

## REQUEST TO PARTICIPATE FORM

**Supply of Ballistic Personal Equipment and accessories for the European External Action Service  
EEAS/2021/OP/0031**

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
Leader <sup>1</sup>				
Member				
Member				
[insert as many rows as necessary]				

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<sup>1</sup> 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.

## 2 CONTACT PERSON (for this request to participate)

<b>Name</b>	
<b>Position</b>	
<b>Address</b>	
<b>e-mail</b>	

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.

## 3 SUBCONTRACTORS

Ref. point 4.2 of the tender specifications.

<b>Name of legal entity of the subcontractor</b>	<b>Indicative tasks which will be subcontracted</b>

## 4 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.

<b>Name of legal entity</b>	<b>Selection criteria to which the entity's capacity is relevant</b>

## 5 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)

<b>Title of the certificate</b>	<b>Legal entity holding the certificate</b>	<b>Main registration number of the legal entity</b>	<b>Country/place of issue</b>	<b>Valid until</b>

## 6 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 **EUR** 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](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

Financial data declaration	Financial year from 01/01/2017 to 31/12/2017	Financial year from 01/01/2018 to 31/12/2018	Financial year from 01/01/2019 to 31/12/2019 <sup>2</sup>	Average
Annual overall turnover in <b>EUR</b>				
Annual overall turnover in the currency of the Profit and loss accounts				

## 7 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 [three] calendar years)	Value in [EUR/currency] (during the past [three] calendar years) <sup>3</sup>
			Start date	End date or ongoing		
[insert as many rows as necessary]						

<sup>2</sup> Data for the last three 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 2020 financial year by the due date for the submission of the request to participate, data provided shall refer to 2019, 2018 and 2017.

<sup>3</sup> The exchange rate used to convert the value of the contract into **EUR** 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](http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/inforeuro_en.cfm).

Cumulative value during the past three calendar years in EUR						
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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.

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

## 8 DOCUMENTS

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

<b>Documents</b>	<b>Yes/Not applicable<sup>4</sup></b>	<b>Where in eSubmission</b>
<b>EXCLUSION AND SELECTION CRITERIA</b>		
<b>Access to public procurement:</b> 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 <b>statement by the entity on whose capacity the candidate intends to rely</b> 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
<b>Declaration on honour on exclusion and selection criteria:</b> duly filled in, dated and signed by the legally authorised representative(s): This declaration on honour has to be annexed by the 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
<b>Legal and regulatory capacity:</b> The certificate, officially issued by the relevant authority of the country proving that the tenderer is authorised to produce Personal Protective Equipment, in respect of the relevant law or regulation applicable in the country in which the contract will be implemented.	Yes	Identification of the tenderer – Attachments – Legal and regulatory capacity

<sup>4</sup> Choose "Yes" or "Not applicable".

<p><b>Economic and financial capacity:</b></p> <ol style="list-style-type: none"> <li>1. Duly completed table of the "Request to participate form".</li> <li>2. Profit and loss accounts (Income statement) for the last three financial years for which accounts have been closed.</li> </ol>	Yes	Identification of the tenderer – Attachments – Economic and financial capacity
<p><b>Technical and professional capacity:</b></p> <ol style="list-style-type: none"> <li>1. Duly completed table (list) of the "Request to participate form". The tenderer may include in the list any contract implemented at any moment during the past three calendar years. The tenderer may include any contract started or completed during that period and any contract ongoing through the whole period.</li> <li>2. For each contract in the table (list), the tenderer must present a client's reference letter relevant to supply of Ballistic Personal Equipment and accessories contracts or purchases performed during the past three calendar years specifying whether the supplies were delivered in compliance with the contractual terms and the amount of the contract.</li> </ol>	Yes	Identification of the tenderer – Attachments – Technical and professional capacity
<b>TECHNICAL TENDER</b>		
<p><b>Statement of compliance with the procurement documents and checklist on minimum technical requirements</b> duly filled in and signed (Annex 1 of the technical specifications).</p>	Yes	Tender Data – Technical tender
<p><b>Description of the tender submitted.</b> 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).</p>	Yes	Tender Data – Technical tender
<p><b>The technical proposal</b> (Award criteria No 1,2...) (Annexes 3,4... of the technical specifications)</p>	Yes	Tender Data – Technical tender
<b>FINANCIAL TENDER</b>		
<p>Fill in the <b>total amount of the financial tender</b> in EUR excluding taxes.</p>	Yes	Tender Data - Total amount excl. taxes
<p>Insert <b>zero for the total amount of any taxes applicable</b> as the contracting authority is exempt from taxation.</p>	Yes	Tender Data - Total taxes amount
<p>Duly completed and signed <b>unit price schedule</b> (Annex A of the technical specifications).</p>	Yes	Tender Data – Financial tender
<p>Duly completed and signed <b>scenario</b> (Annex B of the technical specifications).</p>	Yes	Tender Data – Financial tender
<b>ADDITIONAL INFORMATION</b>		
<p>Signed <b>Legal Entity Form</b> with its supporting evidence. The form is available at <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm</a> (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</p>	Yes	Identification of the tenderer – Attachments - Other documents

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.		
Signed <b>Financial Identification Form</b> and its supporting evidence. The form is available at <a href="http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm">http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial-id_en.cfm</a> , (Financial Identification). Even in case of joint tenders, one form must be submitted.	Yes	Identification of the tenderer – main tenderer - Other documents
<b>Request to participate form (This document)</b>	Yes	Tender Data – Technical tender

**When the Declaration(s) on Honour is/are signed by hand, the hand-signed originals must be sent by letter to the contracting authority's postal address specified under Heading I.1 of the contract notice at the latest on the first working day following the electronic submission of tender. The envelope, clearly mentioning the reference to the call for tenders and the eSubmission ID of the tender must be marked as "CALL FOR TENDERS – NOT TO BE OPENED BY THE INTERNAL MAIL DEPARTMENT".**

**Only the original(s) of the Declaration on Honour are to be sent by letter, not other documents.**