**CFT/EUI/BFA/2014/001**

For the kind attention of:

**EUROPEAN UNIVERSITY INSTITUTE** the **Real Estate and Facilities Service**

Via dei Roccettini, 9

50014 San Domenico di Fiesole FI

**OBJECT: DECLARATION IN LIEU**

**Open Call for Tender to provide external Audit Services for 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**) 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.
* **3**) To have a number of employees equal to \_\_\_\_\_\_\_\_\_.
* **4**) Acknowledge that for this contract there are risks of interference and to have taken these into account in formulating the offer.
* **5**) 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 from the date of the submission deadline.

***Requirements of technical capacity***

* **6**) To be enrolled in the register or auditing firms of the country in which the tenderer is established with reference:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* **7**) 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 13 of the Tech. Specs).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| YEAR | SERVICE | SUM  | START DATE | END DATE | RECIPIENT |
| 2010 |  |  |  |  |  |
| 2011 |  |  |  |  |  |
| 2012 |  |  |  |  |  |

* **8)** To have generated, in the 3 financial years preceding publication of the notice for tender (2010–2011–2012) the following annual turnover for services similar to the object of tender.

|  |  |
| --- | --- |
| YEAR | TOTAL ANNUAL TURNOVER FOR SIMILAR SERVICES |
| 2010 |  |
| 2011 |  |
| 2012 |  |
| Total |  |

* **9**) To be able to provide skilled personnel with profiles in compliance with the provisions of the required services.
* **10**) To have the quality certifications as Article 13 of the Tech. Specs stated by the following certifications:

|  |  |  |  |
| --- | --- | --- | --- |
| Type of certification | Certifying agent  | Admission date | Expiry date |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

***Prerequisites for financial-economic capacity***

* **11)** 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 13 Tech. Specs).
* **12**) To have realised, in the previous three years prior to the date of publication of the tender procurement (2010-2011-2012), an annual turnover of the company not less than the minimum outlined in Article 13 of the Tech. Specs:

|  |  |
| --- | --- |
| YEAR | TOTAL ANNUAL TURNOVER (Euro) |
| 2010 |  |
| 2011 |  |
| 2012 |  |
| Total |  |

* **13)** 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;
* **14)** 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.):

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.**