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## ANNEX I – QUALIFICATION TO THE TENDER PROCEDURE

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**SERVICE CONTRACT NOTICE NO. 2/2017 FOR PARTIES TO WHOM MAY BE APPOINTED FOR THE OUTLINING OF GUIDELINES FOR THE IMPLEMENTATION OF SUSTAINABLE TERRITORIAL DEVELOPMENT PLAN WITH A SPECIAL FOCUS ON TOURISM IN THE AREA OF VLORA, LLOGARA DHERMI (ALBANIA) IN THE FRAMEWORK OF THE PROJECT I4TOUR FINANCED BY THE “IADSA” ITALIAN – ALBANIAN DEBT FOR DEVELOPMENT SWAP AGREEMENT - CALL FOR PROPOSALS REF. NO. IADSA/2015/02**

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**Please supply one signed.** 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.**

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 they do, they must prove to the contracting authority that they have the resources needed to perform the contract, for example by producing a commitment from those entities to place resources at their disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and nationality as the economic operator, as well as the relevant selection criteria. 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 works or 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.

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### 1.SUBMITTED by (i.e. the identity of the Candidate)

	<b>Name(s) of legal entity or entities making this application</b>	<b>Nationality</b>
<b>Leader</b>		
<b>Member</b>		
<b>Etc ...</b>		

## 2.CONTACT PERSON (for this application)

<b>Name</b>	
<b>Organisation</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>Fax</b>	
<b>e-mail</b>	

## 3.ECONOMIC AND FINANCIAL CAPACITY

Please complete the following table of financial data based on your annual accounts. 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). Any other clarification or explanation which is judged necessary may also be provided.

<b>Financial data</b>	<b>2013 EUR</b>	<b>2014 EUR</b>	<b>2015 EUR</b>	<b>Average EUR</b>
Annual turnover				

#### 4. PROFESSIONAL CAPACITY OF THE CANDIDATE

##### 4.1 AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this service contract notice 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				
Relevant specialisation				
Etc ...				

#### 4.2. EXPERIENCE

Please fill in the table below to summarise the main projects related to this service contract notice carried out over the past three years (2014-2015-2016) by the legal entity or entities making this application. The number of references to be provided must not exceed 10 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. In the first case the project will be considered in its whole if proper evidence of performance is provided when asked for it (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period (although started earlier) will be taken into consideration. This portion will be asked to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Ref no (maximum 10)	Project title			Name of client	Origin of funding	Dates (start/end)	Name of consortium members, if any
	Country	Overall contract value (EUR)	Proportion carried out by legal entity (%) No of staff provided				
...	...	...	...	...	...	...	...
...	...	...	...	...	...	...	...
<b>Detailed description of project and Type and scope of services provided</b>							
...							
...							

**5.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. It should be also included an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.

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 of honour on exclusion and selection criteria.

**6.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 service contract notice.

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

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	

Attached: copy of a identify document/passport of the person signing

## FORMAT FOR THE DECLARATIONS

To be submitted on the headed notepaper of the legal entity/entities concerned

<Date>

att:

INFORMEST

Via Cadorna 36

34170 Gorizia (Italy)

**Your ref: I4Tour Project**

Dear Sir/Madam

In response to your service contract notice < n.XXXXX >, we, < Name(s) of legal entity or entities>, confirm that we intend to submit a tender and 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);
- have not been involved in the preparation of the project;
- [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;

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

If this declaration is completed by a consortium member:

Name, signature and position of authorised **representative**

Attached: copy of a identify document/passport of the person signing

## DECLARATION OF HONOUR ON EXCLUSION AND SELECTION CRITERIA

The undersigned [insert name of the signatory of this form], representing:

(only for natural persons) himself or herself	(only for legal persons) 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’)

### I – Situation 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 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 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) it is in the conditions as referred to in the Italian Legislative Decree 8.8.1994 n 490 Antimafia *. (* Italian bidders must provide the evidence thereof by the "certificate antimafia, issued by the competent Italian authorities. Non Italian bidders must provide equivalent certificates, if issuable under their respective national law, with a related translation into English or Italian language)	<input type="checkbox"/>	<input type="checkbox"/>

II – Situations of exclusion concerning natural persons with power of representation, decision-making or control over the legal person

Not applicable to natural persons, Member States and local authorities

(2) declares that 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 company directors, members of management or supervisory bodies, and cases where one natural person holds a majority of shares) 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"/>

### III – Evidence upon request

Upon request the contracting authority for situations described in (a), (c), (d) or (f), may ask for 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.

### IV – Selection criteria

(a) the tenderer, including all members of the group in case of joint tender and including subcontractors if applicable, complies with all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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### V – Evidence for selection

The signatory declares that he/she is 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.

The signatory 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

Attached: copy of a identify document/passport of the person signing