

## CALL FOR EXPRESSION OF INTEREST FOR THE CONCESSION OF THE PROVISION OF PART OF THE EUI HOUSING SERVICE

### SELF-CERTIFICATION FORM

The undersigned \_\_\_\_\_

born on (date) \_\_\_\_\_ at (place) \_\_\_\_\_

Province \_\_\_\_\_ tax identification code \_\_\_\_\_

in his/her function as \_\_\_\_\_

for the company \_\_\_\_\_

legally established in \_\_\_\_\_

with administrative offices in \_\_\_\_\_

In submitting its offer for the tender procedure, fully accepting all liabilities inherent in this Declaration, including the awareness that false statements will incur the penalties envisaged by the existing applicable legislation,

#### **DECLARES:**

*(the declaration is done by checking the relevant boxes and, where required, completing the statements, writing clearly; in the event that the space provided is not sufficient, further documentation may be attached to this form, on condition that there is clear identification on this form of which documents are attached to it)*

*(the two following statements are alternative; check the applicable one)*

- 1)** that the Company is registered as real estate agent in the Company Register administered by its local branch of the Chamber of Commerce, Industry, Arts and Crafts, and Agriculture (please, attach an extract from the Chamber's Registry):

Chamber branch: \_\_\_\_\_

registration number \_\_\_\_\_ registration date \_\_\_\_\_

name \_\_\_\_\_

Italian tax ID code \_\_\_\_\_ VAT number \_\_\_\_\_

Current legal status \_\_\_\_\_

Legally established in \_\_\_\_\_ Province of \_\_\_\_\_

Street Address \_\_\_\_\_ no. \_\_\_\_\_ C.A.P. \_\_\_\_\_

memorandum of Association dated \_\_\_\_\_ company duration \_\_\_\_\_

**or**

- that the company is under no obligation to register with the Chamber of Commerce, Industry, Arts and Crafts, and Agriculture (*in this case, attach to this Declaration a copy of the company’s Memorandum of Association and its By-laws*);
- 2)** that the following is a list including the company owner and/or technical director (in the case of individual ownership companies), or the company shareholders and/or technical directors (for all other types of companies)<sup>1</sup>:

Name e Surname					
Born in		Province		Date	
Tax ID code					
Role in company					

Name e Surname					
Born in		Province		Date	
Tax ID code					
Role in company					

<sup>1</sup> List all current **technical directors, shareholders** (*only for partnerships*), **owners** (*only for individual ownership firms*), **directors with powers of representation, general partners** (*only for limited partnerships*), **sole shareholder as a natural person, or majority shareholder** (*only in the case of joint stock companies with fewer than four shareholders*) and **all those who**, regardless of their formal title and office, but based on the actual powers conferred upon them, in practice **manage the company’s affairs** and are therefore in a position to influence, through their actions, the reliability of the company as a whole (e.g., executives, proxy holders, etc.).

Name e Surname					
Born in		Province		Date	
Tax ID code					
Role in company					

*(the two following statements are alternative; check the applicable one)*

- 3)** that no person has resigned or been removed from any of the company’s official functions, as listed at point 2 above, on any of the grounds foreseen at point 4 of the Invitation letter to submit a request to participate, in the year prior to the date of the launch of this tender procedure;

**or**

- That the following persons resigned or were removed from their official functions with the company, as listed in point 2 above, on any of the grounds foreseen at point 4 of the Invitation letter to submit a request to participate, in the year prior to the date of the launch of this tender procedure:

Name	
Surname	
Official function	
Date of resignation/removal	

Name	
Surname	
Official function	
Date of resignation/removal	

Name	
Surname	
Official function	
Date of resignation/removal	

- 4) that the Company has \_\_\_\_\_ (number) employees on its payroll;
- 5) that the Company’s personnel has a good knowledge of the English language;
- 6) that the Company’s personnel has a good knowledge of the main softwares and operational systems employed in the real estate field. If that is the case, please indicate the type of software used and its main characteristics:

Type of software	Main characteristics

- 7) that the Company applies the terms and conditions of the following collective labour agreement(s):

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- 8) that the Company’s registration numbers as a contributor to national social security and insurance agencies are:

Agency <b>INPS</b>	Branch		Registration n.	
	Branch		Registration n.	
	Branch		Registration n.	

