



Tenderer name: \_\_\_\_\_ Annex II C - Self-certification form

OP/EUI/ACC/2022/001

## OPEN CALL FOR TENDER FOR THE PROVISION OF BANKING SERVICES FOR AND AT 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 \_\_\_\_\_



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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 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 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	
Date of role cessation	
Name	
Surname	

<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.*).

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) that the staff dedicated to the EUI community at the in-house bank branch and at the bank's headquarter/branch have a certified level of English language proficiency equivalent to:

Level B2	<input type="checkbox"/>
Level C1 or above	<input type="checkbox"/>

- 6) that the contributory and insurance agreements made out to the Tenderer 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) 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 II - Description of services” and “Chapter III – Presentation and Evaluation of tenders” of the TS (please provide with evidences);
- 14)** that a criminal record certificates will be submitted, on request of the EUI, for each staff member involved in the service in case the Tenderer will be awarded with the contract;
- 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>Tel.</b>	
<b>NOTES</b>	

- 16)** To be in compliance with the provisions for the rise of the illegal economy (Individual Emergency 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 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);
- 19)** To be in compliance with the provisions of health and safety laws and relevant regulations;
- 20)** To be in compliance with the provisions of environmental laws and relevant regulations;

**Requirements of technical, financial and economic capacity**



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- 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 11 of the TS):

YEAR	SERVICE	SUM	START DATE	END DATE	RECIPIENT
2018					
2019					
2020					

- 22)** To have the quality certifications as Article 11 of the TS stated by the following certifications: (please include a copy of them in the technical offer):

- Certification of the candidate bank’s short-term credit rating which must be, as a minimum, one of the following: P-2 (Moody’s), or A-2 (S&P) or F-3 (Fitch Ratings)
- Certification that it is part of the SEPA circuit, by attaching a copy of its membership of the SEPA Credit Transfer scheme registered with the Secretariat of the EPC (European Payments Council)

- 23)** To have the technical, professional, financial, and economic requirements as requested in the Article 11 of the TS from the letter m) to the letter s).

- 24)** 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;

- 25)** 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;

- 26)** 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;

- 27)** 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.**



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