Tender Administrative Forms

This document contains the standard administrative forms required for participation in Frontex tendering procedures. The information contained in the forms cannot be altered. Please ensure all forms are completed accurately in order to avoid possible exclusion from the tendering procedure.

**These forms must be included in your tender.**

**Forms**

Form 1: Tenderer Submission Form

Form 2: Organizational Chart (Designer – Contractor - etc.)

Form 3: Consortium member declaration

Form 4: Subcontractor declaration

Form 5: Declaration on honour on exclusion criteria and selection criteria and on absence of conflict of interest

Form 6: Demonstration of Financial Capacity

Form 7: Demonstration of Technical & Professional Capacity

# Form 1: Tenderer Submission Form

**Ref: Frontex/CD/1217/2021/RS**

**Title: Frontex Permanent Premises**

**Request to Participate submitted by:**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name**\* (Full legal name) | |  | | | | | | | |
| Address\* | |  | | | | | | | |
| Postal code & City\* | |  | | | | | | | |
| Country \* | |  | | | | | | | |
| Legal form (if any) of the tenderer \* | |  | | | | | | | |
| Date of registration (entry into the trade register)\* | |  | | | | | | | |
| Country of registration\* | |  | | | | | | | |
| Registration number \* (copy of registration certificate to be attached) | |  | | | | | | | |
| VAT registration number\* | |  | | | | | | | |
| SME | | 🞏 | yes | | 🞏 | no | | *Please tick the box as applicable* | |
| *SMEs are defined in Commission Recommendation 2003/361/EC as companies with fewer than 250 staff and a turnover not exceeding 50 million euros* | | | | | | | | | |
| **Contact Person 1**\* |  | | | **Contact Person 2**\* | | | | |  |
| Work Title\* |  | | | Work Title\* | | | | |  |
|  | | | | | | | | | |
| E-mail address 1\* |  | | | E-mail address 1\* | | | | |  |
| E-mail address 2 |  | | | E-mail address 2 | | | | |  |
|  | | | | | | | | | |
| Telephone number 1\* |  | | | Telephone number 1\* | | | | |  |
| Telephone number 2 |  | | | Telephone number 2 | | | | |  |
|  | | | | | | | | | |
| I hereby certify the above information to be true. | | | NAME | | | |  | | |
|  | | | TITLE | | | |  | | |
|  | | | DATE | | | |  | | |
| Signature\* | | | | | | | | | |
| *NB: All mandatory fields (marked by an asterisk\*) must be filled in, except for tenderers who are natural persons.*  *Legal Disclaimer: the bidder is responsible for the above information.* | | | | | | | | | |

**TENDERER'S DECLARATION**

In response to notice to submit a Request to Participate for the above contract, we, the undersigned, hereby declare that:

1. We hereby certify the above information to be true.

2. We have examined and accept in full the content of the dossier to submit a Request to Participate referred above. We hereby accept its provisions in their entirety, without reservation or restriction.

3. All partners submitting the joint Request to Participate confirm the joint and several liabilities towards Frontex for the performance of the future contract.

4. This Request to Participate is valid for a period of 6 months from the final date for submission of Requests to Participate.

5. The tenderer possesses the relevant experience to successfully complete the required tasks.

6. The Request to Participate has been signed by the tenderer or his duly authorized representative.

6. We note that Frontex is not bound to proceed with this tender following submission of Request to Participate and that it reserves the right to cancel the whole procedure. It will incur no liability towards us should it do so.

Name and first name(s): ……………..………………

Signature(s) of legal representative(s) of the company: ……………………………………………….

Place and date: *……*……………………………..….

# Form 2: Organizational Chart

**Ref: Frontex/CD/1217/2021/RS**

**Title: Frontex Permanent Premises**

1.1 Please tick the box below, as applicable:

|  |  |  |  |
| --- | --- | --- | --- |
| 🞏 | 🞏 | 🞏 | 🞏 |
| Sole Tenderer  with no declared subcontractor | Sole Tenderer  with declared subcontractor(s) | Consortium  (Joint offer by a group of economic operators)  with no declared subcontractor | Consortium  (Joint offer by a group of economic operators)  with declared subcontractor(s) |

1.2 In case of a sole tenderer, please provide the information in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the tenderer | Legal form  (if any) | Address in full | Name of the authorised representative |
|  |  |  |  |

1.3 In case of consortium, please provide the information in the tables below:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information on the leader of the consortium[[1]](#footnote-2)** | | | | |
| Name of the consortium leader | Legal form (if any) | Address in full | Name of the authorised representative(s) | Roles, activities and responsibilities within the consortium[[2]](#footnote-3) |
|  |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Information on the members of the consortium** | | | | |
| Name of the consortium member | Legal form  (If any) | Address in full | Name of the authorised representative(s) | Roles, activities and responsibilities within the consortium[[3]](#footnote-4) |
|  |  |  |  |  |
| *(Please add as many lines to the table as necessary)* |  |  |  |  |

Frontex requires that a Consortium, if successful in the competition, shall have **joint and several liability for the performance of the contract**. To this end, please indicate the proposed legal form for the Consortium:

|  |  |  |
| --- | --- | --- |
| Proposed Legal form | Name of the proposed Legal Form entity (if any) | Name of the authorised representative(s) for signature |
| 🞏 Permanent **or** 🞏 Temporary  Legally established: 🞏 yes 🞏 no  🞏 Other (please give details below) |  |  |

1.4 In case of subcontracting, please provide the information in the table below:

|  |  |  |  |
| --- | --- | --- | --- |
| Name of the subcontractors | Address in full | Reason for subcontracting and scope of subcontracting[[4]](#footnote-5) | Specify the volume or proportion of the activities likely to be subcontracted |
|  |  |  |  |
| *(Please add as many lines to the table as necessary)* |  |  |  |

# Form 3 - Consortium member declaration

**Ref: Frontex/CD/1217/2021/RS**

**Title: Frontex Permanent Premises**

To be completed and signed by **each** member of the consortium in the case that a consortium submits a Request to Participate.

I the undersigned, as an authorized representative of:

|  |  |
| --- | --- |
| Name |  |
| Address |  |

**hereby declare**

* the intention to collaborate with *[name of the consortium leader]* in the execution of the tasks related to the tender referenced below;
* that I have appointed *[name of the consortium leader]* as the leader of the consortium which (i) will represent the consortium and act as the single contact point for communication and (ii) shall also have full authority to legally bind the consortium and each of its members (including the entity represented by me), and (iii) shall be responsible for the administrative management of the contract on behalf of all other consortium members (including the entity represented by me).
* that, if successful in the award of the tender referenced below, I undertake to provide *[name of the consortium leader]* with the necessary resources to perform the services which *[name of the consortium leader]*  intends to entrust to us under that contract;
* to have examined and accepted in full the content of the Tender documentations available for the current phase of the tender procedure and all their annexes applicable to the tender procedure referenced below:

|  |  |
| --- | --- |
| Tender Number | **Frontex/CD/1217/2021/RS** |
| Title | **Frontex Permanent Premises** |

**I also hereby acknowledge to have taken special note of and subsequently declare**

* that I, or the entity I represent, are not in any of the situations concerning exclusion and conflict of interest and have provided a duly signed Declaration on honour on exclusion criteria and selection criteria and on absence of conflict of interest (**Form 5**).

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Position: |  |
| Date: |  |

# Form 4: Subcontractor declaration

**Ref: Frontex/CD/1217/2021/RS**

**Title: Frontex Permanent Premises**

To be completed and signed by **each** respective subcontractor in the case that tasks will be subcontracted.

I the undersigned, as an authorized representative of:

|  |  |
| --- | --- |
| Subcontractor’s Name |  |
| Address |  |

**hereby declare**

* the intention to collaborate with *[name of the tenderer]* in the execution of the tasks related to the tender referenced below;
* to have examined and accepted in full the content of the Tender documentations available for the current phase of the tender procedure and all their annexes applicable to the tender procedure referenced below:

|  |  |
| --- | --- |
| Tender Number | **Frontex/CD/1217/2021/RS** |
| Title | **Frontex Permanent Premises** |

**I also hereby acknowledge to have taken special note of and subsequently declare**

* that I have provided a duly signed Declaration on honour on exclusion criteria and selection criteria (**Form 5**).

|  |  |
| --- | --- |
| Name: |  |
| Signature: |  |
| Position: |  |
| Date: |  |

# Form 5: Declaration on honour on exclusion criteria and selection criteria

**Ref : Frontex/CD/1217/2021/RS**

**Title: Frontex Permanent Premises**

**Declaration on honour on  
exclusion criteria and selection criteria**

The undersigned [*insert name and surname of the signatory of this form*], representing the following legal person:

Full official name:

Official legal form:

Statutory registration number**:**

Full official address:

VAT registration number:

Referred to below as **‘the person’**

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority[[5]](#footnote-6), provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Date of the declaration** | **Full reference to previous procedure** |
|  |  |

