INVITATION TO TENDER FOR THE REVIEW OF THE ACP SCALE OF MEMBER STATES CONTRIBUTIONS

The ACP Secretariat invites all interested parties to take part in the competitive procedure for the above exercise. The complete tender dossier is attached to this invitation. It includes:

A- Instructions to Tenderers with the following annexes:

   Annex I: Terms of Reference
   Annex II: Organisation and Methodology
   Annex III: Budget Breakdown

B- Tender submission form including:

   - Statement of exclusivity and availability
   - Legal entity form

We look forward to receiving your tender before the deadline specified in point 6 of the instructions to Tenderers to the address specified in the same point.
INSTRUCTIONS TO TENDERERS

REFERENCE: 4/5/70(Vol.2)14

In submitting their tender, tenderers must respect all instructions contained in this tender dossier.

1. Service to be provided:
   Review the Scale of Contributions of the ACP Member States to the ACP Secretariat's budget.

2. Participation and sub-contracting
   a) Participation in tendering is open on equal terms to natural and legal persons (participating either individually or in a grouping of tenderers) from ACP States and Member States of the European Union. Legal persons must designate one and only one expert who will do the required work.
   b) Sub-contracting is not allowed.

3. Content of tenders and language
   The tender must comprise of a Technical Offer and a Financial Offer and these must be submitted in separate envelopes (see clause 6). Each Technical Offer and Financial Offer must contain one original, clearly marked “Original”, and two copies, each marked “Copy”.

   All correspondence and documents related to the tender exchanged by the tenderer and the Contracting Authority must be written in English OR French.

3.1. Technical Offer
   The Technical Offer must include the following documents:

   (1) Tender submission form (see part B of this tender dossier), including
      
      (a) the signed statement of exclusivity and availability, using the template included with the tender submission form, the purpose of which are as follows:

      - The consultant/expert must not be part of any other tender submitted for this tender procedure. He/she must therefore commit himself/herself exclusively to the tenderer

      - The consultant/expert must also undertake to be available, able and willing to work for the whole period scheduled for his/her input to implement the tasks set out in the Terms of Reference and/or in the Organisation and methodology

   - 1 -
(b) a completed legal entity form (for company only) – included with the tender submission form

(2) **Organisation and methodology** to be drawn up by the tenderer using the format in Annex I of this document.

The estimated number of working days/hours should be indicated based on the following template which the tenderer may modify at his/her will:

<table>
<thead>
<tr>
<th>Estimated number of working hours/days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Data collection</td>
</tr>
<tr>
<td>Analysis of data</td>
</tr>
<tr>
<td>Elaboration of background document and reports</td>
</tr>
<tr>
<td>Others: (specify)</td>
</tr>
</tbody>
</table>

(3) **Profile of the Consultant/expert:**

The Consultant/expert must be a high-level Economist or Statistician. A complete and detailed Curriculum Vitae must be included in the tender submission. The consultant must provide the following documents:

- a copy of the diplomas mentioned in the CV
- a copy of employer certificates or references proving the professional experience indicated in the CV

Tenderers are reminded that the provision of false information in this tender procedure may lead to their exclusion from EDF-funded contracts.

3.2. **Financial Offer**

The Financial Offer must be presented in Euro and must include a plan of action for the duration of the assignment using the template included in Annex III of this tender dossier: “Budget breakdown”.

Payments under this contract will be made in Euro, as specified by the selected tenderer in its Financial Offer.

4. **Period during which tenders are binding**

Tenderers are bound by their tenders for 180 days after the deadline for the submission of tenders.
5. Additional information before the deadline for submission of tenders

The tender dossier is deemed clear enough to avoid tenderers invited to tender from having to request additional information during the procedure. If the ACP Secretariat, either on its own initiative or in response to the request of a tenderer, provides additional information on the tender dossier, it shall send such information in writing to all other tenderers at the same time.

Tenderers may submit questions in writing to the following address, up to 10 calendar days before the deadline for submission of tenders, specifying the reference and the contract title:

RAZAFINJATOVO GAETAN
Expert Budget and Accounts
Email: gaetan@aecp.int; copy to ivy.chaza@aecp.int

The ACP Secretariat has no obligation to provide clarification for enquiries submitted after this date.

Any prospective tenderers seeking to arrange individual meetings with the ACP Secretariat concerning this contract during the tender period may be excluded from the tender procedure.

Any clarification of the tender dossier will be communicated simultaneously in writing to all the tenderers at the latest 5 calendar days before the deadline for submission of tenders.

No information meeting or site visits are foreseen.

6. Submission of tenders

Tenders must be submitted before 12:00 hours on 30 January 2015 as follows:

- EITHER by recorded delivery (official postal service)
- OR hand delivered (including courier services) directly to the ACP Secretariat in return for a signed and dated receipt to:

Review of ACP Scale of Contributions
Registry Office
ACP Secretariat,
Avenue Georges Henri 451
1200 Brussels
Belgium

Tenders received after this deadline or submitted by any other means will not be considered. Tenders must be submitted using the double envelope system, i.e., in an outer parcel or envelope containing two separate, sealed envelopes, one bearing the words
"Envelope A – Technical Offer" (all parts of the tender not including the Financial Offer must be submitted in Envelope A) and the other "Envelope B – Financial Offer".

Any infringement of these rules (e.g., unsealed envelopes or references to price in the Technical Offer) will be considered a breach of the rules, and may lead to rejection of the tender.

The outer envelope should carry the following information:

a) the address for submission of tenders indicated above;

b) the following reference code of the tender procedure to which the tenderer is responding: 4/5/70(Vol.2)14

c) the words “Not to be opened before the tender-opening session”;

d) the name of the tenderer.

The pages of the Technical and Financial Offers must be numbered.

7. Evaluation of tenders

7.1 Evaluation of Technical Offers

The quality of each technical offer will be evaluated in accordance with the award criteria and the associated weighting as detailed in the evaluation grid annexed to this document. No other award criteria will be used. The award criteria will be examined in accordance with the requirements as indicated in the Terms of Reference.

7.1.1 Interviews

Interviews may be conducted through telephone or skype.

7.2 Evaluation of Financial Offers

Any arithmetical errors are corrected without penalty to the tenderer such that, where there is a discrepancy between a fee rate and the total amount derived from the multiplication of the fee rate by the corresponding number of working days, the fee rate as quoted shall prevail, unless in the opinion of the Evaluators there is an obvious error in the fee rate, in which event the total amount as quoted shall prevail and the fee rate shall be corrected.

7.3 Confidentiality

The entire evaluation procedure is confidential, subject to the Contracting Authority’s rules and regulations on access to documents. The Evaluation Committee’s decisions are collective and its deliberations are held in closed session.

The evaluation reports and written records are for official use only and may neither be communicated to the tenderers nor to any party other than the Contracting Authority.
8. Signature of contract

8.1 Notification of award

The successful tenderer will be informed in writing that its tender has been accepted. If the successful tenderer is found to have provided false information, the award will be considered null and void. In such a case, the Contracting Authority may award the tender to another tenderer or cancel the tender procedure.

9. Cancellation of the tender procedure

In the event of cancellation of the tender procedure, tenderers will be notified of the cancellation by the ACP Secretariat. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes will be returned to the tenderers.

Cancellation may occur where:

- The tender procedure has been unsuccessful, i.e., no qualitatively or financially worthwhile tender has been received or there is no valid response at all;
- Exceptional circumstances or force majeure render normal performance of the contract impossible;
- All technically compliant tenders exceed the financial resources available;
- There have been irregularities in the procedure, in particular where these have prevented fair competition;
- The award is not in compliance with sound financial management, i.e., does not respect the principles of economy, efficiency and effectiveness (e.g., the price proposed by the tenderer to whom the contract is to be awarded is objectively disproportionate with regard to the price of the market).

In no event shall the ACP Secretariat be liable for any damages whatsoever perceived to be connected with the cancellation of a tender procedure even if the ACP Secretariat has been advised of the possibility of damages. The launching of a tender does not commit the ACP Secretariat to implement the programme or project announced.
## ANNEX

**EVALUATION GRID**

<table>
<thead>
<tr>
<th>Organisation and methodology</th>
<th>Maximum</th>
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<tr>
<td>Rationale</td>
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<tr>
<td>Strategy</td>
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</tr>
<tr>
<td>Timetable of activities</td>
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<tr>
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</tr>
<tr>
<td><strong>Total score</strong></td>
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</tr>
</tbody>
</table>
1. BACKGROUND INFORMATION

1.1. Contracting Authority

The Contracting Authority is the Secretariat of the ACP Group of States.

1.2. Relevant institutional background

1.2.1. The Secretariat of the ACP Group of States

The Secretariat of the ACP Group was created under the Georgetown Agreement signed on 6 June 1975. Article 23 of the revised Agreement states the role of the Secretariat as follows:

a) to carry out all tasks as may be assigned to it by the Summit of Heads of State and Government, the Council of Ministers, the Committee of Ambassadors and the ACP Parliamentary Assembly;

b) to contribute to the implementation of the decisions of these organs;

c) to monitor the implementation of the ACP-EC Partnership Agreement; and

d) to service the organs of the ACP Group and the joint institutions established under the ACP-EC Partnership Agreement.

