**REQUEST TO PARTICIPATE FORM**

**Provision of janitorial services for the Delegation of the European Union to the USA EEAS/DELUSAW/2022/OP/0015**

Please upload this **"Request to participate form"** using the electronic submission system **eSubmission**.

**In addition, point 8 of this form clearly indicates** the other relevant information and documents to be uploaded in eSubmission. Any additional documentation (brochures, letters, etc.) uploaded in eSubmission or send by post will not be taken into consideration.

All data included must concern only the candidate legal entity or entities which will be involved in the performance of the contract referred to above.

All the documents shall be provided **in one of the official languages of the European Union**. Any other document provided in a language other than an EU official language shall not be considered for the evaluation unless it is accompanied by a translation in an EU official language.

1. **THE CANDIDATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Official name of legal entity** | **Main registration number** | **State of the legal entity's headquarters (legal persons) or of the domicile (natural persons) of the legal entity** | **Role and tasks which will be performed by this economic operator** | **Natural or legal persons that are members of the administrative, management or supervisory body of the economic operator** | | **Natural or legal persons that have powers of representation, decision or control with regard to the economic operator** | | **Natural and legal persons that are beneficial owners of the economic operator** | |
|  | **Official name** | **Main registration number for legal persons** | **Official name** | **Main registration number for legal persons** | **Official name** | **Main registration number for legal persons** |
| **Leader[[1]](#footnote-1)** |  |  |  |  |  |  |  |  |  |  |
| **Member** |  |  |  |  |  |  |  |  |  |  |
| **Member** |  |  |  |  |  |  |  |  |  |  |
| **[***insert as many rows as necessary*] |  |  |  |  |  |  |  |  |  |  |

1. **CONTACT PERSON of the Leader (for this request to participate)**

|  |  |
| --- | --- |
| **Name** |  |
| **Position** |  |
| **Address** |  |
| **e-mail** |  |

**The indicated e-mail address will be used to contact the candidate. It is the responsibility of the candidate to regularly consult the e-mails received.**

1. **SUBCONTRACTORS**

Ref. point 4.2 of the tender specifications.

|  |  |
| --- | --- |
| **Name of legal entity of the subcontractor** | **Indicative tasks which will be subcontracted** |
|  |  |
|  |  |
|  |  |

1. **OTHER ENTITY ON WHOSE CAPACITY THE CANDIDATE RELIES IN ORDER TO ACHIEVE THE REQUIRED LEVEL OF THE CAPACITY**

Ref. point 5.3 of the tender specifications.

|  |  |
| --- | --- |
| **Name of legal entity** | **Selection criteria to which the entity's capacity is relevant** |
|  |  |

1. **LEGAL AND REGULATORY CAPACITY**

Authorisation to provide the services at the place of performance of the contract (ref. point 5.3.1 of the tender specifications)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Title of the certificate** | **Legal entity holding the certificate** | **Main registration number of the legal entity** | **Country/place of issue** | **Valid until** |
|  |  |  |  |  |
|  |  |  |  |  |

1. **ECONOMIC AND FINANCIAL CAPACITY**

The information in the table below must correspond to the same economic operator(s) for which the Profit and loss accounts (Income statement) are provided. It means that if the Profit and loss accounts (Income statement) of more than one economic operator are submitted, the table below shall be filled in with information for each economic operator individually.

The exchange rate used to convert the turnover into USD will be the rate of December of the year of the financial statement as published at <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>.

|  |  |  |  |
| --- | --- | --- | --- |
| **Financial data declaration** | **Financial year from DD/MM/YY to DD/MM/YY** | **Financial year from DD/MM/YY to DD/MM/YY [[2]](#footnote-2)** | **Average** |
| Annual overall turnover in USD |  |  |  |
| Annual overall turnover in the currency of the Profit and loss accounts |  |  |  |

1. **TECHNICAL AND PROFESSIONAL CAPACITY**

List of previous contracts (ref. point 5.3.3. a) of the tender specifications

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Name of the client** | **Main registration number of the economic operator who signed the contract with the client** | **Subject of the contract** | **Duration** | | **Value**  **in the currency of the contract**  **(during the past two calendar years)** | **Value**  **in [EUR/ currency]**  **(during the past two calendar years)[[3]](#footnote-3)** |
| **Start date** | **End date or ongoing** |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| [*insert as many rows as necessary*] |  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Cumulative value during the past two calendar years in USD |  |  |  |  |  |  |

Manpower (ref. point 5.3.3. b) of the tender specifications

Declaration on the manpower employed at the deadline for submission of tenders.

In case of joint tenders, or if a candidate is relying on the capacities of other entities in order to achieve the required level of capacity, the table below shall be filled in with information for each economic operator individually.

|  |  |  |
| --- | --- | --- |
| ***Complete name of the legal entity*** | **Total manpower** | **Manpower related to [*please specify a specific field of services, such as cleaning, travel agency etc.*] services** |
| **Employed by the economic operator at the deadline for submission of tenders** |  |  |

**DOCUMENTS**

Tenderers shall submit via the electronic submission system **eSubmission** all the requested information and documents listed hereafter.

|  |  |  |
| --- | --- | --- |
| **Documents** | Yes/Not applicable[[4]](#footnote-4) | Where in eSubmission |
| **EXCLUSION AND SELECTION CRITERIA** | |  |
| **Access to public procurement:** evidence normally acceptable under their own law (for example, an extract from a trade register or companies' register) confirming that the candidate (the leader and all the other members separately in case of joint tender) has its legal entity's headquarters (legal person) or domicile (natural person) in one of the States mentioned at point 5.1 of the Tender Specifications. The evidence must contain the main registration number of the economic operator. | Yes | Identification of the tenderer – Attachments - Other documents |
| Signed and dated **statement by the entity on whose capacity the candidate intends to rely** declaring firmly which resources will be made at the disposal of the tenderer for the performance of this contract. | [Yes/Not applicable] | Identification of the tenderer – Attachments - Other documents |
| **Declaration on honour on exclusion and selection criteria:** duly filled in, dated and signed by the legally authorised representative(s)**:** This declaration on honour has to be annexed bythe candidate (one by the leader and one by each member in case of joint tender), by entities on whose capacity it is intended to rely and by all identified subcontractors.  The document(s) will be signed either by hand or by applying a qualified electronic signature, by an authorised representative of the signatory. | Yes | Identification of the tenderer – Attachments – Declaration on honour |
| **Legal and regulatory capacity:**  The basic business licence (BBL), officially issued by the DCRA's Business Licensing Division proving that the tenderer is authorised to provide the services in the District of Columbia. | Yes | Identification of the tenderer – Attachments – Legal and regulatory capacity |
| **Economic and financial capacity:**  Duly completed request to participate form  Profit and loss accounts (Income statement) for the last two financial years for which accounts have been closed. | Yes | Identification of the tenderer – Attachments – Economic and financial capacity |
| **Technical and professional capacity:**  Duly completed request to participate form  For each contract in the table (list), the tenderer must present a client's reference letter relevant to janitorial services contracts performed during the past two calendar years specifying whether the services have been carried out in a professional manner in compliance with the contractual terms. | Yes | Identification of the tenderer – Attachments – Technical and professional capacity |
| **TECHNICAL TENDER** | |  |
| **Statement of compliance with the procurement documents** duly filled in and signed (Annex 1 of the technical specifications). | Yes | Tender Data – Technical tender |
| **Description of the tender submitted.** The tenderer will explain in detail its tender including detailing the tasks which will be performed by each member of a joint tender and each subcontractor whose share of the contract is higher than 10% (Annex 2 of the technical specifications). | Yes | Tender Data – Technical tender |
| **The technical proposal** (Award criteria No 1,2,3,4,5,6) (Annexes 3,4,5,6,7,8) of the technical specifications) | Yes | Tender Data – Technical tender |
| **FINANCIAL TENDER** | |  |
| Fill in the **total amount of the financial tender** in USD excluding taxes. | Yes | Tender Data - Total amount excl. taxes |
| Insert **zero for the total amount of any taxes applicable** as the contracting authority is exempt from taxation. | Yes | Tender Data - Total taxes amount |
| Duly completed and signed **unit price schedule** (Annex A of the technical specifications). | Yes | Tender Data – Financial tender |
| Duly completed and signed **scenario** (Annex B of the technical specifications). | Yes | Tender Data – Financial tender |
| **ADDITIONAL INFORMATION** | |  |
| Signed **Legal Entity Form** with its supporting evidence. The form is available at <http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal-entities_en.cfm> (Legal Entity - Private Law Body). When the tenderer is a legal person, a legible copy of the notice of appointment of the persons authorised to represent the tenderer in dealings with third parties and in legal proceedings, or a copy of the publication of such appointment if the legislation which applies to the legal entity concerned requires such publication. Any delegation of this authorisation to another representative not indicated in the official appointment must be evidenced. When the tenderer is a natural person, a proof of registration on a professional or trade register or any other official document showing the registration number. The legally constituted consortium must present its own Legal Entity Form which is different from the Legal Entity Form of each individual member of the group. | Yes | Identification of the tenderer – Attachments - Other documents |
| Signed **Financial Identification Form** and its supporting evidence. The form is available at <http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm>, (Financial Identification). Even in case of joint tenders, one form must be submitted. | Yes | Identification of the tenderer – main tenderer - Other documents |
| **Request to participate form (This document)** | Yes | Tender Data – Technical tender |

**STATEMENT**

I / We, the undersigned, the authorised signatory(ies) of the above Candidate, hereby declare that we have examined the procurement documents for the contract above and we request to participate in this call for tenders.

Name(s) and signature(s) of the legal representative(s) of the candidate\*:

\*in case of joint tender, the form shall be signed by the legal representative of each member of the group indicated in point 1 or by the leader authorised to bind the group and each of its members (a power of attorney in favour of the leader is to be attached to the form).

Date and place

1. If this request to participate is submitted by an individual legal entity, the name of that legal entity shall be entered as ‘Leader’ (and all other rows shall be deleted). If this request to participate is submitted by a group of economic operators (see point 4.1 of the Tender Specifications), add as many additional lines as number of member of the group. [↑](#footnote-ref-1)
2. Data for the last two financial years for which accounts have been closed must be provided. DD/MM/YY shall be replaced with the period of the financial year, in compliance with the Profit and loss account (Income statement) submitted. Failing the closure of 2021 financial year by the due date for the submission of the request to participate, data provided shall refer to 2020, 2019 and 2018. [↑](#footnote-ref-2)
3. The exchange rate used to convert the value of the contract into EUR/USD will be the rate of the month previous to the deadline for submission of candidatures as published at <http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm>. [↑](#footnote-ref-3)
4. Choose "Yes" or "Not applicable". [↑](#footnote-ref-4)