ANNEX I

Service FRAMEWORK Application submission form

Ref: < reference number >

Contract title: Call for expressions of interest to form a shortlist of money transfer service providers in areas not served by bank branches in Turkey (Gaziantep area mainly) and Syria (North-East)

**[How to complete this application submission form:**

**When submitting the application submission** **form**, include the following documents:
- a completed financial identification form\_ANNEX II
- a completed legal entity file\_ANNEX III
- the applicant’s declaration (form provided below).

Originals documents that have not been submitted must be kept by the applicant. If requested, these originals documents must be sent to the contracting authority.

**Delete this section highlighted in yellow after having completed all instructions.]**

1. **SUBMITTED by (i.e. the identity of the applicant)**

|  |  |
| --- | --- |
|  | **Name(s) and address(es) of legal entity or entities submitting this application** |
| **Leader** |  |
| **Member**  |  |
| **Etc.**  |  |

1. **CONTACT PERSON**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **e-mail** |  |

1. **ECONOMIC AND FINANCIAL CAPACITY[[1]](#footnote-1)**

Please complete the following table. Any clarification or explanation which is judged necessary may also be provided.

|  |  |
| --- | --- |
| **Financial data**Data requested in this table must be consistent with the selection criteria set in the service contract notice |  |
| Does the bank account receive payments in USD from Italy? | * YES
* NO
 |
| Does the applicant have the possibility to receive USD dollars in cash in their office? | * YES
* NO
 |
| Are you able to transfer Money Cash Transfer in USD to Raqqa and Tabqa (Syria)? | * YES
* NO
 |

1. **TECHNICAL CAPACITY**

Please complete the following table. Any clarification or explanation which is judged necessary may also be provided.

|  |  |
| --- | --- |
| **Technical capacity**Data requested in this table must be consistent with the selection criteria set in the service contract notice |  |
| Is the applicant able to transfer money within 72 hours from the Contracting Authority’s request? | * YES
* NO
 |

1. **STATEMENT**

I, the undersigned, being the authorised signatory of the above applicant, hereby declare that we have examined and accept without reserve or restriction the entire contents of the application dossier for the application procedure referred to above. We offer to provide the services requested in the application dossier on the basis of the following documents:

* Applicant’s declaration (completing the form below)
* Applicant’s financial identification form (ANNEX II)
* Applicant’s legal entity file (ANNEX III)

We confirm that we, including experts, are not in the lists of EU restrictive measures ([www.sanctionsmap.eu](http://www.sanctionsmap.eu)) and we understand that our application may be rejected, if proved the contrary.

This application is subject to acceptance by the Contracting Authority.

Signed on behalf of the applicant by the legal representative:

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

FORMAT OF THE DECLARATION REFERRED TO IN POINT 10
OF THE SERVICE CONTRACT NOTICE
To be submitted on the headed notepaper of the legal entity concerned

<Date>

CIHEAM Bari – Mediterranean Agronomic Institute of Bari

Via Ceglie 9 70010 Valenzano (BA) – Italy

**Your ref: < Publication reference >**

Dear Sir/Madam

**APPLICANT’S DECLARATION**

In response to your letter of invitation to application for the above contract, we <**Name(s) of legal entity or entities**>hereby declare that we:

1. are submitting this application **on an individual basis** for this contract;
2. have no professional conflicting interests and/or any relation with other short-listed candidates or other parties in the application procedure or behaviour which may distort competition at the time of submitting this application according to Section 2.5.4. of the practical guide;
3. will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the application procedure or during implementation of the tasks;
* fully understand and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.6.10.1.1. and Section 2.4 of the practical guide or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and that this information may be published on the Commission website in accordance with the Financial Regulation in force;
1. are aware that, for the purposes of safeguarding the financial interests of the EU, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our application and the expert may be excluded if we propose the same key expert as another applicant or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided proves to be false, the award may be considered null and void.

Yours faithfully,

<Signature of authorised representative of the legal entity >

**< Name and position of authorised representative of the legal entity >**

**Declaration on honour on exclusion criteria and selection criteria**

The undersigned [*legal rapresentative*], representing [*name of the agency*]:

|  |
| --- |
| ID or passport number of the legal representative: Full official name of the Agency:Official legal form of the Agency: Statutory registration number of the Agency**:** Full official address of the Agency: VAT registration number of the Agency:  |

