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Europski parlament Parlamento europeo Eiropas Parlaments Europos Parlamentas Európai Parlament  
Parlament Ewropew Europees Parlement Parlament Europejski Parlamento Europeu Parlamentul European  
Európsky parlament Evropski parlament Euroopan parlamentti Europaparlamentet

## CALL FOR EXPRESSION OF INTEREST

Expert list “Experienced interior designer / (interior) architect”

## CANDIDACY FORM

Please submit your application **preferably by e-mail** to  
**INLO.CD@ep.europa.eu**  
mentioning the reference “*Expert list Furniture*”

or by post to

*EUROPEAN PARLIAMENT  
INLO Contrats and Procurement Unit  
office KAD 03G023  
Plateau de Kirchberg  
L-2929 Luxembourg*

*« Marché public – INLO Expert list Furniture »*

You may ask any questions related to the candidacy phase via the eTendering platform or exceptionally via INLO.CD@ep.europa.eu

## 1. IDENTIFICATION OF THE APPLICANT

Name:

Address:

Date of birth:

## 2. DECLARATION OF HONOUR

I, the undersigned, Mr/Ms

declare on my honour that the tenderer is not in one of the situations referred to in Articles 106 and 107 of the Financial Regulation.

I hereby undertake to supply any supporting documents specifically requested from me.

In addition, I declare on my honour that I will inform the European Parliament, without delay, of any situation considered a conflict of interests or which could give rise to a conflict of interests, including cases described in the call notice. I declare on my honour that I have not granted and will not grant, have not sought and will not seek, have not attempted and will not attempt to obtain, and have not accepted and will not accept any advantage, financial or in kind, to or from any party whatsoever, constituting an illegal practice or involving corruption, either directly or indirectly, as an incentive or reward relating to the subject-matter of the missions which may be entrusted to me.

I declare on my honour that the information provided to the European Parliament in the context of this call for tenders is accurate, sincere and complete.

### *Exclusion criteria under the EU Financial Regulation*

#### *Article 106*

*1. The contracting authority shall exclude an economic operator from participating in procurement procedures governed by this Regulation where:*

*(a) the economic operator is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;*

*(b) it has been established by a final judgment or a final administrative decision that the economic operator 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;*

*(c) it has been established by a final judgment or a final administrative decision that the economic operator is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the economic operator 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;*

*(ii) entering into agreement with other economic operators with the aim of distorting competition;*

*(iii) violating intellectual property rights;*

*(iv) attempting to influence the decision-making process of the contracting authority during the procurement procedure;*

*(v) attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;*

*(d) it has been established by a final judgment that the economic operator 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 (9);*

*(ii) corruption, as defined in 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 (10), and in Article 2(1) of Council Framework Decision 2003/568/JHA (11), as well as corruption as defined in the law of the country where the contracting authority is located, the country in which the economic operator is established or the country of the performance of the contract;*

*(iii) participation in a criminal organisation, as defined in Article 2 of Council Framework Decision 2008/841/JHA (12);*

*(iv) money laundering or terrorist financing, as defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council (13);*

*(v) terrorist-related offences or offences linked to terrorist activities, as defined in Articles 1 and 3 of Council Framework Decision 2002/475/JHA (14), respectively, or inciting, aiding, abetting or attempting to commit such offences, as referred to in Article 4 of that Decision;*

*(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 (15);*

*(e) the economic operator has shown significant deficiencies in complying with main obligations in the performance of a contract financed by the 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;*

*(f) it has been established by a final judgment or final administrative decision that the economic operator has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95 (16).*

*2. In the absence of a final judgment or, where applicable, a final administrative decision in the cases referred to in points (c), (d) and (f) of paragraph 1, or in the case referred to in point (e) of paragraph 1, the contracting authority shall exclude an economic operator on the basis of a preliminary classification in law of a conduct referred to in those points, having regard to established facts or other findings contained in the recommendation of the panel referred to in Article 108.  
(...)*

#### *Article 107*

*1. The contracting authority shall not award a contract for a given procurement procedure to an economic operator who:*

*(a) is in an exclusion situation established in accordance with Article 106;*

*(b) has misrepresented the information required as a condition for participating in the procedure or has failed to supply that information;*

*(c) was previously involved in the preparation of procurement documents where this entails a distortion of competition that cannot be remedied otherwise.*

### 3. EVIDENCE TO SUBMIT WITH YOUR APPLICATION

Please submit with your application file the following documents:

A copy of your ID card or passport		<input type="checkbox"/>
Your curriculum vitae mentioning:	Language proficiency (EN and FR)	<input type="checkbox"/>
	Academic experience, membership in design or interior architecture contest juries, prizes or mentions from contests	<input type="checkbox"/>
	Participation in furniture projects for administrative buildings	<input type="checkbox"/>
	Membership of professional bodies, associations	<input type="checkbox"/>
	Publications	<input type="checkbox"/>
	Professional development	<input type="checkbox"/>
	Your habitual place of residence	<input type="checkbox"/>
A short (maximum 2 pages) letter setting out your achievements and your ability to perform the advisory tasks expected from the experts, in projects related to office furniture and design for a major EU public institution		<input type="checkbox"/>

Date

Signature