I – Situations of exclusion concerning the person

|  |  |  |
| --- | --- | --- |
| 1. declares that the person is in one of the following situations: | YES | NO |
| 1. it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law; |  |  |
| 1. it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law; |  |  |
| 1. it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following: |  | |
| (i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement; |  |  |
| (ii) entering into agreement with other persons or entities with the aim of distorting competition; |  |  |
| (iii) violating intellectual property rights; |  |  |
| (iv) attempting to influence the decision-making process of the contracting authority during the award procedure; |  |  |
| (v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure***;*** |  |  |
| 1. it has been established by a final judgement that the person is guilty of any of the following: |  | |
| (i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995; |  |  |
| (ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws; |  |  |
| (iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA; |  |  |
| (iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council; |  |  |
| (v) terrorist offences or offences related to terrorist activities as well as of inciting, aiding, abetting or attempting to commit such offences as defined in Articles 3, 14 and Title III of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism; |  |  |
| (vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council; |  |  |
| 1. it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union’s budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors; |  |  |
| 1. it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95; |  |  |
| 1. it has been established by a final judgment or final administrative decision that the person has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business. |  |  |
| 1. (*only for legal persons*) it has been established by a final judgment or final administrative decision that the person has been created with the intent referred to in point (g). |  |  |
| 1. declares that, for the situations referred to in points (1) (c) to (1) (h) above, in the absence of a final judgement or a final administrative decision, the person is[[6]](#footnote-7): | YES | NO |
| 1. subject to facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office, the Court of Auditors, or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body; |  |  |
| 1. subject to non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics; |  |  |
| 1. subject to facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks; |  |  |
| 1. subject to information transmitted by Member States implementing Union funds; |  |  |
| 1. subject to decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law; |  |  |
| 1. informed, by any means, that it is subject to an investigation by the European Anti-Fraud office (OLAF): either because it has been given the opportunity to comment on facts concerning it by OLAF, or it has been subject to on-the-spot checks by OLAF in the course of an investigation, or it has been notified of the opening, the closure or of any circumstance related to an investigation of the OLAF concerning it. |  |  |

II – Situations of exclusion concerning natural or legal persons with power of representation, decision-making or control over the legal person and beneficial owners

***Not applicable when the tenderer/candidate is a natural person, a Member State or a local authority***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person who is a member of the administrative, management or supervisory body of the person, or who has powers of representation, decision or control with regard to the person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as defined by point 6 of Article 3 of Directive (EU) No 2015/849) is in one of the following situations: | YES | NO | N/A |
| Situation (1)(c) above (grave professional misconduct) |  |  |  |
| Situation (1)(d) above (fraud, corruption or other criminal offence) |  |  |  |
| Situation (1)(e) above (significant deficiencies in performance of a contract ) |  |  |  |
| Situation (1)(f) above (irregularity) |  |  |  |
| Situation (1)(g) above (creation of an entity with the intent to circumvent legal obligations) |  |  |  |
| Situation (1)(h) above (person created with the intent to circumvent legal obligations) |  |  |  |

III – Situations of exclusion concerning natural or legal persons assuming unlimited liability for the debts of the legal person

***Not applicable when the tenderer or candidate is a natural person, a Member State, a local authority or legal persons with limited liability***

|  |  |  |  |
| --- | --- | --- | --- |
| 1. declares that a natural or legal person that assumes unlimited liability for the debts of the person is in one of the following situations: | YES | NO | N/A |
| Situation (a) above (bankruptcy) |  |  |  |
| Situation (b) above (breach in payment of taxes or social security contributions) |  |  |  |

IV – Other grounds for rejection from this procedure

|  |  |  |
| --- | --- | --- |
| 1. declares that the person: | YES | NO |
| was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise. |  |  |

V – Remedial measures

If the person declares one of the situations of exclusion listed above, it may indicate remedial measures it has taken to remedy the exclusion situation, in order to allow the authorising officer to determine whether such measures are sufficient to demonstrate its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence, which illustrates the remedial measures taken, must be provided in annex to this declaration. This does not apply for situations referred in point (1) (d) of this declaration.

VI – Evidence upon request

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners and appropriate evidence that none of those persons are in one of the exclusion situations referred to in (1) (c) to (f).

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

* For situations described in points (1): (a), (c), (d), (f), (g) and (h) above, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.
* For the situations described in point (1) (a), (b), recent certificates issued by the competent authorities of the country of establishment. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country of establishment, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority[[7]](#footnote-8). The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| *Insert as many lines as necessary.* |  |

The person is not required to submit the evidence if it can be accessed on a national database free of charge.

The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

|  |  |
| --- | --- |
| Internet address of the database | Identification data of the document |
| *Insert as many lines as necessary.* |  |

1. Declaration on honour on selection criteria

I – Selection criteria

**Selection criteria applicable to the tenderer/candidate as a whole-consolidated assessment**

***(to be filled ONLY by the sole candidate/tenderer or the group leader in case of a joint tender)***

The person, being a sole candidate/tenderer/the group leader of a joint tender/request to participate, submitting a request to participate/tender for the above procedure, declares that:

|  |  |  |
| --- | --- | --- |
| the candidate/tenderer, including all members of the group in case of joint tender/request to participate, subcontractors and entities on whose capacity the tenderer intends to rely on if applicable: | YES | NO |
| 1. fulfils all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications. |  |  |
| 1. is not subject to conflicting interests which may negatively affect the contract performance. |  |  |

In case of a procedure with lots the above statements apply to the lot(s) for which the request to participate/tender is submitted.

**Selection criteria applicable individually to the involved entities of the tenderer/candidate- individual assessment**

***(to be filled individually by all members in case of a joint tender/request to participate and subcontractors)***

The person, being a member of a joint tender/request to participate or a subcontractor, submitting a request to participate/tender for the above procedure, declares that:

|  |  |  |  |
| --- | --- | --- | --- |
| the above-mentioned person complies with the selection criteria applicable to it individually: | YES | NO | N/A |
| 1. has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section [*insert*] of the tender specifications; |  |  |  |
| 1. fulfils the applicable economic and financial criteria indicated in section [*insert*] of the tender specifications; |  |  |  |
| 1. fulfils the applicable technical and professional criteria indicated in section [*insert*] of the tender specifications. |  |  |  |
| 1. is not subject to conflicting interests which may negatively affect the contract performance. |  |  |  |

In case of a procedure with lots the above statements apply to the lot(s) for which the request to participate/tender is submitted.

II – Evidence upon request

The person must be able to provide the selection criteria supporting documents listed in the relevant sections of the tender specifications.

Where the evidence is not required to be provided with the request to participate/tender, the person is invited to prepare in advance the documents related to the evidence, since the contracting authority may request to provide these in a short deadline.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority[[8]](#footnote-9). The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

|  |  |
| --- | --- |
| **Document** | **Full reference to previous procedure** |
| *Insert as many lines as necessary.* |  |

The person is not required to submit the evidence if it can be accessed on a national database free of charge.

The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

|  |  |
| --- | --- |
| Internet address of the database | Identification data of the document |
| *Insert as many lines as necessary.* |  |

1. Declaration on honour on established debt to the union

***(to be filled ONLY by the sole candidate/tenderer or the group leader in case of a joint tender)***

The person, being a sole candidate/tenderer/the group leader of a joint tender/request to participate, submitting a request to participate/tender for the above procedure, declares that:

|  |  |  |
| --- | --- | --- |
| the candidate/tenderer, including each member of the group in case of joint tender/request to participate, subcontractors, | YES | NO |
| does not have an established debt to the Union. |  |  |

***The above-mentioned person must immediately inform the contracting authority of any changes in the situations as declared.***

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name:

Date:

Signature:

# Form 6: Demonstration of Financial Capacity

**Ref: Frontex/CD/1217/2021/RS**

**Title: Frontex Permanent Premises**

## As part of the proof required in III.4.2 (Economic and Financial Capacity), tenderers and, if applicable, any consortium members and subcontractors are requested to complete this form.

Please complete the below table of financial data based on your annual accounts (balance sheet, profit and loss account, notes on the accounts and auditors' remarks when applicable), and where applicable, audited and/or published. All documents must be signed by the authorised representative of the tenderer and must cover the last 3 financial years for which final figures are available[[9]](#footnote-10).

|  |  |  |  |
| --- | --- | --- | --- |
| **Currency:** *EUR* | |  | **Figures** *(000)* ***EUR*** |
| **Financial data** | **Year N\*** | **Year N-1** | **Year N-2** |
| **Tenderer’s annual turnover**  *(Please insert as many lines as necessary for all members of the consortium/subcontractors)* | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ |
| **Consolidated annual turnover**  (*To be filled only in case of joint offers*) | \_\_\_\_ | \_\_\_\_ | \_\_\_\_ |

