# Forms

## Identification forms

### Natural person

To fill the form, please click here : https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:e15a7f59-9a3c-4072-89ac-deb89f513e1c

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| --- | --- | --- | --- |
| **I. PERSONAL DATA**  **FAMILY NAME(S)①**  **FIRST NAME(S)①**  **DATE OF BIRTH**  **JJ MM YYYY**  **PLACE OF BIRTH COUNTRY OF BIRTH (CITY, VILLAGE)**  **TYPE OF IDENTITY DOCUMENT**  **IDENTITY CARD PASSPORT DRIVING LICENCE② OTHER③**  **ISSUING COUNTRY**  **IDENTITY DOCUMENT NUMBER**  **PERSONAL IDENTIFICATION NUMBER④**  **PERMANENT  PRIVATE ADRESS**  **POSTCODE P.O. BOX CITY**  **REGION ⑤ COUNTRY**  **PRIVATE PHONE**  **PRIVATE E-MAIL** | | | |
| **II. BUSINESS DATA** | | If YES, please provide business data and attach copies of official supporting documents | |
| Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) and you provide as such services to the Commission, other Institutions, Agencies and EU-Bodies ?  **YES NO** | **BUSINESS NAME (if applicable)**  **VAT NUMBER**  **REGISTRATION NUMBER**  **PLACE OF REGISTRATION**  **CITY  COUNTRY** | |  |
| **DATE** | **SIGNATURE** | |  |

1. **As indicated on the official document.**
2. **Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.**
3. **Failing other identity documents: residence permit or diplomatic passport.**
4. **See table with corresponding denominations by country.**
5. **To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.**

### Legal person entity private/public legal body

To fill the form, please click here : https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:fcf7423f-7287-4cbb-9c7b-645ab60734a3

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| **OFFICIAL NAME ②**  **ABREVIATION  MAIN REGISTRATION NUMBER③**  **SECONDARY REGISTRATION NUMBER  (if applicable)**  **PLACE OF MAIN REGISTRATION CITY COUNTRY**  **DATE OF MAIN REGISTRATION  DD MM YYYY**  **VAT NUMBER**  **OFFICIAL ADDRESS**  **POSTCODE P.O. BOX CITY**  **COUNTRY PHONE**  **E-MAIL** | |
| **DATE** | **STAMP** |
| **SIGNATURE OF AUTHORISED REPRESENTATIVE** |

1. **Public law body WITH LEGAL PERSONALITY, meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is con- firmed by the official legal act establishing the entity (a law, a decree, etc.).**
2. **National denomination and its translation in EN or FR if existing.**
3. **Registration number in the national register of the entity.**

### Public law entity

To fill the form, please click here : https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:fcf7423f-7287-4cbb-9c7b-645ab60734a3

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| **OFFICIAL NAME①  BUSINESS NAME (if different)**  **ABREVIATION**  **LEGAL FORM**  **ORGANISATION TYPE FOR PROFIT**  **NOT FOR PROFIT NGO② YES NO  MAIN REGISTRATION NUMBER③**  **SECONDARY REGISTRATION NUMBER  (if applicable)**  **PLACE OF MAIN REGISTRATION CITY COUNTRY**  **DATE OF MAIN REGISTRATION  DD MM YYYY**  **VAT NUMBER**  **ADDRESS OF HEAD OFFICE**  **POSTCODE P.O. BOX CITY**  **COUNTRY PHONE**  **E-MAIL** | |
| **DATE** | **STAMP** |
| **SIGNATURE OF AUTHORISED REPRESENTATIVE** |

**① National denomination and its translation in EN or FR if existing.  
② NGO = Non Governmental Organisation, to be completed if NFPO is indicated.**

**③ Registration number in the national register of companies. See table with corresponding field denomination by country.**

### Subcontractors

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| --- | --- | --- |
| Name and legal form | Address / Registered office | Object |
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## Integrity statement for the tenderers

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare the following:

* Neither members of administration or employees, or any person or legal person with whom the tenderer has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves of for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.
* The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).
* I have / we have read and understood the articles about deontology and anti-corruption included in the Tender Documents (see 1.7.), as well as *Enabel’s Policy regarding sexual exploitation and abuse* of June 2019 and *Enabel’s Policy regarding fraud and corruption risk management* of June 2019 and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the tenderer, I/we declare, moreover, agreeing with the following provisions:

* In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the public contract, regardless of their hierarchical rank.
* Any (public) contract will be terminated, once it appears that contract awarding or contract performance would have involved the obtaining or the offering of the above-mentioned advantages appreciable in cash.
* Any failure to comply with one or more of the deontological clauses will be considered as a serious professional misconduct which will lead to the exclusion of the contractor from this and other public contracts for Enabel.
* The public contractor commits to supply, upon the demand of the contracting authority, any supporting documents related to the performance conditions of the contract. The contracting authority will be allowed to proceed to any control, on paperwork or on site, which it considers necessary to collect evidence to support the presumption of unusual commercial expenditure.

Finally, the tenderer takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the tenderer.

Signature preceded by ‘read and approved’, in writing, and indication of name and function of the person signing:

……………………………..

Place, date

## Declaration on honour – exclusion criteria

Hereby, I / we, acting as legal representative(s) of above-mentioned tenderer, declare that the tenderer does not find himself in one of the following situations:

1. The tenderer or one of its ‘directors [1]’ was found guilty following a conviction by final judgement for one of the following offences:

1° involvement in a criminal organisation

2° corruption

3° fraud

4° terrorist offences, offences linked related to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence

5° money laundering or terrorist financing

6° child labour and other trafficking in human beings

7° employment of foreign citizens under illegal status

8° creating a shell company.

