



Application form
Call for Expression of Interest (CEI)
No. EEA/ADS/04/001
(2004 – 2007)

Closing date for submission:

The compiled list will remain valid for 3 years from the date of dispatch of the notice for publication. Applications may be submitted at any time during this period with the exception of the last three months (as per postmark, courier and hand deliveries by 16.00). 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 that it is the responsibility of the potential contractor to inform the European Environment Agency (EEA) immediately of any changes to their administrative, technical or financial details which would result in a change to their original application.

Submission of application:

The original and two copies of this application must be placed together inside a sealed envelope, which is to be marked '*Not to be opened by the EEA's internal mail service*'.

This sealed envelope is then to be placed inside another sealed envelope, and to be sent by registered mail, by private courier or by hand delivery to:

European Environment Agency
Call for Expression of Interest No. EEA/ADS/04/001
Kongens Nytorv 6
DK-1050 Copenhagen K
Denmark

Selection Criteria

Potential contractors will be selected according to the following criteria:

1. Legal status

Proof must be provided of the 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.

Applications from consortia of firms or groups of service providers must specify the role and relevant qualifications and experience of each member or group. In addition, the consortium or group shall designate one of its members to contract (and be responsible) on its behalf.

Potential contractors must also fill in and include SHEET A.

2. Economic and financial capacity

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

- a) Appropriate statements from banks or evidence of professional risk indemnity insurance;
- b) 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 potential contractor is established;
- c) A statement of overall turnover during the last three financial years.

3. Technical and professional capacity

The following proof must be provided of the technical and professional capacity of the applicant:

- a) Evidence of the educational and professional qualifications of the firm's staff;
- b) A list of relevant services (training courses) that were carried out over the past 3 years, with the sums, dates and recipients, public or private;
- c) Languages covered by the applicant should be indicated.

For each sub-field chosen, potential contractors must fill in SHEET C.

Exclusion Criteria**1. Potential contractors shall be excluded from participation in this call for expression 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 judgement which has the force of *res judicata*;
- c) they have been guilty of grave professional misconduct proven by any means which the Agency 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 by following another procurement procedure or grant award procedure financed by the Community budget, have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

2. Contracts may not be awarded to potential contractors 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.

Potential contractors must certify that they are not in one of the above situations by providing a sworn or, failing that, solemn statement, in the form of the attached Declaration on Exclusion Criteria (SHEET B), made before a judicial or administrative authority, notary or qualified professional body.

SHEET A

1. Administrative Information**1. Potential contractor:**

Please complete this carefully. The 'Legal representative' is the contact person who will be informed of the outcome of the selection. All correspondence will be sent to the address given below.

Full legal name	
Abbreviated legal name	
Legal status	
Department/Unit	
Postal address:	
Street name and No.	
Postal code - town / city	
Country	
Family and first name(s) of the Legal representative	Mr. / Mrs. / Ms. / Dr. / Prof. / Other: Family name: First name(s):
Position of the legal representative	
VAT number	
National insurance number ¹	
Telephone (including country and area code)	+
Fax No. (including country and area code)	+
E-mail address	
Internet address	http://

This form must be accompanied by proof of enrolment on a professional or trade register as stipulated by the legislation of the country in which the applicant is established.

¹ If the applicant is a natural person.

SHEET B

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, 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) is not convicted of an offence concerning their 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) is not 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) by 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:

SHEET C**Technical and professional capacity****(ONE SHEET PER FIELD CHOSEN)**

Title of field chosen

Educational and professional qualifications of the firm's staff

(Number of staff, grades, expertise)

Languages covered by the applicant:

SHEET C (continued)

Relevant services (training courses) 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
- other, please

specify:.....

Declaration: I, the undersigned, declare that the information given above:

- (a) is correct and true and,
- (b) where the applicant is representing a company or consortium, has been provided in the full knowledge of the appropriate contracting authorities.

Date:

Signature of the Legal representative