*\* Last accounting year for which the entity's accounts have been closed.*

*Please do not forget to attach the copies of the balance sheets and profit & loss accounts covering the referenced three years for which accounts have been closed.*

I confirm the accuracy of the above data:

Representative(s) of the tenderer

(date)

|  |  |  |
| --- | --- | --- |
|  | NAME(S) | SIGNATURE(S) |
|  |  |  |

# Form 7: Demonstration of Technical & Professional Capacity

**Ref: Frontex/CD/1217/2021/RS**

**Title: Frontex Permanent Premises**

As part of the proof required in the Descriptive Document **point III.4**, tenderers and, if applicable, any consortium members and subcontractors are requested to complete this form.

One form is to be completed for each reference. While the boxes may be expanded in size, no other changes to the Form are permitted.

|  |  |
| --- | --- |
| **TENDERER NAME** *(as per Form 1)*: |  |
| **Contract reference for selection criterion[[10]](#footnote-11):** | [ ] III.4.3 (a) multi-storey buildings  [ ] III.4.3 (b) Design and Build modality  [ ] III.4.3 (c) BREEAM or equivalent\*  [ ] III.4.3 (d) Principal Architect |
| **This contract reference is submitted to demonstrate the capacity of:** | [ ] The Tenderer  [ ] Consortium / JV / Group member ……………… (name)  [ ] Subcontractor ……………… (name) |
|  |  |
| **Contract Title:** |  |
| **Overall Project description:** |  |
| **Site size and location:** |  |
| **Building size/number of floors:** |  |
|  |  |
| **Role of Tenderer (**e.g. Contractor, Management Contractor, Designer, Subcontractor**):** |  |
| **Name of the main contractor** *(i.e. may be different from the Tenderer)***:** |  |
| **Names of subcontractors used, if any:** |  |
| **Specific scope and % share of value of works performed by the Tenderer:** |  |
|  |  |
| **Start Date:** |  |
| **Date of Taking Over Certificate:** |  |
| **Date of Substantial Completion / End Date:** |  |
|  |  |
| **Construction cost/contract value at award stage (ex. VAT):** | Amount (EUR): ………………………… |
| **Construction cost/contract value at completion (ex. VAT), if applicable:** | Amount (EUR): ………………………… |
|  |  |
| **Client’s name, Address, Telephone number, Fax number, E-mail** |  |
|  |  |
| **Signed Certificate of satisfactory execution and outcome attached:** | [ ] Yes, in Annex …. [ ] Not applicable |
| **Signed Taking Over Certificate attached:** | [ ] Yes, in Annex …. [ ] Not applicable |
|  |  |
| **\*For III.4.3 (c) BREEAM or equivalent**  **Details of the environmental assessment methodology used** |  |

1. Please include declaration contained in **Form 3** (Consortium member declaration) signed by each consortium member appointing the entity indicated above as the leader of the consortium which will represent the consortium and act as the single contact point for communication. This entity shall also have full authority to bind the consortium and each of its members and shall be responsible for the administrative management of the contract (invoicing, receiving payments, etc.) on behalf of all other entities. [↑](#footnote-ref-2)
2. If necessary, please include reference to other documents which form part of your Request to Participate and which describe the roles, activities and responsibilities of the consortium members more in detail. [↑](#footnote-ref-3)
3. If necessary, please include reference to other documents which form part of your Request to Participate and which describe the roles, activities and responsibilities of the consortium members [↑](#footnote-ref-4)
4. Please include the declaration contained in **Form 4** (Subcontractor Declaration) from each subcontractor, stating their intention to collaborate with the Tenderer if the Tenderer is awarded an Agreement. [↑](#footnote-ref-5)
5. The same EU institution, agency, body or office. [↑](#footnote-ref-6)
6. The declaration under this point (2) is voluntary and it cannot have adverse legal effect on the economic operator until the conditions of Article 141(1) (a) FR are met. [↑](#footnote-ref-7)
7. The same institution or agency. [↑](#footnote-ref-8)
8. The same institution of agency. [↑](#footnote-ref-9)
9. In the case of tenderers from outside Eurozone, Frontex will calculate amounts of turnovers using exchange rates for December of the relevant financial year as published in the Official Journal of the European Union: <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>. [↑](#footnote-ref-10)
10. The same contract may be provided as proof of more than one pass/fail requirement under the selection criteria. In such case, Tenderers must clearly indicate which requirements the contract relates to and provide all necessary information for Frontex to assess its relevance. [↑](#footnote-ref-11)