***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 |

|  |  |
| --- | --- |
| 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 unboundTwo 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)