

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

SELF-CERTIFICATION FORM

The undersigned _____

Born on (date) _____ at (place) _____

Province _____ tax identification code _____

in his/her function as _____ representing the following legal person:

full official name:

official legal form:

full official address:

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 Tenderer 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 Tenderer 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 individuals assigned as administrators and/or directors are the following¹:

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 10 Tender Specifications - TS) 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	

¹ 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.*).

Date of role cessation	
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 Tenderer are as follows:

With INPS	office of		reference n.	
	office of		reference n.	
	office of		reference n.	

With INAIL	office of		reference n.	
	office of		reference n.	
	office of		reference n.	

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

7) that the Tenderer accepts, without reservation, all the rules and provisions laid out in the draft contract, Invitation Letter and in the Tender Specifications, including all the annexes;

8) For cooperatives: 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) that there are no impediments to the Tenderer's participation in public procurement tenders, and further that the Tenderer has not been barred from entering into contracts with the Public Administration pursuant to Article 10 of the Tender Specifications;

- 11)** that, in drawing up the tender, 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;
- 12)** 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 tender submitted; and it further declares that the tender submitted is profitable; and that it undertakes to hold said tender valid and binding for one-hundred-and-eighty (180) days, starting from the deadline for submission of its tender;
- 13)** that the Tenderer satisfies the requirements settled under “Chapter 2 - Description of services” and “Chapter III – Presentation and Evaluation of tenders” of the TS (please provide with evidences);
- 14)** that each staff member proposed for undertaking the service to be provided has submitted his/her own cv (preferable Europass format) in accordance with the minimum requirements for Contactor’s staff as established at Art. 7 Customer care team of the TS;
- 15)** that a criminal record certificates has been submitted for each staff member involved in the service;
- 16)** To ensure, in case of award, to constitute a performance guarantee, in accordance with art. 4 TS, before signing any Specific Contracts;
- 17)** 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:

Provincial office	
Address	
Fax	
Tel.	
NOTES	

- 18)** To be in compliance with the provisions for the rise of the illegal economy (Individual Emergence Plans);
- 19)** 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;
- 20)** 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);

- 21) To be in compliance with the provisions of health and safety laws and relevant regulations
- 22) To be in compliance with the provisions of environmental laws and relevant regulations;

Requirements of technical capacity

- 23) To be enrolled in the register of Travel Agencies of the country in which the tenderer is established (provide evidences);
- 24) 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 11 of the TS):

YEAR	SERVICE	SUM	START DATE	END DATE	RECIPIENT
2017					
2018					
2019					

- 25) To have the quality certifications as Article 11 of the TS stated by the following certifications:

Type of certification	Certifying agent	Admission date	Expiry date

Prerequisites for financial-economic capacity

- 26) 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 Tenderer has always met its obligations punctually and regularly, and 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;

- 27)** To have realised, in the previous three years prior to the date of publication of the tender procurement (2017-2018-2019), an annual turnover of the company not less than the minimum outlined in Article 11 of the TS:

YEAR	TOTAL ANNUAL TURNOVER (Euro)
2017	
2018	
2019	
Total	

- 28)** 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;
- 29)** 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;
- 30)** 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;
- 31)** 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:	



Tenderer name: _____ *Annex II C - Self-certification form*

- 32)** 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 _____

PEC address _____

Place and date _____

Signature of Legal Representative _____

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