1. Expertise and experience

According to the Call for application, your company must provide evidence of ability to carry out a tailored methodology to prepare and conduct KOTs.

|  |
| --- |
| **Please provide a summary of the expertise of your company in the topic[[1]](#footnote-1)***(Length: max 2 pages)* |
|  |

Please list in the following table the reference projects in which your company has played a leading or coordinating role in similar projects

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Client** | **Contract name** | **Scope of the contract** | **Duration (years)** | **Number of countries involved** | **Value of the contract** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

If, for reasons of confidentiality, you are unable to disclose the name of your clients or detailed information on the reference projects, please provide the information in an anonymous format.

If available, provide internet links to public information on the projects.

* 1. Languages

According to the Call for application, your company must certify to be able to draft reports in English **and conduct training and coaching activities in the national languages of the project** (Italian, Spanish, Greek, Portuguese).

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| --- |
| **I/We hereby confirm that:** |
| **I am/we are able to draft reports in English (eligibility criteria)** | [ ]  |
| **I/We hereby confirm that** I am/we are able to conduct meetings in the following languages |
| **Italian** | [ ]  | **Spanish** | [ ]  |
| **Greek** | [ ]  | **Portuguese** | [ ]  |

* 1. Staff profiles

According to the Call for application, your company must provide detailed CVs of the people working on the listed activities. Please attach to the application form long CV in European format of the staff involved in the action.

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Surname** | **Role in the action** | **CV in attachment** |
|  |  |  | [ ]  |
|  |  |  | [ ]  |
|  |  |  | [ ]  |

1. FINANCIAL PROVISIONS

The flat amount available for this contract is EUR 90,000 (all taxes and expenses included).

Prices is fixed and not subject to revision during the performance of the contract.

1. SIGNATURE

|  |  |
| --- | --- |
| **Name of legal representative:** |  |
| **Date:** |  |
| **Signature:** |  |

1. Evidence of business model canvas credentials/certify is an asset [↑](#footnote-ref-1)