***Call for expression of interest (CEI) to provide assistance to the EEA in the production of the new Corine Land Cover (CLC) inventory, including the support to the harmonisation of national monitoring for integration at pan-European level***

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

**Reference: Call for expression of interest EEA/SES/13/005-CEI**

**Validity: 10.9.2013 – 31.12.2014**

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 |

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) |

|  |  |  |
| --- | --- | --- |
| 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 5 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) |

|  |  |  |
| --- | --- | --- |
|  | | Terms of reference |
|  | Access to commonly used off-the-shelf GIS software, GML/UML editors and standard office software packages | Section 5 |
| Comments: | | |

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 30.9.2014[[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)