***Call for expression of interest (CEI) to provide assistance to the EEA in setting up and coordinating Copernicus in situ component***

**APPLICATION FORM[[1]](#footnote-1)**

**Reference: Call for expression of interest EEA/IDM/CEI/15/008**

**Validity: 5.5.2015 – 4.5.2018**

1. **Applicant administrative information**

|  |  |
| --- | --- |
| Name of the applicant: |  |
| Official legal form[[2]](#footnote-2): |  |
| Statutory registration number[[3]](#footnote-3): |  |
| VAT No: |  |
| Address: |  |
| Telephone / Fax: |  |
| E-mail: |  |
| Name of representative authorised to sign: |  |
| Function: |  |
| Contact person *(if different from above)*: |  |
| E-mail: |  |

1. **Information to be provided in relation to the exclusion criteria**

|  |  |  |
| --- | --- | --- |
| Exclusion criteria | | Terms of reference |
|  | Declaration on exclusion criteria duly filled out, dated and signed | * Section 9.1 * Annex 2 |

1. **Information to be provided in relation to the selection criteria**

|  |  |  |
| --- | --- | --- |
| Legal capacity | | Terms of reference |
|  | Legal entity form (using the standard template) duly filled out, dated and signed | * Section 9.2.1 * Annex 3 |
|  | Copy of inscription in trade register and/or VAT register (or a sworn declaration or certificate, membership of a specific organisation, express authorisation) |
|  | Evidence of employment at the institutions comprising the Eionet Network and authorisation to allocate their time (or part of it) for the work of the task force | Section 9 |

|  |  |  |
| --- | --- | --- |
| Economic and financial capacity | | Terms of reference |
|  | Financial identification form (using the standard template) duly filled out, dated and signed | Annex 4 |
|  | Copy of a recent bank statement providing all the information specified in the financial identification form |
|  | Evidence of economic and financial capacity (at least one of the following documents):  Appropriate statements from banks; OR  Professional risk indemnity insurance; OR  Balance sheet or extracts from balance sheets for at least the last 2 years for which account have been closed; OR  Statement of overall turnover during the last 3 financial years;  Other (please specify):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Section 9.2.2 |

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| --- | --- | --- |
| Technical and professional capacity | | Terms of reference |
|  | CVs detailing the educational and professional qualifications of the applicant, documenting  A minimum of 3 (three) years of relevant professional experience  Language skills | Section 9.2.3 |
|  | List of recent publications |
|  | Details of major projects/contracts led/executed or awarded to the applicant relevant to the services required by the EEA:  Projects/contracts currently undertaken; AND  Projects/contracts undertaken over the last 3 years |
|  | Description of the applicant’s environmental policy specifying the status of implementation (e.g. accreditation held or requested) |

1. **Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| The application shall be drafted in one of the languages of the EEA member countries, **preferably in English** (supporting evidence does not need be translated) | | |  |
| The application is submitted **in** **triplicate**: | One signed original unbound  Two copies  No later than 4.2.2018[[4]](#footnote-4) | |  |
| I, the undersigned, declare that the information given above and in the attachments is correct and true. | | | |
| Date: | | Signature: | |

1. One original and two copies of the application form must be supplied. [↑](#footnote-ref-1)
2. Unless the applicant is a natural person [↑](#footnote-ref-2)
3. Unless the applicant is a body govern by public law; natural persons shall indicate the number of their identity card or, failing that, of their passport or equivalent. [↑](#footnote-ref-3)
4. At 16:00 (CET) in case of hand delivery or 23:59 (CET) in case of delivery by post or express courier. [↑](#footnote-ref-4)