

OP/EUI/REFS/2015/007

**OPEN CALL FOR TENDERS FOR THE SUPPLY OF STATIONERY AND OFFICE SUPPLIES,
USING A DIGITAL PLATFORM TO DISPATCH ONLINE ORDERS**

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 in the Company Register administered by its local branch of the Chamber of Commerce, Industry, Arts and Crafts, and Agriculture (attach 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)¹:

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				

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

¹ 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.).

(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 in art. 18 of the Tender Specifications, 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 in art. 18 of the Tender Specifications 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 applies the terms and conditions of the following collective labour agreement(s):

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

Agency INPS	Branch		Registration n.	
	Branch		Registration n.	
	Branch		Registration n.	

Agency INAIL	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:

- 7)** that the Company accepts, without reservation, all the rules and provisions laid out in the Invitation Letter and in the Tender Specifications, including all its annexes.
- 8)** 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 art. 18 of the Tender Specifications.
- 9)** that it undertakes, in the event of being awarded the tender, to submit a performance bond issued according to the terms and procedure envisaged in Article I.4.2 of the Draft Contract (Annex G).
- 10)** 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:

Branch for the Province	
Address	
Fax	
Telephone	
NOTES	

- 11)** that it is in compliance with the provisions aimed at legalizing the position of undeclared employees (individual legalization plans - Piani Individuali di Emersione).
- 12)** that, in drawing up its Offer, it has taken note of all obligations incumbent upon it in relation to safety in the workplace provisions, and has accurately evaluated the specific risks that the performance of the contract will entail.
- 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 taken note of all general, particular and local circumstances, barring none, and of all other elements which may directly or indirectly influence the performance of the service or the calculations made in drawing up the Offer submitted with its bid; and it further declares that the Offer submitted is profitable; and that it undertakes to hold said Offer valid and binding for one-hundred-and-eighty (180) days, starting from the deadline for submission of its bid.
- 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;
- 16)** that it has an insurance policy against risks and damages relating to the implementation of the Contract, in accordance with art. II.3.5 of the General conditions of the draft supply contract (Annex G);
- 17)** that it has realized, over the past three financial years (2012/2013/2014), the following total turnover, indicating apart, in the table below, the amount related to stationery and office supplies:

Year	Total turnover	Office supplies turnover
2012		
2013		
2014		
Total		

- 18)** to have performed, over the past three financial years (2012/2013/2014), supplies of the same kind of those requested in the present procurement procedure for a value not lower than the yearly estimated value of the present call for tenders (Euros 40.000,00). Please, specify, in the table below, the name of the client and the related amount :

Year	Client	Amount (Euros)
2012		
2013		
2014		

- 19)** 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;
- 20)** that it is in possession of, or has initiated the procedure to obtain the following certifications or equivalent qualifications:

- 21)** that it authorizes the European University Institute to use the following current account in the event that it is awarded the tender:

Name of the bank:	
Complete address of the bank branch:	
Exact name of account holder:	
Full number of current account, including banking codes:	
IBAN:	

- 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.