

**EUI/BFA/2015/001**

For the kind attention of:  
**EUROPEAN UNIVERSITY INSTITUTE**  
the **BUDGET AND FINANCIAL AFFAIRS SERVICE**  
Via dei Roccettini, 9  
50014 San Domenico di Fiesole FI

**OBJECT: DECLARATION IN LIEU**

**OPEN CALL FOR TENDER TO PROVIDE TRAVEL AGENCY SERVICES TO THE EUROPEAN UNIVERSITY INSTITUTE**

The undersigned \_\_\_\_\_  
born on \_\_\_\_\_ in \_\_\_\_\_  
province \_\_\_\_\_ taxation code \_\_\_\_\_  
in the role of \_\_\_\_\_  
for the company \_\_\_\_\_  
with registered office in \_\_\_\_\_  
and administrative headquarters in \_\_\_\_\_

**PRESENT THE OFFER FOR THE TENDER OF OBJECT**

**Upon their own responsibility, being aware that any false statements will result in the exclusion from the tender:**

**DECLARE**

***(complete by ticking the pertinent box and where requested, fill out the declarations in capital letters)***

*(cross one of the two following and alternative declarations)*

- 1) that the company is a recognised legal entity and is duly enrolled in the professional/commercial register established by:

Body: \_\_\_\_\_

Place/Country \_\_\_\_\_

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

name \_\_\_\_\_

fiscal code \_\_\_\_\_ taxation code \_\_\_\_\_

Existing legal form \_\_\_\_\_

Based in \_\_\_\_\_

Street \_\_\_\_\_ n. \_\_\_\_\_ C.A.P. \_\_\_\_\_

constituted by deed dated \_\_\_\_\_ duration of the company \_\_\_\_\_

**or**

that has no obligation to register (*in this case, attach to the declaration a copy of the constitutive deed and statute*);

**2)** that the individuals assigned as administrators and/or directors are the following<sup>1</sup>:

Name and Surname					
Born in		Province		on	
Fiscal Code					
Role					

Name and Surname					
Born in		Province		on	
Fiscal Code					
Role					

Name and Surname					
Born in		Province		on	
Fiscal Code					
Role					

*(tick one of the two following and alternative declarations)*

**3)** that no person has been terminated from the corporate positions listed in the above point 2 for the grounds of exclusion (article 13 Tech. Specs) in the year prior to the date of publication of the notice;

**or**

that the persons who resigned their corporate position listed in the above point 2 in the year preceding the date of publication of the contract notice are:

Name	
Surname	
Role	
Date of role cessation	

<sup>1</sup> Specify all current **technical directors, shareholders** (*only for collectives*), **owners** (*only for individual companies*), **administrators with powers of representation, limited partners** (*only for limited partnerships*), **sole individual shareholder** or **majority shareholder** (*only in case of a corporation with less than four members*) and all those who, beyond their formal qualifications and due to the powers essentially conferred to them, **manage business affairs** and are able to affect through their work, the reliability of the company as a whole (*e.g., managers, attorneys, etc.*).

Name	
Surname	
Role	
Date of role cessation	
Name	
Surname	
Role	
Date of role cessation	

**4)** that the collective contract/s applied are: \_\_\_\_\_  
*(attach remuneration tables of reference)*

**5)** To have a number of employees equal to \_\_\_\_\_.

**6)** that the contributory and insurance agreements made out to the Company are as follows

<b>INPS</b>	With office of		reference n.	
	office of		reference n.	
	office of		reference n.	

<b>INAIL</b>	With office of		reference n.	
	office of		reference n.	
	office of		reference n.	

Any other insurance policies with security organisations or social security funds:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**7)** To accept, without any conditions or reservations, all the norms and indications set out in the Letter of Invitation and in the Special Technical Specifications and its attachments.

**8) For cooperative:** to not participate both as cooperative and individual company, under penalty of exclusion.

**9) For TGC pre-existing and/or to be established:** not participate both as TGC and individual company, under penalty of exclusion.

**10)** To be aware, in making the offer, of the obligations relative to the norms pertaining to workplace safety, evaluating the costs of the specific risks for each activity

**11)** Acknowledge that for this contract there are risks of interference and to have taken these into account in formulating the offer.

**12)** To not incur any prohibitions as outlined in Article 13 Tech. Specs..

- 13)** To ensure, in case of award, to constitute a definitive deposit as article I.4.3 (draft framework contract) and articles 10 and 17 of the Technical Specifications.
- 14)** That no conditions exist which may cause an obstacle for participation in public tenders or situations of incapacity to contract with the PA.
- 15)** To be in compliance with the rules governing the right to employment of people with disabilities (*tick the declaration even if the economic operator is not subject to recruitment as it occupies less than 15 employees*).

In addition that the provincial office of the competent authority (*or other authority of the State in which established*) from whom verification may be requested is as follows:

<b>Provincial office</b>	
<b>Address</b>	
<b>Fax</b>	
<b>Tel.</b>	
<b>NOTES</b>	

- 16)** To be in compliance with the provisions for the rise of the illegal economy (Individual Emergence Plans).
- 17)** To be in compliance with obligations to payments of social security contributions for workers, according to the current legislation, and application of contractual norms within the field.
- 18)** To be in compliance with safety regulations.
- 19)** To undertake the commitment, in case of award, to supply any relevant information to verify the regularity of contributions, pursuant to the regulations in force (e.g. DURC for Italian companies).
- 20)** To have knowledge of all general, particular and local circumstances, without exception, and of every other element that may directly or indirectly have an effect on the execution of service or on the determination of the offer, which is therefore, declared profitable, with the commitment to maintain it valid and binding for one hundred and eighty (180) days (6 months) from the date of the submission deadline.

**Requirements of technical capacity**

- 21)** To have carried out the following services (list only the principal ones), similar to those put forth for tender, in the last 3 financial years (as requested in Article 14 of the Tech. Specs).

YEAR	SERVICE	SUM	START DATE	END DATE	RECIPIENT
2012					
2013					
2014					

- 22)** To be able to provide skilled personnel with profiles in compliance with the provisions of the required services.
- 23)** To have the quality certifications as Article 14 of the Tech. Specs stated by the following certifications:

Type of certification	Certifying agent	Admission date	Expiry date

**Prerequisites for financial-economic capacity**

- 24)** To be in possession of two (2) bank references issued by major banks or authorised brokers dated after the invitation to the present open call (refer to article 14 Tech. Specs).
- 25)** To have realised, in the previous three years prior to the date of publication of the tender procurement (2012-2013-2014), an annual turnover of the company not less than the minimum outlined in Article 14 of the Tech. Specs:

YEAR	TOTAL ANNUAL TURNOVER (Euro)
2012	
2013	
2014	
Total	

- 26)** to have no personal, commercial or financial interest, existing now or in the past five years that could give rise to a conflict of interest;
- 27)** to immediately inform the European University Institute should the abovementioned circumstances change at any stage during the tender procedure or during the execution of the contract;
- 28)** to fully recognise and accept that any inaccurate or incomplete information deliberately provided in such a procedure may result in exclusion from this or other tenders financed by the European University Institute;

- 29)** to authorise the European University Institute to use the following contact details for any communication related to the tender (clarifications, request for supplements, notification of award and conclusion of contract, etc.):

Contact person \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Place and Date** \_\_\_\_\_

**Signature of the Legal Representative** \_\_\_\_\_

Hereto attached to this present declaration is a non-authenticated photocopy of a valid identification document of the signatory.