



EUROPEAN CENTRAL BANK

EUROSYSTEM

ECB-RESTRICTED

# **Tenderer's Statement**

**Annex 3 to the Request for Proposal  
for the Research Visitor Programme for the**

**DG INTERNATIONAL AND EUROPEAN  
RELATIONS**

**1 How to complete this Tenderer’s Statement**

Please complete all parts of this form in black, providing all the necessary supplementary information.

Please do not alter the numbering and the format of this form. Your answers must be concise and clearly drafted.

Please include, where appropriate, any supporting documents, marking clearly on all enclosures the name of your company and the number of the question to which they refer. Where the space given for any answer is insufficient, please continue your answer on a separate page, again clearly marking your firm’s name and the question number to which it relates.

**Important**

Amendments to this form or re-typing to recreate the document are not permitted.

The form must be signed handwritten by an authorised representative.

**2 General information on the Tenderer**

Name of the tenderer (including legal form)	
Country of registration and registration number	
VAT (Value Added Tax) number	
Contact person	
Address	
City and postcode	
Country	
Phone number	
Fax number	
E-mail address	
Homepage/URL	
Ownership/shareholders	
Subsidiaries	

Please describe the organisational structure of your company including the branch offices and attach an organisation chart:

<b>Authorised signatories</b>		
1.	Name	
	Position in company	
2.	Name	
	Position in company	
Proof of signing power (e.g. commercial register/power of attorney) is attached yes <input type="checkbox"/>		

### 3 Declaration of honour

Please confirm that you/your company meets the eligibility criteria set out in Article 24 of the Decision ECB/2007/5 by ticking the corresponding boxes.

<b>I/We hereby confirm that:</b>	
1. I/We have not been subject of a judgment which has the force of <i>res judicata</i> for fraud, corruption, money laundering, involvement in a criminal organisation or any other illegal activity detrimental to the financial interests of the European Union, the ECB or any national central bank.	<input type="checkbox"/>
2. I am/we are not bankrupt, nor being wound up, nor am I/are we having my/our affairs administered by the courts, nor have I/we entered into an arrangement with creditors or suspended business activities, nor am I/are we the subject of proceedings concerning those matters or in any analogous situation arising from a similar procedure provided for in national legislation or regulations.	<input type="checkbox"/>
3. I/We have not been convicted of an offence concerning my/our professional conduct by a judgment which has the force of <i>res judicata</i> .	<input type="checkbox"/>
4. I/We have not been guilty of grave professional misconduct.	<input type="checkbox"/>
5. I/We have fulfilled all obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which I am/we are established or with those of the country of the contracting authority or those of the country where the contract is to be performed.	<input type="checkbox"/>
6. I/We have not been declared by a court or an arbitration tribunal to be in serious breach of contract for failure to comply with my/our contractual obligations following another tender procedure.	<input type="checkbox"/>
7. I/We/our firm, management, staff or agents am/are/is not subject to a conflict of interest.  Conflicts of interest arise where your firm, your management, staff or agents have private or personal interests which may influence or appear to influence the impartial and objective performance of your/their duties. Private or personal interests mean any potential advantage for your firm, your management, staff or agents, their families, their other relatives or their circle of friends and acquaintances.	<input type="checkbox"/>
8. I am/We are not guilty of serious misrepresentation in supplying the information required by the ECB.	<input type="checkbox"/>

9. I/We have not contacted any other candidates or tenderers with the purpose of restraining competition.	<input type="checkbox"/>
10. I/We will inform the ECB without undue delay if circumstances arise in the course of the procedure which may affect my/our eligibility.	<input type="checkbox"/>

**4 Temporary groupings**

The tender is being submitted on behalf of a temporary grouping : yes <input type="checkbox"/> no <input type="checkbox"/>	
<i>If yes, please provide the following information for each of the members:</i>	
names of the companies forming part of the temporary grouping:	
Name and contact details of the authorised representative of the temporary grouping:	
Detailed explanation of the responsibilities of each member (please continue on a separate sheet if necessary):	

*Please note the following:*

1. The representative of the temporary grouping must be authorised to report to the ECB on behalf of the temporary grouping, and to make legal statements and accept payments on behalf of the temporary grouping and of each member of it.
2. The members of the temporary grouping must co-sign this statement.
3. Each member of the temporary grouping must provide the information requested in this form. Where necessary, please duplicate the boxes and mark clearly to which member of the grouping the information relates to.

**5 Subcontracting**

Does your company intend to involve other companies as subcontractors in the performance of the contract? yes  no

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If yes, please list all subcontractors here and submit for each subcontractor a separate tenderer's statement. Please specify also the responsibilities of each subcontractor

Name of the subcontractor	Responsibilities

If you/your company intends to rely on the capacities of subcontractors to meet selection criteria listed in the RfP please provide a signed declaration from the subcontractor that you/your company will have at its disposal the subcontractor's resources and that the subcontractor will perform the parts of the Contract assigned to it should the Contract be awarded to your company.

**6 DECLARATION**

I/We hereby confirm that...

1. I/we submit ourselves to the terms and conditions of the tender procedure, as defined in the ECB's Decision laying down the rules on procurement rules and the Request for proposal (including its annexes);
2. The information provided in the proposal, including all the attachments, is complete and accurate to the best of our knowledge, and that I/we have not modified this form except by filling in requested information.
3. We will inform the ECB without undue delay if circumstances arise in the course of the procedure which affect the information provided in this statement;
4. I/We understand that false information could result in my/our exclusion from consideration for future contracts.

Name:	Name:
Date:	Date:
Signature:	Signature: