***Please note: circulation of the following info is restricted*** *to the contracting authority and to*

*the author of the document to protect the individual and to protect privacy, commercial and industrial secrecy.*

Request to participate forM  
ITALIAN GOVERNMENT-funded service contract

Contract notice: 9164086

COMMUNICATION SERVICES OF THE INITIATIVE FAGEM II – AID 11836

**For candidates per submission:**

**Please supply one signed request to participate form,** **together with two copies.** For economic and ecological reasons, we strongly recommend that you submit your files on paper (no plastic folder or divider). We also suggest you use double-sided printing wherever possible.

Your request to participate form must include a signed Declaration on Honour using the format Annex II from each legal entity submitting the request to participate. **All data included in this request to participate form must concern only the legal entity or entities submitting the request to participate.**

Any additional documentation (brochures, letters etc.) sent with your request to participate form will not be taken into consideration.Requests to participate submitted by a **consortium** - either a permanent, legally-established grouping or a grouping set up informally for a specific tender procedure - must follow the instructions applicable to the consortium leader and its members.

**Capacity-providing entities**

An economic operator - candidate or tenderer - may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. If the economic operator relies on other entities, it must in that case prove to the contracting authority that it will have at its disposal the resources necessary for the performance of the contract by producing, with the tender documents, a commitment by those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality as the economic operator relying on them and must comply with the selection criteria for which the economic operator relies on them. **For the purpose of the present request to participate, the data for this third entity for the relevant selection criterion has to be included in a separate document**. Proof of the capacity will also have to be provided when requested by the contracting authority.

With regard to technical and professional criteria, an economic operator may only rely on the capacities of other entities where the latter will perform the tasks for which these capacities are required.

With regard to economic and financial criteria, the entities upon whose capacity the economic operator relies, become jointly and severally liable for the performance of the contract. Please, read carefully the above text and delete it in the final version of your Request to participate

**1 SUBMITTED BY**

|  |  |  |
| --- | --- | --- |
|  | **Full Name and Vat Number of legal entity or entities in case of consortia submitting this request to participate.** | **Nationality** |
| **Leader**  In case of consortia, if not, please, delete. |  |  |
| **Member**  In case of consortia, if not, please, delete. |  |  |

**2 CONTACT PERSON**

Please note: only for leading applicant in case of consortia, read carefully and delete this note.

|  |  |
| --- | --- |
| **Name** |  |
| **Role** |  |
| **Office Address** |  |
| **Cell Phone** |  |
| **E-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

**3.1. Annual Turnover.**

As per point *16.A.1. Selection Criteria* of the Additional Information About the Contract Notice.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Economic and financial capacity** | **2020**  **EUR** | **2021**  **EUR** | **2022**  **EUR** | **Average EUR** |
| Annual turnover |  |  |  |  |

Please note: the information framework above must be copied, added below and filled by every entities in case of consortia. Read carefully and delete this note.

**3.2. Contract equal or exceeding 84.000,00 completed in the previous 18 months.**

As per point *16.A.2. Selection Criteria* of the Additional Information About the Contract Notice.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number (maximum 15 contracts)** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)[[1]](#endnote-1)** | **Proportion carried out by legal entity (%)[[2]](#endnote-2)** | **No of personnel provided** | **Name of client** | **Origin of funding** | **Dates (start/end)[[3]](#endnote-3)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided[[4]](#endnote-4)** | | |
| … | | | | | | … | | |
|  | | | | | |  | | |

Please note: the information framework above must be copied, added below and filled by every entities in case of consortia. Read carefully and delete this note.

**4 PROFESSIONAL CAPACITY**

**4.1. Official established working premises.**

As per point *16.B.1. Selection Criteria* of the Additional Information About the Contract Notice.

Please note: only for leading applicant in case of consortia. Read carefully and delete this note.

|  |  |
| --- | --- |
| **Name of entity and official address** |  |
| **Meeting room available** | YES / NO |
| **Web address for communication**  **(Skype or similar)** |  |

**4.2. Professional resources.**

As per point *16.B.2. Selection Criteria* of the Additional Information About the Contract Notice.

Please note: only for leading applicant in case of consortia: read carefully and delete this note.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual manpower** | **Year before last year** | | **Last year** | | **Current year** | | **Period average** | |
|  | **Overall** | **Relevant fields[[5]](#endnote-5)** | **Overall** | **Relevant fields11** | **Overall** | **Relevant fields11** | **Overall** | **Relevant fields11** |
| Permanent personnel[[6]](#endnote-6) |  |  |  |  |  |  |  |  |
| Other personnel[[7]](#endnote-7) |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |
| Permanent personnel as a proportion of total personnel (%) | % | % | % | % | % | % | % | % |

Please fill in the table below to list the requested professional resources.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Leader | Member 2 (only for consortia) | Member 3 (only for consortia) | Etc … |
| Account | YES / NO | YES / NO | YES / NO |  |
| Copywriter | YES / NO | YES / NO | YES / NO |  |
| Etc …[[8]](#endnote-8) |  |  |  |  |

**5. TECHNICAL CAPACITY**

**5.1. Advertising campaigns.**

As per point *16.C.1. Selection Criteria* of the Additional Information About the Contract Notice.

Please fill in the table below to summarise the main projects related to this contract carried out over the last three years by the legal entity or entities submitting this request to participate. The number of references to be provided must not exceed 15 for the entire Request to participate.

Candidates are allowed to refer either to projects completed within the reference period (although started earlier) or to projects not yet completed. Only the portion satisfactorily completed during the reference period will be taken into consideration: this portion will have to be supported by documentary evidence (statement or certificate from the entity which awarded the contract, proof of payment) also detailing its value. If a candidate has implemented the project in a consortium, the percentage that the candidate has successfully completed must be clear from the documentary evidence, together with a description of the nature of the services provided if the selection criteria relating to the pertinence of the experience have been used. Read carefully and delete.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number (maximum 15 advertising campaigns)** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)[[9]](#endnote-9)** | **Proportion carried out by legal entity (%)[[10]](#endnote-10)** | **No of personnel provided** | **Name of client** | **Origin of funding** | **Dates (start/end)[[11]](#endnote-11)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided[[12]](#endnote-12)** | | |
| … | | | | | | … | | |

**5.2. Events.**

As per point *16.C.2. Selection Criteria* of the Additional Information About the Contract Notice.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Number (maximum 15 events)** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)[[13]](#endnote-13)** | **Proportion carried out by legal entity (%)[[14]](#endnote-14)** | **No of personnel provided** | **Name of client** | **Origin of funding** | **Dates (start/end)[[15]](#endnote-15)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided[[16]](#endnote-16)** | | |
| … | | | | | | … | | |

**6 STATEMENT**

I, the undersigned, the authorised signatory of the above candidate (for a consortium, this must be signed by all consortium members legal representatives: read carefully and delete this note), hereby declare that we have examined the contract notice for the restricted tender procedure referred to above. If our request to participate is short-listed, we fully intend to submit a tender to provide the services requested in the tender dossier.

We understand that our tender may be excluded if we propose key or non-key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by Italian Government and the EU/EDF.

We are fully aware that, for a consortium, the composition of the consortium cannot be changed in the course of the tender procedure, with the exception of the specific cases provided for in Section 2.5.5 of the PRAG, for which the prior written authorisation of the contracting authority is required. We are also aware that the consortium members have joint and several liability towards the contracting authority concerning participation in the above tender procedure and any contract awarded to us as a result of it.

We confirm that any key or non-key expert proposed in this tender procedure will either be employed or otherwise legally contracted, directly or indirectly, by the candidate (or, for a consortium, by a member of the consortium).

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the candidate

|  |  |
| --- | --- |
| **Place and Date** |  |
| **Name** |  |
| **Signature** |  |

To be submitted on the headed notepaper of the legal entity concerned.

REQUEST TO PARTICIPATE FORM  
CONTRACT NOTICE REFERENCE NUMBER 9164086

Insert here Place and Date

To the kind attention of

**Italian Agency for Development Cooperation – Tirana Office**

**Abdi Toptani Street, 5th floor, Torre Drin Building**

**Tirana, Postal Code 1000**

Dear Sir/Madam

In response to your contract notice - Insert here the publication reference number -, we, - Insert here the Name(s) of legal entity (or entities) requesting to participate -, confirm that we intend to submit a tender in the above mentioned tender procedure if we are invited to do so.

We hereby declare that we:

1. are submitting this request to participate - Insert here one of the following two options [on an individual basis] [as member of the consortium led by [< name of the leader>] [ourselves]\* for this contract. We confirm that we are not involved in any other request to participate for the same contract, in any form (as a member, leader, in a consortium or as an individual candidate);
2. agree to abide by the ethics clauses in Section 2.5.6. of the practical guide, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other candidates or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this request to participate according to Section 2.5.4. of the practical guide;
3. [have attached a current list of the enterprises in the same group or network as ourselves] [are not part of a group or network]\* and have only included data in the request to participate form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]\*;

\*: Delete as applicable

1. will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
2. fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the practical guide or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Italian Agency for Development Cooperation and EU Commission websites, in accordance with the Financial Regulation in force;
3. are aware that, for the purposes of safeguarding the Italian Government and EU’s financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel, to the European Anti-Fraud Office or to the European Public Prosecutor’s Office.

We undertake, if required, to provide the proof usual under the law of the country in which we are effectively established that we do not fall into any of the exclusion situations. The date on the evidence or documents provided will be no earlier than 1 year before the date of submission of the tender and, in addition, we will provide a statement that our situation has not altered in the period which has elapsed since the evidence in question was drawn up.

We also undertake, if required, to provide evidence of our financial and economic standing and our technical and professional capacity according to the selection criteria for this call for tender specified in the Additional information about the contract notice document. The list of documents required is given in Section 2.6.11. of the practical guide.

|  |  |
| --- | --- |
| **Name of the leading applicant legal representative** |  |
| **Signature** |  |
| **Stamp of the leading applicant** |  |

1. [↑](#endnote-ref-1)
2. [↑](#endnote-ref-2)
3. [↑](#endnote-ref-3)
4. [↑](#endnote-ref-4)
5. [↑](#endnote-ref-5)
6. [↑](#endnote-ref-6)
7. [↑](#endnote-ref-7)
8. [↑](#endnote-ref-8)
9. [↑](#endnote-ref-9)
10. [↑](#endnote-ref-10)
11. [↑](#endnote-ref-11)
12. [↑](#endnote-ref-12)
13. [↑](#endnote-ref-13)
14. [↑](#endnote-ref-14)
15. [↑](#endnote-ref-15)
16. [↑](#endnote-ref-16)