**I – Situations of exclusion concerning the agency**

|  |  |  |
| --- | --- | --- |
| 1. declares that the person is in one of the following situations:
 | YES | NO |
| 1. it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibity where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:
 |  |
| (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement; | [ ]  | [ ]  |
| (ii) entering into agreement with other persons with the aim of distorting competition; | [ ]  | [ ]  |
| (iii) violating intellectual property rights; | [ ]  | [ ]  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; | [ ]  | [ ]  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;***  | [ ]  | [ ]  |
| 1. it has been established by a final judgement that the person is guilty of any of the following:
 |  |
| (i) fraud; | [ ]  | [ ]  |
| (ii) corruption; | [ ]  | [ ]  |
| (iii) conduct related to a criminal organisation; | [ ]  | [ ]  |
| (iv) money laundering or terrorist financing; | [ ]  | [ ]  |
| (v) terrorist offences or offences related to terrorist activities as well as of inciting, aiding, abetting or attempting to commit such offences; | [ ]  | [ ]  |
| (vi) child labour or other offences concerning trafficking in human beings; | [ ]  | [ ]  |
| 1. it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;
 | [ ]  | [ ]  |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.
 | [ ]  | [ ]  |
| 1. (*only for legal persons*) it has been established by a final judgment or final administrative decision that the person has been created with the intent provided for in point (g).
 | [ ]  | [ ]  |
| 1. declares that, for the situations referred to in points (1) (c) to (1) (h) above, in the absence of a final judgement or a final administrative decision, the person is:
 | YES | NO |
| 1. subject to facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office, the Court of Auditors, or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;
 | [ ]  | [ ]  |
| 1. subject to non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;
 | [ ]  | [ ]  |
| 1. subject to facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;
 | [ ]  | [ ]  |
| 1. subject to information transmitted by Member States implementing Union funds;
 | [ ]  | [ ]  |
| 1. subject to decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law;
 | [ ]  | [ ]  |
| 1. informed, by any means, that it is subject to an investigation by the European Anti-Fraud office (OLAF): either because it has been given the opportunity to comment on facts concerning it by OLAF, or it has been subject to on-the-spot checks by OLAF in the course of an investigation, or it has been notified of the opening, the closure or of any circumstance related to an investigation of the OLAF concerning it.
 | [ ]  | [ ]  |

**II – Situations of exclusion concerning natural or legal persons with power of representation, decision-making or control over the legal person and beneficial owners**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person who is a member of the administrative, management or supervisory body of the above-mentioned legal person, or who has powers of representation, decision or control with regard to the above-mentioned legal person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person is in one of the following situations:
 | YES | NO | N/A |
| Situation (1)(c) above (grave professional misconduct) | [ ]  | [ ]  | [ ]  |
| Situation (1)(d) above (fraud, corruption or other criminal offence) | [ ]  | [ ]  | [ ]  |
| Situation (1)(e) above (significant deficiencies in performance of a contract ) | [ ]  | [ ]  | [ ]  |
| Situation (1)(f) above (irregularity) | [ ]  | [ ]  | [ ]  |
| Situation (1)(g) above (creation of an entity with the intent to circumvent legal obligations) | [ ]  | [ ]  | [ ]  |
| Situation (1)(h) above (person created with the intent to circumvent legal obligations) | [ ]  | [ ]  | [ ]  |

**III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person that assumes unlimited liability for the debts of the above-mentioned legal person is in one of the following situations [***If yes, please indicate in annex to this declaration which situation and the name(s) of the concerned person(s) with a brief explanation***]:
 | YES | NO | N/A |
| Situation (a) above (bankruptcy) | [ ]  | [ ]  | [ ]  |
| Situation (b) above (breach in payment of taxes or social security contributions) | [ ]  | [ ]  | [ ]  |

**IV –** **Other Grounds for rejection from this procedure**

|  |  |  |
| --- | --- | --- |
| 1. declares that the above-mentioned person:
 | YES | NO |
| Was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.  | [ ]  | [ ]  |

**V – Remedial measures**

If the person declares one of the situations of exclusion listed above, it may indicate remedial measures it has taken to remedy the exclusion situation, in order to allow the authorising officer to determine whether such measures are sufficient to demonstrate its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred in point (1)(d) of this declaration.

**VI – Evidence upon request**

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners and appropriate evidence that none of those persons are in one of the exclusion situations referred to in (1) (c) to (f).

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

**VII – Selection criteria**

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that the above-mentioned person complies with the selection criteria applicable to it individually as provided in the application documents:
 | YES | NO | N/A |
| 1. It has the legal and regulatory capacity to pursue the professional activity needed for performing the contract;
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable economic and financial criteria indicated in the contract notice;
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable technical criteria indicated in the contract notice.
 | [ ]  | [ ]  | [ ]  |
| 1. It fulfills the applicable professional criteria indicated in the contract notice.
 | [ ]  | [ ]  | [ ]  |
| 1. is not subject to conflicting interests which may negatively affect the contract performance.
 | [ ]  | [ ]  | [ ]  |

**VIII – Evidence for selection**

The signatory declares that the above-mentioned person is able to provide the necessary supporting documents listed in the relevant sections of the application documents and which are not available electronically upon request and without delay.

Where the evidence is not required to be provided with the request to participate/application, the person is invited to prepare in advance the documents related to the evidence, since the contracting authority may request to provide these in a short deadline.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

**IX - Declaration on honour on established debt to the european union**

The person, being a sole applicant, submitting a request to participate/application for the above procedure, declares that:

|  |  |  |
| --- | --- | --- |
| the applicant [*name*], | YES | NO |
| does not have an established debt to the European Union. | [ ]  | [ ]  |

***The above-mentioned person must immediately inform the contracting authority of any changes in the situations as declared.***

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name Date Signature

1. Applicants have to prove their capacity in accordance with the selection criteria. The Contracting Authority may ask for official documentation confirming as declared in the table. [↑](#footnote-ref-1)