

*Disclosure shall be limited to the contracting authority and the author of the document, with a view to protecting personal data and private life, as well as the confidentiality of commercial and industrial information*

## EXPRESSION OF INTEREST

### APPLICATION FORM

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**Contract notice:** <Publication reference>

<Contract designation>

<Batch number and designation, as appropriate>

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Tenders **must be submitted as a signed original form** (for each batch, if the tender process is divided into batches) and **two duplicates**. For economic and ecological reasons, paper-based documents are strongly recommended (do not use plastic folders or separators). It is also recommended that, wherever possible, paper sheets printed on both sides (duplex) are used. The application form shall include a statement drawn up in accordance with the enclosed draft, which shall be signed by each applicant legal entity. **All data presented in this form must refer, exclusively, to the applicant legal entity(ies).**

No other documentation (brochures, letters, etc.) sent along with the application form shall be considered. Applications submitted by **consortia** (i.e. permanent groupings with legal personality or groupings informally constituted for the purposes of a specific tender) shall follow the instructions applicable to the consortium's head and members.

As needed, and for a specific contract, an economic operator may have recourse to the capacities of other entities, irrespective of the legal nature of the link established between them. In such cases, they must prove to the contracting authority that they have the necessary resources for the execution of the contract, e.g. by subscribing and submitting a commitment document stating that they will put the resources in question at their disposal. Such entities, for example the parent company of the economic operator, must respect the eligibility rules, in particular the nationality rule, applicable to the economic operator, as well as the applicable selection criteria. With regard to technical and professional criteria, an economic operator may only have recourse to the capacities of other entities if the latter are to carry out the works

or provide the services for which such capacities are required. With regard to economic and financial criteria, the entities to whose capacities the tenderer has recourse will become jointly and severally responsible for the execution of the contract.

**1 SUBMITTED by (applicant's identification)**

	<b>Name(s) of the legal entity(ies) submitting the application</b>	<b>Nationality</b>
<b>Leader of the consortium</b>		
<b>Member</b>		
<b>Etc.</b>		

**2 CONTACT PERSON (for the purposes of this application)**

<b>Name</b>	
<b>Organization</b>	
<b>Address</b>	
<b>Telephone number</b>	
<b>Fax number</b>	
<b>E-mail address</b>	

### 3 ECONOMIC AND FINANCIAL CAPACITY

Fill in the following financial information table based on annual accounts which are already closed and the most recent forecasts. If these data are not yet available for the current or last financial year, please provide the most recent estimates in the columns marked with \*\*.

In every column, the values must be calculated on the same basis, in order to allow for a direct comparison between fiscal years (or, if the basis has been modified, the change must be explained in a footnote to the table).

For non-profit organizations, when the current ratio is fixed as a selection criterion, that ratio must be calculated without taking into account, under the current liabilities, any pre-financing received from donors which is in any way connected with ongoing projects. It is also possible to add any clarifications or explanations deemed necessary. When the applicant is a public entity, equivalent information must be presented.

<b>Financial data</b>	<b>Third to last fiscal year</b> <indicate > <b>EUR</b>	<b>Second to last fiscal year</b> <indicate> <b>EUR</b>	<b>Last fiscal year</b> <indicate> <b>EUR</b>	<b>Average</b> <b>EUR</b>	<b>[Last fiscal year</b> <b>EUR]**</b>	<b>[Current fiscal year</b> <b>EUR]**</b>
Total turnover in the previous three years						

<p>For companies constituted less than three years ago, the average annual turnover of the applicant must be higher than the maximum annual budget of the contract, i.e. the maximum budget stated in the contract notice divided by the initial duration of the contract, in years, if it exceeds one year.</p>						
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#### 4 STAFF

Please give the following statistical data regarding personnel with respect to the current financial year and previous two years.

Annual number of personnel	Second to last fiscal year		Last fiscal year		Current fiscal year		Average for the period	
	Grand total	Relevant domains	Grand total	Relevant domains	Grand total	Relevant domains	Grand total	Relevant domains
Permanent staff								
Other staff								
Total								
Ratio of permanent staff to total number of employees (%)	%	%	%	%	%	%	%	%

#### 5 AREAS OF EXPERTISE

Use the following table to indicate any areas of expertise related to this agreement for each applicant legal entity. Enter the area of expertise in the

corresponding rows and the designation of the legal entity in the corresponding columns. Indicate the areas of expertise for each legal entity by inserting a checkmark (✓) in the checkboxes related to the area(s) of expertise each entity has significant experience with. **Maximum ten areas of expertise.**

	Head of the consortium	Partner 2	Partner 3	Etc ...
Relevant area of expertise 1				
Relevant area of expertise 2				
Etc ...				

## 6 EXPERIENCE

Fill in the table below to summarize the main projects related to this contract that have been executed by the applicant legal entity(ies) in the last [3 years]. The number of references to be submitted must not exceed 15 per application. Applicants may mention projects completed during the reference period (albeit previously initiated) or projects not yet completed. In the first case, the project shall be considered as a whole, provided that appropriate evidence of execution is presented (declaration or certificate issued by the entity that awarded the contract, evidence of final payment). For projects that are still underway, only the part satisfactorily completed during the reference period shall be taken into account (albeit such projects were initiated earlier). Documentary evidence of this part will be required (as for completed projects) mentioning its value.

Ref. No. (maximum 15)	Project description							
Legal entity designation	Country	Total contract amount (in EUR)	Percentage carried out by the legal entity (%)	Number of staff made available	Client name	Financing source	Dates (start/end)	Name of consortium members, where appropriate
...	...	...	...	...	...	...	...	...
Detailed description of the project						Type and scope of services rendered		
...						...		

