**APPLICATION forM**

**IMPORTANT: it is mandatory to use this form to respond to the call for tenders referred to in point II. If this form is not submitted, the expression of interest will be rejected.**

**I – Identification of the contracting authority**

**Expertise France (EPIC), 73 rue de Vaugirard, 75006 PARIS**

**II – Purpose of the call for tenders**

This call for tenders pertains to the development of CSOs capacities in research and analysis, surveying and analysis to support justice sector operations and reform.

**III – Identification of the tenderer**

[Specify the status, the trade name and the company name of the tenderer, the addresses of its establishment and its registered office (if it is different from that of the establishment, its e-mail address, telephone and fax numbers and SIRET number; otherwise, a European or international identification number or an ID specific to the country of origin of the tenderer.]

**IV – Purpose of the expression of interest**

This expression of interest is submitted as part of the call for tenders [indicate].

**V – Information on registration with a professional register**

The tenderer must provide proof that it is registered with a professional register (e.g.: ‘extrait Kbis’ for company established in France or an equivalent document).

**VI – Information on the economic and financial capacity of the tenderer**

*Not applicable*

**VII – Information on the tenderer’s references**

*Not applicable.*

**VIII – Proof of fulfilment of tax and social security obligations**

The tenderer shall prove that it has fulfilled its tax and social security obligations, by providing any means of proof *(latest certificate of social security charges, last tax certificate or an available equivalent, etc.)*

**IX – Sworn statement**

The tenderer fills in, dates and signs the sworn statement relating to the exclusion criteria and the absence of conflict of interest provided in the Appendix to this form.

**X - Tenderer identification sheet and Bank account details**

The tenderer fills in, dates and signs the “third party identification sheet” provided in the Appendix and must include bank account details.

Some countries or banks do not issue bank account details. In this case, the tenderer also gets the “Third party identification sheet” signed from the banking establishment.

**SIGNATURE**

|  |  |
| --- | --- |
| Signature of the person authorised to engage and represent the tenderer | |
| Last name:  First name:  Role: | I declare that I am applying as part of the call for tenders referred to in point II above of behalf of *name of the tenderer.*  Date:  Signature: |

***APPENDIX 1:***   
**SWORN STATEMENT ON EXCLUSION CRITERIA, THE ABSENCE OF CONFLICT OF INTEREST AND THE AVAILABILITY OF THE tenderer**

[Fill-in or remove the greyed-out, italicised parts in brackets]

Purpose of the contract: Development of CSOs capacities in research and analysis, surveying and analysis to support justice sector operations and reform

The undersigned (*name of the signatory of this form*):

* acting as representative of the following legal entity:

full official name:

official legal form:

full official address:

1. declares that he/she/it is not in any of the situations referred to in articles L. 2141-1 to L 2141-6 and L. 2141-7 to L. 2141-11 of the French Public procurement code, and in particular those in which he/she/it:
2. is in a state or is the subject of bankruptcy, liquidation, judicial settlement proceedings or an arrangement with creditors, cessation of activity, or is in any similar situation resulting from proceedings of the same kind under the national laws and regulations;
3. has been sentenced by a judgment of a competent authority of a Member State having the force of res judicata for any offense affecting his/her/its professional integrity;
4. has been guilty of serious professional misconduct proven by any means which the contracting authorities can justify, including a decision of the European Investment Bank or an international organisation;
5. has not complied with his/her/its obligations relating to the payment of social security contributions or obligations relating to the payment of taxes in accordance with the legal provisions of the country where he/she/it is established or those of the contracting authority’s country or those of the country where the contract is to be executed[[1]](#footnote-1);
6. has been the subject of a judgment that has the force of res judicata for fraud, corruption, involvement in a criminal organisation, money laundering or any other illegal activity, when the said illegal activity harms the financial interests of Expertise France or the French State;
7. is subject to an administrative penalty for having been guilty of misrepresentation when providing information required by the contracting authority for its participation in a grant award procedure or the awarding of another contract, or has not provided this information, or for having been declared to be in serious breach of its obligations under contracts or grants financed by the budget of Expertise France or the French State.

* declares that the individuals having the power of representation, decision or control[[2]](#footnote-2) over the above-mentioned legal entity are not in any of the situations referred to in b) or e) above;

1. declares that he/she/it:

g) is not in a conflict of interest in relation to the contract; a conflict of interest may result from economic interests, political or national affinities, family or emotional ties, or any other type of relationship or common interests;

h) will promptly inform the contracting authority about any situation constituting a conflict of interest or likely to lead to a conflict of interest;

i) has not granted, sought, requested or accepted, and undertakes not to grant, seek, request, or accept, financially or in kind, any benefit for or on behalf of any person where such benefit is an illegal practice or amounts to corruption, directly or indirectly, in the form of a gift or reward in relation to the award of the contract;

j) has provided accurate and complete information to the contracting authority in the context of this procurement procedure;

* acknowledges that he/she/it may be subject to judicial, administrative and financial penalties if it is established that misrepresentations have been made or that false information has been provided.

In the event of award of the contract, the following details must be provided upon request and within the deadline set by the contracting authority:

For the cases mentioned in points (a), (b) and (e), a recent extract from the criminal record is required or, failing that, a recent equivalent document, issued by a judicial or administrative authority of the country of origin, showing that the requirements concerned are met[[3]](#footnote-3).

With regard to the situations described in points (a), (b), (d) and (e), when a document referred to in the two paragraphs above is not issued in the country concerned, it may be replaced by a sworn statement or, failing that, a solemn declaration, made by the person concerned before a judicial or administrative authority, a notary or a qualified professional body of the country of origin.

If the tenderer is a legal entity, information concerning individuals having the power of representation, decision or control over that legal entity must be provided only at the request of the contracting authority.

* declares that it has read the provisions of this certificate and undertakes to comply with them throughout the procurement procedure.

|  |  |
| --- | --- |
| Signature of a person authorised to engage and represent the tenderer  *This insert is to be signed in the case of an expression of interest filed by a legal entity* | |
| Last name:  First name: | Date:  Signature: |



1. Recent certificates or letters issued by the competent authorities of the relevant State are required. These documents must provide proof of payment of all taxes, duties and social security contributions for which the tenderer is liable, including VAT, income tax (individuals only), corporation tax (legal entities only) and social security costs. [↑](#footnote-ref-1)
2. Namely, company managers, members of the management or supervisory bodies and individuals holding the majority of shares in an individual capacity. [↑](#footnote-ref-2)
3. If the tenderer is a legal entity and the national law of the country in which it is established does not provide for the provision of such proof for legal entities, these documents are required for the relevant individuals, such as company managers or any person having the power of representation, decision or control of the tenderer. [↑](#footnote-ref-3)