Agency <b>INAIL</b>	Branch		Registration n.	
	Branch		Registration n.	
	Branch		Registration n.	

List below any further registration numbers as contributors with other national insurance or social security entities:

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- 9) that the Company accepts, without reservation, all the rules and provisions laid out in the Invitation letter to submit a request to participate, including all its annexes.
- 10) that there are no impediments to the Company’s participation in public procurement tenders, and further that the Company has not been barred from entering into contracts with the Public Administration pursuant to point 4 of the Call for Expression of Interest.
- 11) that it is in compliance with the labour regulations applicable to employees with disabilities, in conformity with the existing legislation (check this box even in the event that the Company is not in a category that is obliged by law to employ persons with disabilities, since it is an undertaking with fewer than 15 employees on the payroll).

Further, that the following Branch of the Italian national agency for social security (or the social security agency in its country of residence) can provide confirmation of all statements relating to the Company’s social security and insurance payments:

<b>Branch for the Province</b>	
<b>Address</b>	
<b>Fax</b>	
<b>Telephone</b>	
<b>NOTES</b>	

- 12) that it is in compliance with the provisions aimed at legalizing the position of undeclared employees (individual legalization plans - Piani Individuali di Emersione).
- 13) that it is in compliance with all obligations related to the payment of social security and insurance contributions on behalf of its employees, pursuant to the existing legislations, and as a consequence of the correct implementation of the collective labour agreements for the sector.
- 14) that it has operational offices in Florence at the following address:

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*or*

- that it will open operational offices in Florence, in case it is awarded with the contract, within 30 (thirty) days from the notification of the awarding;
- 15) that it is in possession of two (2) bank references from prime banks and/or financial companies included in the registers of authorized brokers, issued after the date of the Invitation to Tender and the publication of these Tender Specifications, proving that the

Company has always met its obligations punctually and regularly, and that the Company possesses the economic and financial capacity to perform the services that are the object of this tender. Whether the Company can provide only one (1) bank reference, it is necessary for its Legal Representative to submit an appropriate explanation on this matter. Please, include a copy of the above references in the tender you submit;

- 16)** that it has an insurance policy against risks and damages relating to the implementation of the Contract whose value is not under € 1.500.000,00 (one million five hundred thousand/00). Please, include a copy of the above insurance policy in the request to participate you submit;
- 17)** that the Company has at least 10 (ten) years working experience in the real estate field, especially in the lease for residential property sector;
- 18)** that the Company has working experience in the management of university housing services. If that is the case, please specify the contracting authority and duration of the contract:

Contracting authority	Duration of the contract

- 19)** that it has undertaken, over the past 5 (five) years (2012-2016), several lease contracts for residential property. Please, provide the number of lease contracts and the values, IVA excluded:

	Number of lease contracts for residential property undertaken	Annual value, IVA excluded, of the lease contracts for residential property undertaken
<b>2012</b>		
<b>2013</b>		
<b>2014</b>		
<b>2015</b>		
<b>2016</b>		

- 20)** that it is aware and fully in acceptance of the fact that any and all incorrect or incomplete information deliberately provided, within the context of this tender



- procedure, may lead to it being excluded from this and any other tender procedure managed and financed by the European University Institute;
- 21)** that it is in possession of, or has initiated the procedure to obtain the following certifications or equivalent qualifications:

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- 22)** that it authorizes the European University Institute to use the following contacts and addresses for any and all correspondence relating to the tender procedure (clarifications, requests for additional information, communications relating to award of tender and contract signing process, etc.):

Tel \_\_\_\_\_

E-mail address \_\_\_\_\_

Place and date \_\_\_\_\_

Signature of Legal Representative \_\_\_\_\_

**A non-authenticated photocopy of the valid ID document of the signatory is enclosed.**