



## CALL FOR EXPRESSIONS OF INTEREST

No. EEA/AIR/05/001

(2005 – 2008)

Standard application form

**CLOSING DATE FOR SUBMISSION:** The compiled list will remain valid for 3 years from the date of dispatch of the notice for publication i.e. from 23 June 2005. Applications may be submitted at any time during this period with the exception of the last three months (as per postmark). Applications bearing a postmark after this date will not be considered. Applications must be sent by post, applications sent by fax or e-mail will not be accepted.

Please note, it is the responsibility of the potential contractor to inform EEA immediately of any changes to their administrative, technical or financial details which would result in a change to their original application.

The original of this application is to be sent by registered mail or delivered by private courier or by hand delivery to:

European Environment Agency  
Call for Expression of Interest (CEI) EEA/AIR/05/001.  
Kongens Nytorv 6  
DK-1050, Copenhagen K.



### **Exclusion Criteria**

1. Potential contractors shall be excluded from participation in this call for expressions of interest if:

- (a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- (c) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- (d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- (e) they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- (f) they have been convicted for an environmental offence in the exercise of the profession;
- (g) following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

Candidates or tenderers must certify that they are not in one of the situations listed above. The tenderer shall provide an auto-declaration, preferably made on oath before a judicial or administrative authority, a notary or a competent professional or trade body by a person competent to do so on behalf of the tenderer, which states that none of the grounds for exclusion apply to the tenderer (see Annex 1).

Potential contractors might be requested, at a later stage, to certify that they are not in one of the situations listed above by providing:

- i) For points (a), (b) and (e) a recent extract from the judicial record, or failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied must be provided.
- ii) For point (d) a recent certificate issued by the competent authority of the State concerned must be provided. Where no such certificate is issued in the country concerned, it may be replaced by a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

2. Contracts may not be awarded to candidates or tenderers who, during the procurement procedure:

- (a) are subject to a conflict of interest;
- (b) are guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

## **Selection Criteria**

Potential contractors will be evaluated according to the following selection criteria:

### **1. Legal Status:**

Proof must be provided of applicant's ability that he is authorised to perform the contract under national law: i.e. by way of inclusion in a trade or professional register or sworn declaration or certificate, membership of a specific organisation, express authorisation or entry in VAT register.

### **2. Economic and financial capacity**

Proof must be provided of the applicant's economic and financial capacity by one or more of the following documents:

- appropriate statements from banks or evidence of professional risk indemnity insurance;
- the presentation of balance sheets or extracts from balance sheets for at least the last two years for which accounts have been closed, where publication of the balance sheet is required under the company law of the country in which the economic operator is established;
- a statement of overall turnover and turnover concerning the works, supplies or services covered by the contract during a period which may be no more than the last three financial years.

### **3. Technical and professional capacity<sup>2</sup>**

Proof must be provided of the technical and professional capacity of the applicant on the basis of the following documents:

- the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services or carrying out the works. Curriculum vitae must be provided.
- a list of the principal services provided in the past three years, with the sums, dates and recipients, public or private;
- an indication of the languages covered by the applicant.

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<sup>2</sup> Please complete the one sheet per each (sub-)field chosen – Annex II

## ANNEX I

### **Declaration on Exclusion Criteria**

The undersigned:

Name of the individual/company/organisation:

Legal address:

Registration number:

VAT number:

Declares on oath that the individual/company/organisation mentioned above:

- a) Is not bankrupt or being wound up, is not having its affairs administered by the courts, has not entered into an arrangement with creditors, has not suspended business activities, is not the subject of proceedings concerning those matters or is not in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- b) It has not been convicted of an offence concerning its professional conduct by a judgement which has the force of res judicata;
- c) Has not been guilty of grave professional misconduct proven by any means which the Agency can justify;
- d) Has fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or those of the country of the Agency or those of the country where the contract is to be performed;
- e) It has not been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the Communities' financial interests;
- f) Has not been convicted for an environmental offence in the exercise of the profession;
- g) Following another procurement procedure or grant award procedure financed by the Community budget, has not been declared to be in serious breach of contract for failure to comply with the contractual obligations.

I, the undersigned, understand that contracts may not be awarded if, during the procurement procedure, the individual/company/organisation mentioned above:

- Is subject to a conflict of interest;
- Is guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information.

Full name:

Date:

Signature:

## ANNEX II

### **Technical and professional capacity**

(One sheet per sub-list chosen)

Title of sub-list chosen

Educational and professional qualifications of the firm's staff

(Number of staff, grades, expertise)

Languages covered by the applicant:

Relevant services that were carried out over the past 3 years, with the sums, dates and recipients, public or private:

Attachments to this application form:

- copy of trade or professional register
- documentation about the financial capacity
- CVs of the proposed staff
- other, please specify:.....

Declaration: This application is being submitted in the full knowledge of the appropriate authorities in the co-ordinating institution.

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Signature of the Project Co-ordinator

Date: