



Tender application form

for the provision of NEWRO

Negotiated procedure

2010/S 113-170762

TABLE OF CONTENTS

1. How to complete this tender application form 3

2. General information on the tenderer 3

2.1. Contact details and address 3

2.2. Temporary groupings 4

2.3. Authorised signatories (Company/institution I) 5

Authorised signatories (Company/institution II) 5

2.4. Subcontracting 5

3. Declaration of honour 6

4. Economic and financial capacity 8

5. Professional and technical capacity 8

5.1. Expertise 8

5.2. Experience 8

6. Declaration 9

1. HOW TO COMPLETE THIS TENDER APPLICATION FORM

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

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

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

Important

Amendments to this document or retyping to recreate the document are not permitted.

The form must be signed in writing by an authorised representative.

2. GENERAL INFORMATION ON THE TENDERER

2.1. Contact details and address

Comment [b1]: In case of temporary grouping sections 2.1 and 2.2 should only be filled in by the coordinator

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 its branch offices) and attach an organisation chart.

--

2.2. 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:</i>	
Names of the companies/institutions forming part of the temporary grouping	Company/institution I
	Company/institution II
	...
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)	Company/institution I
	Company/institution II
	...
<i>Please note the following:</i> 1. The representative of the temporary grouping must be authorised to report to the ECB on behalf of the temporary grouping, as well as to make legal statements and accept payments on behalf of the temporary grouping and of each member thereof. 2. This tender application form must be signed by each member of the temporary grouping. 3. Each member of the temporary grouping must provide the information requested in this form, which has been prepared on the basis of there being two companies/institutions in the temporary grouping. If there are more, please copy and paste as many times as required and clearly mark to which member of the grouping the information relates.	

2.3. Authorised signatories (Company/institution I)

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"/>		

Comment [b2]: Attachment of the proof of signing is Compulsory

Authorised signatories (Company/institution II)

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"/>		

Comment [b3]: Copy as many times as needed

Comment [b4]: Attachment of the proof of signing is Compulsory

2.4. Subcontracting

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

If yes, please list all subcontractors and submit a separate tender application form for each subcontractor. Please also specify the responsibilities of each subcontractor.

Name of the subcontractor	Responsibilities

If you/your company intend(s) to rely on the capacities of subcontractors to meet the selection criteria listed in the contract notice, please provide a signed declaration from the subcontractor confirming that you/your company will have at your/its disposal the subcontractor's resources and that the subcontractor agrees to perform the parts of the contract assigned to it if the contract is awarded to you/your company.

3. DECLARATION OF HONOUR

Company/institution I

Please confirm that you/your company meet(s) the eligibility criteria set out in Article 24 of the Decision of the European Central Bank of 3 July 2007 laying down the Rules on Procurement (Decision ECB/2007/5) by ticking the corresponding boxes.

I/We hereby confirm that:	
1. I/we have not been the subject of a judgement 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 or 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 judgement 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 company, and its management, staff or agents, am not/are not/is not subject to a conflict of interest. Conflicts of interest arise where your company, 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 company, your management, staff or agents, their families, their 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 applicants or tenderers with the purpose of restraining competition.	<input type="checkbox"/>

Company/institution II

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

I/We hereby confirm that:	
---------------------------	--

Comment [b5]: Copy as many times as needed

1. I/we have not been the subject of a judgement 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 or 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 judgement 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 company, and its management, staff or agents, am not/are not/is not subject to a conflict of interest. Conflicts of interest arise where your company, 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 company, your management, staff or agents, their families, their 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 applicants or tenderers with the purpose of restraining competition.	<input type="checkbox"/>

Please attach the following documents as evidence for the above statements:

- Official certificate proving that your company has paid its social security contributions;
- Official certificate proving that your company has paid its taxes;
- Extract from the judicial record (or equivalent document issued by a competent judicial or administrative authority) proving that your company is not in one of the situations listed under items 1, 2 or 3 above.

The certificates/records must not be older than one year. If the country where your company is domiciled does not issue such documents or certificates, please submit a declaration on oath or a solemn declaration before a competent judicial or administrative authority, a notary or a competent professional or trade body in that country.

The ECB reserves the right to request further evidence prior to the award of the contract.

4. ECONOMIC AND FINANCIAL CAPACITY

Please enclose the following documentation/information proving the economic and financial capacity of your company:

- 1) Evidence of insurance cover (including professional indemnity insurance, if available);
- 2) Credit reform registration number, if available;
- 3) Balance sheets or extracts from balance sheets for at least the last three financial years for which accounts have been closed, or equivalent documentation if the company law of the country where your company is domiciled does not require you to publish the balance sheet;
- 4) Statement of the overall annual turnover over the last three years and a statement of the annual turnover related to the services or supplies to be covered by the contract over the last three financial years.

5. PROFESSIONAL AND TECHNICAL CAPACITY

5.1. Expertise

According to the contract notice for the NEWRO tender (see http://www.ecb.europa.eu/ecb/jobsproc/archive/html/tenderdoc_newco.en.html), your company or members of the temporary grouping must have a:

- multidisciplinary knowledge covering at least the following five subject areas: physics, chemistry, biology, communication and human perception.
- sound knowledge of the patenting and R&D situation in Europe.

Please provide a summary of the expertise of your company or of the members of the temporary grouping.

5.2. Experience

Please list in the following table the reference projects in which your company has played a leading or coordinating role and which had a budget of more than €100,000 and involved companies/institutions from three or more countries.

Client	Contract name	Scope of the contract	Duration (years)	Number of countries involved	Value of the contract

Please list in the following table the reference projects in which your company was involved in technology scouting projects.

Client	Contract name	Scope of the contract	Duration (years)	Value of the contract

If, for reasons of confidentiality, you are unable to disclose the name of your clients or detailed information on the reference projects, please provide the information in an anonymous format.

If available, provide internet links to public information on the projects. The ECB reserves the right to request reference certificates issued by your clients.

6. DECLARATION

We hereby confirm that: Deleted: ...

1. I/we submit myself/ourselves to the terms and conditions of the tender procedure, as defined in Decision ECB/2007/5 and the contract notice (including its annexes);
2. the information provided in this tender application form, including all the attachments, is complete and accurate to the best of my/our knowledge, and that I/we have not modified the form except by filling in the requested information;
3. I/we will inform the ECB without undue delay if circumstances arise in the course of the tender procedure that affect the information provided in this tender application form;
4. I/we understand that false information could result in my/our being excluded from consideration for future contracts.

Company/institution I

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

Company/institution II

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

Comment [b6]: Copy as many times as needed