Furthermore, Article 24 of the Georgetown Agreement states that the Secretary General shall ensure that good quality technical and administrative support and services are provided by the Secretariat to the members and organs of the ACP Group.

The Secretariat carries out the tasks assigned to it by the various organs of the Group through the implementation of their decisions and its own initiatives aimed at contributing to the harmonious realization of the Group’s tasks. Moreover, the Secretariat acts as co-Secretariat of the joint institutions, liaising between the two sides and participating in the preparation of joint technical documents and draft proposals.

The ACP Secretariat, including its Geneva Antenna, is the only permanent executive organ of the ACP Group and has a long history of collaboration with the European Commission. It has been the technical arm in the negotiations leading to the conclusion of the Cotonou Agreement, and to the first phase of the EPA negotiations and plays a crucial coordinating role during the negotiations with ACP regions.

The growing importance of the World Trade Organization and, in particular, the requirement that the new ACP-EU trading arrangements to be conducted under the Cotonou Agreement be WTO-compatible made an ACP Secretariat’s presence in Geneva essential. The Geneva Antenna role is to facilitate the coordination of the ACP Group in Geneva with various
international organizations such as the WTO, IMF, World Bank, FAO, UNCTAD, ITU, UNDP and WHO, with a view of enhancing the visibility and role of the ACP Group on the international scene.

1.3. The ACP Scale of Contributions

The regular budget of the ACP Secretariat is funded by the following two main sources:

- the European Development Fund contribution
- Contributions from the Member States of the ACP Group

The amount of contribution assessed to each Member State varies and is calculated each year according to a defined Scale of Contributions. The current Scale was formulated on the basis of the United Nations assessment methodology which features most essentially the principle of concept of capacity to pay, by applying an average statistical base period of three years. The income concept used to measure the capacity to pay of countries in this methodology is Gross National Income (GNI) with adjustments based on the several parameters such as level of indebtedness and level of per capita income. A floor and ceiling are determined for the extent of contribution by any one member state and cognizance has to be had to avoid excessive increases and decreases in assessment rates between two successive scales of assessment.

The present ACP scale, based on statistical data for the years 2005-2007, was adopted by the Council of Ministers in 2009.

2. OBJECTIVE

2.1. Overall Objective

The study is aimed at ensuring an objective, fair and equitable scale of contributions among the member-states, towards the budget of the ACP Secretariat. The proposed new scale of contributions is to be submitted for consideration by the relevant organs of the ACP Group in view of a final adoption by the Council of Ministers.

3. ASSUMPTIONS AND RISKS

3.1. Assumptions underlying the study

It is assumed that the data used for the study are highly reliable and up-dated. The consultant is therefore expected to collect the countries’ statistical data and economic indicators used in the study from renowned international institutions such as the United Nations, the IMF, the World Bank, as well as national institutions dealing with national accounts, socio-economic and demographic statistics.

3.2. Risks

As the ACP Group is made of 80 different countries with different socio-economic and financial structures, there is a risk of contestation from member states of the parameters used and their degree of importance as what can be viewed as significant by some countries might be considered of minor importance by others. It could turn out to be quite difficult to arrive at a formula which can satisfy all the concerned countries.
4. SCOPE OF THE WORK AND REQUIREMENTS

4.1. General

The consultant is called upon to:

- collect, examine and exploit the recent socio-economic statistical data of each Member-state with a view to putting up a proposal for a new scale to the Council of Ministers; and

- present the new scale to the ACP organs in Brussels before 30 April 2015.

The consultant will have to prepare a background document to accompany the initial table elaborated for presentation to the ACP Council of Ministers or its designated organs. The Council or its subsidiary organs may ask the consultant to prepare other working documents as may be required.

4.2. Reports

Reports will be presented in three stages:

- an initial provisional report to be submitted to the ACP Secretariat for observations;

- a second report duly incorporating the ACP Secretariat’s observations, to be presented to the ACP organs; and

- a final report for consideration by the Council of Ministers

The three reports must be submitted in English or French.

4.3. Office facilities and secretarial expenses

For the works undertaken at the Consultant’s base/location, office-related costs which may include office rental, communications (fax, telecommunications, mail, courier, etc...), and secretarial services are considered to be included within the overhead and therefore within the proposed fee. No costs of this nature may be charged in addition.

For any work undertaken at the ACP Headquarters, office, secretarial or communication facilities will be provided by the ACP secretariat.

