**ANNEX 1 to the Terms of Reference**

 **PROPOSAL SUBMISSION FORM[[1]](#footnote-1)**

The attached proposal refers to the following call for proposals:

|  |  |
| --- | --- |
| Reference | Topic |
| [ ]  | OCP/EEA/ACC/18/001 | Air pollution, Transport, Noise and Industrial pollution (ETC/ATNI) |
| [ ]  | OCP/EEA/ACC/18/002 | Climate Change impacts, vulnerability and Adaptation (ETC/CCA) |
| [ ]  | OCP/EEA/ACC/18/003 | Climate change Mitigation and Energy (ETC/CME) |
| [ ]  | OCP/EEA/IEA/18/001 | Waste and Materials in a Green Economy (ETC/WMGE) |
| [ ]  | OCP/EEA/NSS/18/001 | Biological Diversity (ETC/BD) |
| [ ]  | OCP/EEA/NSS/18/002 | Inland, Coastal and Marine Waters (ETC/ICM) |
| [ ]  | OCP/EEA/NSS/18/003 | Urban, Land and Soil systems (ETC/ULS) |

1. SUBMITTED BY (i.e. the identity of the consortium partners)

|  |  |  |  |
| --- | --- | --- | --- |
|  | Name of the Partner | Statutory registration number[[2]](#footnote-2) | Nationality[[3]](#footnote-3) |
| Coordinator |  |  |  |
| Partner[[4]](#footnote-4) |  |  |  |
| Etc… |  |  |  |

|  |  |
| --- | --- |
| Name of the representative of the coordinator authorised to sign (*Title, first name, surname and function*) |  |

1. CONTACT PERSON for this award procedure (to act as focal point for all communications which may take place between the EEA and the consortium)

|  |  |
| --- | --- |
| Name |  |
| Organisation (*department, unit, etc…*) |  |
| Address |  |
| Telephone/Fax |  |
| E-mail |  |

1. STATEMENT

We, the undersigned, being the authorised signatory of the above applicant (i.e. the coordinator of the consortium representing all the partners listed above), hereby declare that we have examined and accept without restriction the entire contents of the terms of reference for the call for proposals referred to above, and submit the attached proposal which consists of the following documents:

|  |
| --- |
| ENVELOPE No 1 – Executive summary |
| The executive summary providing all information requested under section 10(a) of the terms of reference  | [ ]  |
| ENVELOPE No 2 – Administrative section |
| The present Annex 1 to the terms of reference, duly filled out, dated and signed | [ ]  |
| The Declarations[[5]](#footnote-5) on exclusion criteria duly filled in, dated and signed (using the template in Annex 2) | [ ]  |
| The Legal entity forms (using the template in Annex 3) duly filled in, dated and signed, accompanied by the requested supporting documents specified in section 6.4(a) of the terms of reference | [ ]  |
| The powers of attorney (using the template in Annex 8) duly filled out, dated and signed | [ ]  |
| The Financial identification form[[6]](#footnote-6) (using the template in Annex 4) duly filled in, dated and signed, accompanied by the requested supporting documents  | [ ]  |
| Documentation demonstrating fulfilment of the selection criteria on financial capacity[[7]](#footnote-7), i.e. the simplified financial statement (using the templatte in Annex 6) and (extract of) the balance sheet where applicable (see section 6.4(b) of the terms of reference) | [ ]  |
| Documentation demonstrating fulfilment of the selection criteria on operational capacity[[8]](#footnote-8) (section 6.4(c)) | [ ]  |
| ENVELOPE No 3 – Technical proposal |
| The technical proposal elaborating on the elements described under sections 2 and 3 of the terms of reference and providing all the information requested under section 6.5 of the terms of reference.The technical proposal is also provided in PDF searchable format on a USB memory stick | [ ] [ ]  |
|  |
| The proposal shall be drafted in one of the official languages of the European Union, **preferably in English** (supporting evidence does not need be translated)  | [ ]  |
| Submitted **in** **duplicate[[9]](#footnote-9)**:  | One signed original unboundOne copyNo later than **30.4.2018**[[10]](#footnote-10)  | [ ] [ ] [ ]  |

We undertake to guarantee the eligibility of the subcontractor(s) for the part(s) of the services for which we have stated our intention to subcontract in the technical proposal.

We are fully aware that the composition of the consortium may not be modified in the course of the award procedure except with the prior written authorisation of EEA. We are also aware that the consortium partners would have joint and several liability towards EEA concerning the participation in both the above award procedeure and any framework partnership agreement awarded as a result of it.

This proposal is subject to acceptance within the validity period specified in point 7 of the letter of invitation to submit a proposal.

Signed[[11]](#footnote-11) on behalf of the consortium:

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

1. One signed original of this proposal submission form must be supplied. [↑](#footnote-ref-1)
2. Unless the applicant is a body governed by public law. Natural persons shall indicate the number of their identity card/passport or driving licence. [↑](#footnote-ref-2)
3. Please indicate the country in which you have your registered office, headquarters or residence. [↑](#footnote-ref-3)
4. Please note that a subcontractor is NOT considered to be a consortium partner and shall NOT be indicated in this table. [↑](#footnote-ref-4)
5. Declarations on exclusion criteria must be supplied by each partner [↑](#footnote-ref-5)
6. To be submitted only by the member of the consortium acting as coordinator [↑](#footnote-ref-6)
7. To be submitted by each partner [↑](#footnote-ref-7)
8. To be submitted by each partner [↑](#footnote-ref-8)
9. With the exception of the administrative section (envelope No 2), which shall be submitted only once in original [↑](#footnote-ref-9)
10. At 16:00 (CET) in case of hand delivery or 23:59 (CET) in case of delivery by post or express courier. [↑](#footnote-ref-10)
11. i.e. the partner acting as coordinator of the consortium. [↑](#footnote-ref-11)