1. The counterparty which fails to fulfil his obligations relating to the payment of taxes or social security contributions for an amount in excess of EUR 3 000, except if the counterparty can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.
2. The counterparty who is in a state of bankruptcy, liquidation, cessation of activities, judicial reorganisation or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations;
3. When Enabel can demonstrate by any appropriate means that the counterparty or any of its directors has committed serious professional misconduct which calls into question his integrity.

Are also considered such serious professional misconduct:

1. A breach of Enabel’s Policy regarding sexual exploitation and abuse – June 2019
2. A breach of Enabel’s Policy regarding fraud and corruption risk management – June 2019
3. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace
4. The counterparty was seriously guilty of misrepresentation or false documents when providing the information required for verification of the absence of grounds for exclusion or the satisfaction of the selection criteria, or concealed this information
5. Where Enabel has sufficient plausible evidence to conclude that the counterparty has committed acts, entered into agreements or entered into arrangements to distort competition

The presence of this counterparty on one of Enabel’s exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.

1. When a conflict of interest cannot be remedied by other, less intrusive measures;
2. When significant or persistent failures by the counterparty were detected during the execution of an essential obligation incumbent on him in the framework of a previous contract, a previous contract placed with another contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.

Also, failures to respect applicable obligations regarding environmental, social and labour rights, national law, labour agreements or international provisions on environmental, social and labour rights are considered ‘significant’.

The presence of the counterparty on the exclusion list of Enabel because of such a failure serves as evidence.

1. Restrictive measures have been taken vis-à-vis the counterparty with a view of ending violations of international peace and security such as terrorism, human-rights violations, the destabilisation of sovereign states and de proliferation of weapons of mass destruction.

The counterparty or one of its directors are on the lists of persons, groups or entities submitted by the United Nations, the European Union and Belgium for financial sanctions:

For the United Nations, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-internationales-nations-unies>

For the European Union, the lists can be consulted at the following address:

<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-europ%C3%A9ennes-ue>

<https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions_en>

<https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf>

For Belgium:

<https://finances.belgium.be/fr/sur_le_spf/structure_et_services/administrations_generales/tr%C3%A9sorerie/contr%C3%B4le-des-instruments-1-2>

## Power of attorney

The tenderer shall include in his tender the **power of attorney empowering the person signing the tender** on behalf of the company, joint venture or consortium.

In case of a **joint venture**, the joint tender must specify the role of each member of the tendering party. A group leader must be designated and the power of attorney must be completed accordingly.

## Certification of registration and / or legal status

The tenderer shall include in his tender copies of the most recent documents[[1]](#footnote-1) showing the **legal status** and **place of registration** of the tenderer's headquarters (certificate of incorporation or registration…).

## Certification of clearance with regards to the payments of social security contributions

At the latest before award, the tenderer must provide a **recent certification**10 from the competent authority stating that he is **in order with its obligations with regards to the payments of social security contributions** that apply by law in the country of establishment.

## Certification of clearance with regards to the payments of applicable taxes

At the latest before award, the tenderer must provide a **recent certification**10 (up to 1 year) from the competent authority stating that the tender is **in order with the payment of applicable taxes** that apply by law in the country of establishment.

## Extract from the criminal record

At the latest before award, the tenderer must provide an **extract from the criminal record**10 in the name of the tenderer (legal person) or his representative (natural person) if there is no criminal record for legal persons.

## List of the main similar services

The tenderer must provide in his offer the list of the **main similar training services (min. 3) in the last five years in the Sub-Saharan region**, including the relevant dates, and the public or private bodies on behalf of which they were carried out showing that the tenderer has experience in performing those services.

The **total number of direct beneficiaries** for the similar training services during the last 5 years must exceed or be equal to **100 people**.

**Note:** This is a selection criteria and tenderers that fail to provide this information may not pass to the evaluation of tenders that will be assessed against the award criteria (Section 3.8.4).

|  |  |  |  |
| --- | --- | --- | --- |
| **Description of the main similar services performed** | **No. of direct beneficiaries** | **Relevant dates in the last 5 years** | **Name of the public or private bodies** |
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## Certificates of completion

For each of the projects listed, the tenderer must provide in his offer the certificates of completion (statement or certificate without major reservation) and / or any supporting documents (contracts, invoices…) approved by the entity which awarded the contract.

## Financial offer & tender form

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| --- |
| **Do NOT change the “Financial offer & tender form”. Reservations are not permitted.** |

By submitting this tender, the tenderer explicitly declares accepting all conditions mentioned in the tender documents and renounces to his own (sales) conditions. He commits to executing this public contract for the following unit prices, in EUR and exclusive of VAT (written in figures):

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Item no.** | **Item** | **Unit** | **Unit price\*** | **Quantity** | **Total exc. VAT\*** |
| 1. | Complete online training on mini-grid design, optimization and battery use | Participant | € | 30 | € |
| **VAT percentage (if applicable)** | | |  | **Global price (excl. VAT)** | **€** |

**Option: Use of interpreter**

|  |  |  |  |
| --- | --- | --- | --- |
| **Item no.** | **Item** | **Unit** | **Total exc. VAT\*** |
| 1. | Delivery of training in English with the use of an interpreter (EN to PT) | Lump-sum | € |
| **VAT percentage (if applicable)** | | | **€** |

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| \* In case the contract is extended, the prices mentioned in the contract apply. Cf. points 3.4.2 “Price determination”, 3.4.3 ”Elements included in the price” and 4.15“General payment modalities (Art. 66-72 and 160)”. |

Name and first name: ………………………………………………

Duly authorised to sign this tender on behalf of: ………………………………………………

Place and date: ………………………………………………

Signature: ……………………………………………

1. In case of a joint venture, the certificate must be submitted for all members of the tendering party. [↑](#footnote-ref-1)