

PART A: APPLICATION FORM **FOR A EU-FUNDED SERVICE CONTRACT**

Contract notice: UE/MUDAR_Service_provision_001_PODCAST

The price shall not include VAT/indirect taxes. Only the price without VAT/indirect taxes would be taken into consideration for the financial evaluation. The amount of VAT/indirect tax, if applicable, must be indicated separately.

Please supply one signed application in PDF, together with one non-signed readable PDF version. Please keep the original version and submit it to the contracting Authority if required.

Your application must include a signed declaration using the annexed format. All data included in this application must concern only the legal entity making the application.

Any additional documentation (brochures, letters etc.) sent with your application will not be taken into consideration.

With regard to technical and professional criteria, an economic operator may not rely on the capacities of other entities. Public entities are not eligible to apply.

Please delete these instructions before sending your application.

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

Name of legal entity making this application	Nationality¹

2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

¹ Country in which the legal entity is registered.

3 ECONOMIC AND FINANCIAL CAPACITY

Please complete the following table of financial data 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.

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 year² <specify> EUR	Year before last year⁵ <specify> EUR	Last year⁵ <specify> EUR	Average³ EUR	[Past-year EUR]**	[Current year EUR]**
Annual turnover ⁴ , excluding this contract						
Current assets ⁵						
Current liabilities ⁶						
[Current ratio (current assets/current liabilities)]	Not applicable	Not applicable		Not applicable	Not applicable	Not applicable]

² Last year = last accounting year for which the entity's accounts have been closed.

³ Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

⁴ 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.

⁵ 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.

⁶ 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.

4 STAFF

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

Annual manpower	Year before past year		Past year		Current year		Period average	
	Overall	Relevant fields ⁷	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹
Permanent staff ⁸								
Other staff ⁹								
Total								
Permanent staff as a proportion of total staff (%)	%	%	%	%	%	%	%	%

⁷ Manpower in fields related to this contract, corresponding to the specialisations identified in point 5.

⁸ Staff directly employed by the candidate on a permanent basis (i.e. under indefinite contracts).

⁹ Other staff not directly employed by the candidate on a permanent basis (i.e. under fixed-term contracts).

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..

	Name of the entity
Relevant specialisation 1: Experience in the production of audio and/or multimedia contents	
Relevant specialisation 2: Experience in context analysis for the purpose of creating compelling communication material	
Relevant specialisation 3: Production of cross-cultural communication material and in Developing Countries	
Relevant specialisation 4: Experience in the creation of podcasts	
Relevant specialisation 5: Other (the contractor may fill this in with any other relevant specialisation)	

6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 10 years 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.

Only upon request by the Contracting authority, 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) ¹⁰	Proportion carried out by legal entity (%) ¹¹	No of staff provided	Name of client	Origin of funding	Dates (start/end) ¹²	Name of consortium members, if any
...
Detailed description of project						Type and scope of services provided ¹³		
...						...		

¹⁰ The effect of inflation will not be taken into account.

¹¹ Only the proportion carried out by the legal entity may be used as reference.

¹² If the reference contract is only partially completed, please quote the percentage and value which has been completed.

¹³ 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.

7 DECLARATIONS

As part of their application, each legal entity identified under point 1 of this application 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.

8 STATEMENT

I, the undersigned, the authorised signatory of the above candidate entity, hereby declare that we have examined the contract notice for the tender procedure referred to above.

We understand that our tender may be excluded if we propose staff 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.

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	

PART B: DECLARATION (To be submitted on the headed notepaper of the legal entity concerned)

Date

To the kind attention of:
Centro per la Cooperazione Internazionale (CCI)
Vicolo San Marco, 1
38122 Trento, TN
Italy

Your ref: UE/MUDAR_Service_provision_001_PODCAST

PUBLIC NOTICE FOR THE SELECTION OF SERVICE PROVIDER FOR THE DESIGN AND CREATION OF A STORYTELLING PODCAST OF THE PROJECT “MUDAR - MOZAMBIQUE INTEGRATED URBAN DEVELOPMENT BY ACTIONS AND RELATIONSHIPS: EMPOWERING LOCAL GOVERNANCE”

Dear Sir/Madam,

In response to the abovementioned contract notice, we, < **name(s) of legal entity or entities** >, confirm that we intend to submit a tender for the contract for the above.

We hereby declare that we:

- are making this application on an individual basis 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;
- 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.

Signed on behalf of the candidate

Name	
Signature	
Date	

PART C: DECLARATION ON HONOUR ON EXCLUSION AND SELECTION CRITERIA

(Delete all instructions highlighted in yellow)

The undersigned *insert name of the signatory of this form*, representing the following legal person:

Full official name:

Official legal form:

Statutory registration number:

Full official address:

VAT registration number:

(‘the person’)

I – Situations of exclusion concerning the person

(Choose “no” if you are not in one of the exclusion criteria. Choose “yes” if you are indeed in one of the exclusion criteria. In this case, please refer to point IV, Remedial measures, to complete your application)

(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'	<input type="checkbox"/>	<input type="checkbox"/>

financial interests, drawn up by the Council Act of 26 July 1995;		
(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:		
(1) 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"/>
(2) 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"/>
(3) facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;	<input type="checkbox"/>	<input type="checkbox"/>
(4) information transmitted by Member States implementing Union funds;	<input type="checkbox"/>	<input type="checkbox"/>

(5) 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"/>
(6) 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"/>

II – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

(Declare here whether a natural or legal person that assumes unlimited liability for the debts of your entity is in one of the following situations or not (bankruptcy and breach of payment of taxes). Choose “N/A” if this does not apply to your entity.)

(2) 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"/>

III – Grounds for rejection from this procedure

(Choose “no” if your entity was not involved in the preparation of this procurement procedure. Choose “yes” if your entity was indeed involved in the preparation of this procurement procedure)

(3) 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"/>

IV – 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.

V – 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>	

VI – Selection criteria

(Choose “yes” if your entity does comply with the selection criteria listed.)

(4) 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
1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in the contract notice/Instructions to tenderers;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. It fulfills the applicable economic and financial criteria indicated in the contract notice/Instructions to tenderers;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. It fulfills the applicable technical and professional criteria indicated in the contract notice/Instructions to tenderers.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

VII – 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.

Yours faithfully,

<Date>

<Signature of authorised representative>

<Full name and position of authorised representative>