

OP/EUI/AS/2022/001

Open Call for tender for teaching of Italian and English Academic Literacies and Language to members of the EUI community and for the provision of English text revision and editing for academic purposes

**(Please note that points from 15 to 19 are only for companies)**

**SELF-CERTIFICATION FORM**

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

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

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

 in their function as \_\_\_\_\_ representing the following legal person:

full official name:

official legal form:

full official address:

**or** in their own name (*for a natural person*)

In submitting their 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 \_\_\_\_\_

**Annex C - Self-certification form**

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 case the tenderer is a natural person*);
- 2)** that the Tenderer is aware that “regime dei vecchi minimi” (articolo 1 co 96 e ss. Legge 24.12.2007, n. 244) and “regimi dei nuovi minimi” (articolo 27 comma 1 D.L. 6.7.2011, n.98) are excluded from the present procurement procedure
- 3)** that the Tenderer’s registration numbers as a contributor to national social security and insurance agencies are:

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

<b>INAIL</b>	Agency	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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- 4)** that the Tenderer accepts, without reservation, all the rules and provisions laid out in the draft contract, Invitation Letter and Tender Specifications, including all the annexes.
- 5)** 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 11 of the Tender Specifications.
- 6)** that, in drawing up the tender, the Tenderer 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.
- 7)** that the Tenderer 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 the Tenderer further declares that the tender submitted is profitable; and that the Tenderer undertakes to hold said tender valid and binding for one-hundred-and-eighty (180) days, starting from the deadline for its submission.

- 8)** that the Tenderer satisfies the requirements settled under Articles 6-General specifications , 12.2- Selection criteria-Technical and quality requirements and 12.3- Selection criteria-Economic and financial requirements of the Tender Specifications (please provide with evidence).
- 9)** that each expert has submitted their own Europass cv.
- 10)** that the Tenderer is in possession of two (2) bank references (one for freelancers) 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 that the Tenderer possesses the economic and financial capacity to perform the services that are the object of this tender.

Where the Tenderer is a company and it can provide only one (1) bank reference, its Legal Representative must submit an appropriate explanation on this matter.

- 11)** that the Tenderer 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;
- 12)** that the expert(s) agree to undertake the interview at the EUI premises, if selected and invited  
or
- that the expert , if selected and invited to the interview, asks to be interviewed via an online conferencing tool (Skype, Teams, Zoom):

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- 13)** that the Tenderer 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:	

- 14)** that the Tenderer 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 \_\_\_\_\_

**COMPANIES ONLY**

- 15)** 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 and Surname					
Born in		Province		Date	
Tax ID code					
Role in company					

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

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

- 16)** that no person has resigned or been removed from any of the Tenderer's official functions, as listed at point 2 above, on any of the grounds foreseen in Article 11 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 Article 11 of the Tender Specifications, in the year prior to the date of the launch of this tender procedure:

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<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	
Surname	
Official function	
Date of resignation/removal	

Name	
Surname	
Official function	
Date of resignation/removal	

- 17)** that the Company has \_\_\_\_\_ (number) employees on its payroll;
- 18)** that the Company has submitted at least 5 CVs for each Lot of interest.
- 19)** that the Company 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.

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

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

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