

APPLICATION FORM

Contract notice: Reference n. II-B_3.2_0465_InfoSys

Design, development and test of an information system for a virtual logistics platform within the project “OPTIMED – Rationalising Mediterranean Sea Ways: from Southern-Eastern to Northern-Western ports” - II-B_3.2_0465 Lebanon, Italy and Spain

Please supply one signed application, together with three copies. For economical and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible. Your application must include a signed declaration using the annexed format from each legal entity making the application. **All data included in this application must concern only the legal entity or entities making the application.**

Any additional documentation (brochures, letters etc.) sent with your application will not be taken into consideration. Applications submitted by a **consortium** (i.e. either a permanent, legally-established grouping or a grouping set up informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If they do, they must prove to the contracting authority that they have the resources needed to perform the contract, for example by producing an undertaking from those entities to place resources at their disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and nationality as the economic operator.

1 SUBMITTED by (i.e. the identity of the Candidate)

	Name(s) of legal entity or entities making this application	Nationality¹
Leader²		
Member		
Etc ...		

2 CONTACT PERSON (for this application)

Name	
Organisation	
Address	
Telephone	
Fax	
e-mail	

3 ECONOMIC AND FINANCIAL CAPACITY

Please complete the following table of financial data³ based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the Candidate is a public body, please provide equivalent information.

Financial data	2 years before last year ⁴ EUR	Year before last year EUR	Last year EUR	Average ⁵ EUR	This year EUR
Annual turnover ⁶ , excluding this contract					

4 CERTIFICATION

Please provide copy of a valid quality-management certification which complies with European ISO EN 9001 regulations or equivalent and relevant to the activities described in the contract notice..⁷

5 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years⁸ by the legal entity or entities making this application. The number of references to be provided must not exceed 15 for the entire application. Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. In the first case the project will be considered in its whole if proper evidence of performance is provided (statement or certificate from the entity which awarded the contract, proof of final payment). In case of projects still on-going only the portion satisfactorily completed during the reference period will be taken into consideration. This portion will have to be supported by documentary evidence (similarly to projects completed) also detailing its value.

Ref no (maximum 15)	Project title						
Name of legal entity	Country	Overall contract value (EUR) ⁹	Proportion carried out by legal entity (%)	Name of client	Origin of funding	Dates (start/end) ¹⁰	Name of consortium members, if any
...	...	...	...	...	...	...	...
Description of project (specify how the requirements of point 20.3 – Technical capacity – are met)							
...							

6 DECLARATION(S)

As part of their application, each legal entity identified under point 1 of this application, including every consortium member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

7 STATEMENT

I, the undersigned, the authorised signatory of the above Candidate (for consortiums, this includes all consortium members), hereby declare that we have examined the contract notice for the restricted tender procedure referred to above. If our application is short-listed, we fully intend to submit a tender to provide the services requested in the tender dossier.

We understand that our tender may be excluded if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

We are fully aware that, for consortiums, the composition of the consortium cannot be changed in the course of the tender procedure, unless the Contracting Authority has given its prior approval in writing. We are also aware that the consortium members have joint and several liability towards the Contracting Authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

Signed on behalf of the Candidate

Name	
Signature	
Date	

**FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7
OF THE APPLICATION FORM**

To be submitted on the headed notepaper of the legal entity concerned

<Date>

Chamber of Commerce Industry and Agriculture of Beirut and Mount – Lebanon (= CCIA-BML), CCIA-BML Building, 1 Justinien Street, Sanayeh - Beirut, Lebanon. P.O.Box: 11/1801 Beirut-Lebanon

Your ref: II-B_3.2_0465_InfoSys

Dear Sir/Madam

In response to your contract notice II-B_3.2_0465_InfoSys, we, < Name(s) of legal entity or entities>, confirm that we intend to submit a tender for the contract for the design, development and test of an information system for a virtual logistics platform within the project “OPTIMED – Rationalising Mediterranean Sea Ways: from Southern-Eastern to Northern-Western ports” if we are invited to do so.

We hereby declare that we:

- are making this application [on an individual basis]* / [as member of the consortium led by < name of the leader / ourselves >]* for this contract. We confirm that we are not involved in any other application for the same contract, in any form (as a member, leader, in a consortium or as an individual candidate);
- are not in any of the situations excluding us from participating in contracts listed in Section 2.3.3 of the Practical Guide (available at the following internet address: <http://ec.europa.eu/europeaid/prag/document.do?locale=en>);
- agree to abide by the ethics clauses in Section 2.4.14 of the Practical Guide, have not been involved in the preparation of the project which is the subject of this tender procedure unless we prove that the involvement in previous stages of the project does not constitute unfair competition, and have no conflict of interests or any equivalent relation with other candidates or other parties in the tender procedure at the time of submission of this application;
- [have attached a current list of the enterprises in the same group or network as ourselves] / [are not part of a group or network]* and have only included data in the application form concerning the resources and experience of [our legal entity] / [our legal entity and the entities for which we attach a written undertaking]*;
- will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognise and accept that if we participate in spite of being in any of the situations listed in Section 2.3.3 of the Practical Guide, we may be excluded from tender procedures and contracts in accordance with the Section 2.3.4 of that Practical Guide. Furthermore, we acknowledge that, should we provide false declarations, make substantial errors or commit irregularities or fraud, we may also be subject to financial penalties representing 2% to 10% of the total value of the contract awarded. This rate may be increased to 4% to 20% in the event of a repeat offence within five years of the first infringement; and
- are aware that, for the purposes of safeguarding the EU’s financial interests, 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 also undertake, if required, to provide evidence of our financial and economic standing and our technical and professional capacity according to the selection criteria for this call for tender specified in the contract notice, point 21. The list of documents required is given in Section 2.4.11 of the Practical Guide.

[* Delete as applicable]

If this declaration is completed by a consortium member:

The following table contains our financial data as included in the consortium's application form. These data are based on our annual audited accounts and our latest projections. Estimated figures (i.e., those not included in annual audited accounts) are given in italics. Figures in all columns are calculated on the same basis to allow a direct, year-on-year comparison to be made <see the footnotes for exceptions>.

Financial data	2 years before last⁵ EUR	Year before last year EUR	Last year EUR	Average⁶ EUR	This year EUR
Annual turnover ⁷ , excluding this contract					
Current Assets ⁸					
Current Liabilities ⁹					

Yours faithfully,

<Signature of authorised representative>

Name and position of authorised representative

¹ Country in which the legal entity is registered.

² Add / delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this application form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of applications indicated in the Contract notice and the award of the contract is not permitted without the prior written consent of the Contracting Authority.

³ If this application is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form.

⁴ Last year = last accounting year for entity.

⁵ Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

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- ⁶ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.
- ⁷ If this application is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form.
- ⁸ For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.
- ⁹ The effect of inflation will not be taken into account.
- ¹⁰ If the reference contract is only partially completed, please quote the percentage and value which has been completed.