

TENDER SUBMISSION FORM ¹

1. INFORMATION ABOUT THE TENDERER

Please give concise answers

Annex II to the Framework Contract

1.1. Name:
1.2. Legal form:
1.3. Country in which the business is registered (where appropriate):
1.4. Registration number in the commercial register (where appropriate):
1.5. VAT number:
1.6. Registered office OR in case of natural persons tendering, address of domicile:²
1.7. Usual office address: Tel.: Fax: E-mail:
1.8. Project leader: Tel.: Fax: E-mail:

¹ Based on Directive 92/50/EEC relating to the coordination of procedures for the award of public service contracts (OJ L 209, 24.7.92), as amended by Directive 97/52/EC (OJ L 328, 28.11.97), Council Regulation 1605/2002 (OJ L 248, 16.09.2002) and Commission Regulation 2342/2002 (OJ L 357, 31.12.2002).

² Tenderers should be aware that invoices can only be paid if the address indicated on the invoice corresponds either to the address of the registered office/private domicile or, if applicable, to the usual office address indicated on the tender form. In case of the invoice bearing a different address, the invoice will be rejected.

1.9. Representative duly authorised to sign on behalf of the tenderer:

1.10. Bank account number:¹

IBAN:

BIC/SWIFT:

Name of bank:

Address of bank:

2. JOINT OR GROUP TENDER

2.1. Are you submitting a joint or group tender?

YES ☐ NO ☐

If your answer is YES:

The Lead tenderer shall list the name of other joint of group tenderers

– **JT1:**

.....

– **JT2:**

.....

– **JT3:**

.....

Please note that a tender form for each of the submitting parties concerned must be included.

¹ Tenderers are made aware that this bank account has to be held in the name of the tenderer. A special document (financial identification form, to be provided) is requested from the contractor, to be countersigned by the bank, in order to verify this.

3. DIVISION INTO LOTS

Please tick the lot this tender form is relating to:

Lot 1: Environmental law	<input type="checkbox"/>
Lot 2: Internal market and public procurement law	<input type="checkbox"/>
Lot 3: Legal issues related to financial services	<input type="checkbox"/>
Lot 4: Legal issues related to employment and social affairs	<input type="checkbox"/>
Lot 5: Fundamental rights and their implementation	<input type="checkbox"/>

4. EXCLUSION CRITERIA

I, the undersigned, Mr(s), being the representative authorised to sign on behalf of the tenderer, hereby declare on my honour that:

- the tenderer is not bankrupt or being wound up, is not having his affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters, or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- the tenderer has not been convicted of an offence concerning his professional conduct by a judgment which has the force of *res judicata*;
- the tenderer has not been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- the tenderer has fulfilled obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which the tenderer is established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- the tenderer has not been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, the tenderer has not been declared to be in serious breach of contract for failure to comply with my contractual obligations.

I hereby undertake to supply any documents specifically requested of me.

The undersigned is aware of the fact that contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.
- (c) find themselves in one of the situations of exclusion, listed in the first paragraph above, for this procurement procedure.

Date Place

Signature

5. SELECTION CRITERIA

5.1 Please attach one or more of the following proof of economic and financial capacity:	
5.1.1 Appropriate statements from banks or evidence of professional risk indemnity insurance;	See Annex_____
5.1.2 The presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;	See Annex_____
5.1.3 A statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years;	See Annex_____
5.1.4 Natural persons may supply an official statement (letter) by their bank proving their financial capacity stating that they are a reliable customer;	See Annex_____
5.1.5 In case of inability to provide one of the references requested under 5.4.1, 5.4.2, 5.4.3 and 5.4.4, attach other means of proof of economic and financial capacity.	See Annex_____
5.2 Please attach proof of the following technical capacity	
5.2.1 Professional and/or academic experience (the CVs of the project leader and of the researchers of the team).	See Annex_____
5.2.2 Publications issued (in the last 5 years) in the fields of expertise relevant to the present call for tender.	See Annex_____
5.2.3 Knowledge of the EU institutional framework and decision-making process.	See Annex_____

6. AWARD CRITERIA AND THEIR WEIGHTING

Tenderers should elaborate on following points in order to score as many points as possible.

<p>6.1. <u>How the composition and the experience of the research team will benefit to the parliamentary work</u></p> <p><i>See Section 17.1 of "Specific regulations governing the preparation and award of the multiple framework-contract"</i></p> <p><i>Weighting: 45%</i></p>	<p>See Annex_____</p>
<p>6.2. <u>Proposed approach, and research means</u></p> <p><i>See Section 17.2 of "Specific regulations governing the preparation and award of the multiple framework-contract"</i></p> <p><i>Weighting 35%</i></p>	<p>See Annex_____</p>
<p>6.3 <u>Price</u></p> <p><i>See Section 12 of "Specific regulations governing the preparation and award of the multiple framework-contract"</i></p> <p><i>Weighting 20%</i></p>	
<p>Senior researcher</p> <p><i>Weighting 5%</i></p>	<p>EUR_____/per day</p>
<p>Researcher</p> <p><i>Weighting 10%</i></p>	<p>EUR_____/per day</p>
<p>Junior researcher</p> <p><i>Weighting 5%</i></p>	<p>EUR_____/per day</p>

7. DECLARATION OF ACCEPTANCE

The undersigned declares that (s)he accepts the terms of all the documents received in relation to this invitation to tender	YES <input type="checkbox"/> NO <input type="checkbox"/>
--	--

Done at _____ on _____

Stamp (if available)

Signature of the representative
duly authorised to sign
on behalf of the tenderer