## 7 DECLARATION

Within the scope of its application, each legal entity identified in point 1 of this form, including each partner of a consortium, shall sign a written declaration based on the draft below. The declaration may be filed in its original form or as a copy version. If copies are presented, the originals must be sent to the contracting authority upon request.

In addition, each legal entity identified in point 1 of this form, including each member of the consortium and each entity presenting capacities (if applicable), shall subscribe to a solemn declaration concerning the exclusion and selection criteria.

## 8 DECLARATION MODEL

I, the undersigned, as a signatory authorised by the above-mentioned applicant (including all members of the consortium, if this is the case) hereby declare that we have analysed the contract notice concerning the limited tender referred to above. Should our application be selected for the restricted list, we hereby propose to submit a proposal for provision of the services referred to in the tender dossier.

We are aware that we may be excluded from the invitation to tender if we propose the services of key experts who have participated in the preparation of this project, or if we have recourse to those experts as consultants for the preparation of our proposal, and that we may be excluded, for the same reason, from possible future tenders and contracts financed by the Italian Government.

We are perfectly aware that the composition of consortia must not be changed during the tender procedure, unless prior written approval from the contracting authority has been obtained. We are also aware that consortium members shall be jointly and severally liable to the contracting authority as regards their participation in the tender procedure and the execution of the contract that may be awarded to them following this procedure.

We are aware that, with regard to economic and financial criteria, the entities to whose capacities we intend to have recourse will become jointly and severally responsible for the execution of the contract.

Signed on behalf of the applicant

<b>Name</b>	
<b>Signature</b>	
<b>Date</b>	



**MODEL FOR THE DECLARATION REFERRED TO IN PARAGRAPH 7  
OF THE APPLICATION FORM**

**To be presented on the letterheaded paper of the legal entity concerned**

< Date >

<Contracting authority name and address – please check points 5 and 25 of the notice>

**Your Ref.: <Publication reference>**

Dear Sir/Madam

Following the contract notice < publication reference >, we, <name(s) of the legal entity(ies)>, hereby confirm our intention to submit a proposal for the above-mentioned contract related to [batch no. <number>... of], should we be requested to do so.

We hereby declare that:

- We present this application [on an individual basis] [as members of a consortium headed by < name of the consortium head > [ourselves] in relation to this contract. We hereby confirm that we are not participating in any other application connected to the same contract, in any form (as a member or head of a consortium, or as an individual applicant);
- We agree to abide by the ethical clauses set out in paragraph 2.5.6 of the Practical Guide and confirm that we have not been involved in preparing the project for this tender procedure, unless we can prove that our involvement in previous stages of this project does not constitute any form of unfair competition, and that we are not in a situation of conflict of professional interests and/or involved in any kind of relationship with other applicants or other parties to the tender procedure at the time of submission of this application, in accordance with paragraph 2.5.5. of the Practical Guide;
- [For this purpose, we submit in attachment the list of companies that are currently part of the same group or network as us] [we are not part of any group or network] and, in the form, we only include the information corresponding to the resources and experience [of our legal entity] [of our legal entity(ies) for which we present a written commitment]];
- At any stage of the execution of the contract, should the circumstances referred to above change, we will immediately inform the contracting authority;

- We are fully aware and accept that if the abovementioned persons participate in this procedure despite being in one of the situations referred to in 1.3 of Annex 2 to PRETEP PLUS, or if the declarations/information presented are/is found to be false, those persons may be rejected from this procedure and subject to administrative sanctions, in the form of exclusion and financial penalties which may go up to 10% of the total estimated amount of the contract to be awarded;
- We are aware that, for purposes of protecting the financial interests of Italy and Mozambique, our personal data may be transferred to the internal audit services, to administrative court, to the specialised body for financial irregularities or to the Mozambican Anti-Fraud Office.

We also agree to present evidence, as needed, of our financial and economic situation, as well as of our technical and professional capacity, in accordance with the selection criteria applicable to this tender referred to in point 21 of its notice.

## **SWORN DECLARATION CONCERNING THE EXCLUSION AND SELECTION CRITERIA**

If a partner of a consortium submits the statement:

The following table shows the financial information corresponding to that provided by the consortium in the application form. This financial information is based on our annual accounts already closed and the latest forecasts. The estimates (information not included in the annual accounts) are shown in the columns marked with \*\*. In every column, the values are calculated on the same basis in order to allow for a direct comparison between years (or, if the basis has been modified, the change must be explained in a note on the table). For non-profit organizations, whenever the current ratio is established as a selection criterion, that same ratio must be calculated without taking into account, under the current liabilities, the pre-financing amount received from donors in any way connected with ongoing projects. Clarifications or explanations deemed necessary may also be added.

<b>Financial data</b>	<b>Third to last fiscal year</b>  <indicate> <b>EUR</b>	<b>Second to last fiscal year</b>  <indicate> <b>EUR</b>	<b>Last fiscal year</b>  <indicate> <b>EUR</b>	<b>Average EUR</b>	<b>[Last fiscal year EUR]**</b>	<b>[Current fiscal year EUR]**</b>
Total turnover in the previous three years						
For companies constituted less than three years ago, the average annual turnover of the applicant must be higher than the maximum annual budget of the contract, i.e. the maximum budget stated in the contract notice divided by the initial duration of the contract, in years, if it exceeds one year.						

The following table shows statistical data on personnel, corresponding to those provided by the

consortium in the application form:

Average human resources	Second to last fiscal year		Last fiscal year		Current fiscal year		Average for the period	
	Total	Relevant domains	Total	Relevant domains	Total	Relevant domains	Total	Relevant domains
Permanent staff								
Other staff								

Yours faithfully,

<Signature of the authorised representative >

<Name and position of the authorised representative >