4.4. Travel

Reimbursable expenses include the eligible travel and transport costs incurred under this contract. It cannot be used for costs which should be covered by the Consultant as part of the fee rate as defined above. Travel and transport costs include international travel and national travel. During his/her stay in Brussels, the consultant shall be paid a daily subsistence allowance at the current per diem rate used by the European Commission in the framework of EC funded external aid contracts in case of missions requiring an overnight stay.

The Consultant will be required to make at least two trips to the ACP Headquarters in Brussels to attend the meetings of the Sub-Committee on Establishment and Finance and the Committee of Ambassadors during the examination of this document.

4.5. Special obligations

The Consultant undertakes that his/her proposals will be in the ACP Secretariat best interests. The Consultant shall carry out the duties entrusted to him/her by the contract loyally and impartially and in accordance with best professional practices. He/she shall maintain complete independence in
relation to all individual organizations or government bodies and shall observe the strictest neutrality with regard to views and opinions. He/she may not divulge, or use for its personal profit or for the profit of a third party, any information that he/she may receive in executing the contract.

5. LOGISTICS AND TIMING

5.1. Location

The working sessions with the ACP Secretariat and the meetings of the relevant organs of the ACP Group are held at the ACP Secretariat Headquarters in Brussels.

5.2. Commencement date and period of performance

The intended commencement date is the 23rd February 2015. The contract will end after a final decision on the proposed Scale of contributions is taken by the ACP Council of Ministers.
ORGANISATION AND METHODOLOGY
(to be detailed by the Tenderer on the basis of the following indicative elements)

1. RATIONALE

- Any information on the Terms of Reference of importance for the successful execution of activities, in particular its objectives and expected results, thus demonstrating the degree of understanding of the contract. An opinion on the key issues related to the achievement of the contract objectives and expected results.

- An opinion on the assumptions and risks affecting the execution of the contract.

2. STRATEGY

- An outline of the approach proposed for contract implementation.

- A list of the proposed activities considered to be necessary to achieve the contract objectives.

- The related inputs and outputs.

- Concrete proposals on methodology, indicators, parameters and formula to be used to fairly reflect the respective economic and financial capacity of each country.

3. TIMETABLE OF ACTIVITIES

- The timing, sequence and duration of the proposed activities, taking into account mobilisation time.

- The identification and timing of major milestones in execution of the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.

- The expected number of working days required for each category of activities during the period of execution of the contract.
## BUDGET BREAKDOWN

<table>
<thead>
<tr>
<th>Estimated number of working hours</th>
<th>Fee rate (€ per working hour)</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A - FEES (including overheads):</strong></td>
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<td></td>
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<tr>
<td>Data collection</td>
<td></td>
<td></td>
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<tr>
<td>Analysis of Data</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preparation of background document and reports</td>
<td></td>
<td></td>
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<tr>
<td>Others (specify)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total fees (including overheads)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>B - REIMBURSABLE:</strong></td>
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<tr>
<td>Estimated number of trips</td>
<td>Cost per trip</td>
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<td>Cost of airtickest to Brussels</td>
<td>3</td>
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</tbody>
</table>

**C - PROVISION FOR INCIDENTAL EXPENDITURE (*)**

**MAXIMUM CONTRACT VALUE**

(*) N.B. Please give examples envisaged under incidental expenses.
B – TENDER SUBMISSION FORM
SERVICE TENDER SUBMISSION FORM
Ref: 4/5/70(Vol.2)14

Contract title: REVIEW OF ACP MEMBER STATES SCALE OF CONTRIBUTIONS

Please supply one signed tender submission form (including signed statements of exclusivity and availability from all key experts proposed, a completed financial identification form and a completed legal entity file (only for the Leader) and declarations from the Leader and all members (if you are in a consortium), together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request. For economical and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folders or dividers). We also suggest you use double-sided printing as much as possible.

Tenders submitted by consortiums (i.e., either a permanent, legally-established grouping or a grouping constituted informally for a specific tender procedure) must follow the instructions applicable to the consortium leader and its members.

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

<table>
<thead>
<tr>
<th>Name(s) and address(es) of legal entity or entities submitting this tender</th>
</tr>
</thead>
<tbody>
<tr>
<td>Leader¹</td>
</tr>
<tr>
<td>Member</td>
</tr>
<tr>
<td>Etc. ...</td>
</tr>
</tbody>
</table>

2. CONTACT PERSON (for this tender)

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Organisation</td>
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<tr>
<td>Address</td>
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<td>Telephone</td>
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<tr>
<td>Fax</td>
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<tr>
<td>e-mail</td>
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</tbody>
</table>

¹ Add/delete additional lines for consortium members as appropriate. Note that subcontractors are not considered to be consortium members. If this tender is being 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 tenders set in the Instructions to tenderers and the award of the contract is not permitted without the prior approval in writing of the Contracting Authority.
3. DECLARATION(S)

As part of its tender, each legal entity identified under point 1 of this form, including every consortium member, must submit a signed declaration using the attached format.

4. STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer (for consortiums, this must include all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in a separate, sealed envelope:

☐ Organisation & Methodology

☐ Key experts (comprising a list of the key experts and their CVs), if required

☐ Tenderer’s declaration (for consortiums, this must include one from every consortium member)

☐ Statements of exclusivity and availability signed by each of the key experts, if required

☐ Completed financial identification form (see Annex VI to the draft contract) providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract (or the financial identification number or a copy of the financial identification form provided to the Contracting Authority on an earlier occasion, unless it has changed in the meantime)

☐ Completed legal entity file (or the legal entity number allocated. Alternatively a copy of the legal entity file provided to the Contracting Authority on an earlier occasion, unless the legal status has changed in the meantime)

☐ Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.

☐ Documentary proof or statements required under the law of the country where we are established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in Section 2.3.3 of the Practical Guide to contract procedures for EU external actions. This evidence or these documents or statements must carry a date, which is not more than one year before the date of submission of the tender. In addition, a statement is furnished stating that the situations described in these documents have not changed since then.

☐ Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice.

[If applicable: We undertake to guarantee the eligibility of the subcontractor(s) for the parts of the services for which we have stated our intention to subcontract in the Organisation and Methodology.]

We understand that our tender will be excluded if we propose key experts who have been involved in preparing this project or hire such staff as advisers in the preparation of our tender and that we may also be subject to 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 gives its prior approval in writing. We are also aware that the consortium members would have joint and several liability towards the Contracting Authority concerning participation in both the above tender procedure and any contract awarded to us as a result of it.

This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to tenderers. Signed on behalf of the tenderer:

<table>
<thead>
<tr>
<th>Name</th>
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<tr>
<td>Signature</td>
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<td>Date</td>
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</tbody>
</table>
STATEMENT OF EXCLUSIVITY AND AVAILABILITY

PUBLICATION REF:4/5/70(VOL.2)14

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer <tenderer name> in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

<table>
<thead>
<tr>
<th>From</th>
<th>To</th>
<th>Availability</th>
</tr>
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<tbody>
<tr>
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<td>&lt; full time/part time &gt;</td>
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<td>&lt; start of period 2 &gt;</td>
<td>&lt; end of period 2 &gt;</td>
<td>&lt; full time/part time &gt;</td>
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<tr>
<td>&lt; etc. &gt;</td>
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</table>

I confirm that I do not have a confirmed engagement\(^3\) as key expert in another EU/EDF-funded project, or any other professional activity incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

[For information, I have signed a Statement of Exclusivity and Availability for the following tender(s):

<table>
<thead>
<tr>
<th>Tender reference</th>
<th>Submission deadline for the tender</th>
<th>Tendered engagement</th>
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<td>&lt; tender reference &gt;</td>
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<td>&lt; full time/part time &gt;</td>
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<td>&lt; etc. &gt;</td>
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</table>

Should I receive a confirmed engagement I declare that I will accept the first engagement offered to me chronologically. Furthermore I will notify the tenderer immediately of my unavailability.]

Name

Signature

Date

---

\(^2\) To be completed by all key experts for which such a declaration is required in the Terms of Reference.

\(^3\) The engagement of an expert is confirmed if the expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or if he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.
**LEGAL ENTITY**

**PRIVACY STATEMENT**

http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm#en

### PRIVATE COMPANY

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<table>
<thead>
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<th><strong>P.O. BOX</strong></th>
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<tr>
<th><strong>TOWN/CITY</strong></th>
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**THIS "LEGAL ENTITY" FORM SHOULD BE COMPLETED AND RETURNED TOGETHER WITH:**

1. **A COPY OF THE VAT REGISTRATION DOCUMENT IF APPLICABLE AND IF THE VAT NUMBER DOES NOT APPEAR ON THE OFFICIAL DOCUMENT REFERRED TO AT 2 BELOW.**

2. **A COPY OF SOME OFFICIAL DOCUMENT (OFFICIAL GAZETTE, COMPANY REGISTER ETC.) SHOWING THE NAME OF THE LEGAL ENTITY, THE ADDRESS OF THE HEAD OFFICE AND THE REGISTRATION NUMBER GIVEN TO IT BY THE NATIONAL AUTHORITIES.**

**DATE AND SIGNATURE OF AUTHENTICATED REPRESENTATIVE**