

TENDER SUBMISSION FORM

Ref: <1HARD/3.1/31>

<Project management services within the Project “Effective joint response in cross-border emergency situations” (1HARD/3.1/31) within the Joint Operational Program Romania - Republic of Moldova 2014-2020>

Please supply one signed tender (including signed statements of exclusivity and availability from all key experts proposed, if applicable, a completed financial identification form and a completed legal entity file (only for the Leader) and declarations from the Leader and all members (if you are in a consortium), together with three copies. The attachments to this submission form (i.e. declarations, statements, proofs) may be in original or copy. If copies are submitted, the originals must be dispatched to the Contracting Authority upon request. 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. **All data included in this application must concern only the legal entity or entities making the tender.**

Any additional documentation (brochures, letters etc.) sent with your tender will not be taken into consideration. Applications submitted by a **consortium** (i.e. 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.

An economic operator 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. 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 works or services for which these capacities are required. If they do, they must prove to the contracting authority that they have the resources needed to perform the contract, for example by producing a commitment from those entities to place resources at their disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and nationality as the economic operator, as well as the relevant selection criteria.

1 SUBMITTED by (i.e. the identity of the Tenderer)

	Name(s) of legal entity or entities making this application	Nationality¹
Leader²	AO Solutii Comunitare	Republic of Moldova
Member	N/A	N/A
Etc.	N/A	N/A

2 CONTACT PERSON (for this tender)

Name	Denis Zacon
Organisation	AO Solutii Comunitare
Address	12 Nicolai Zelinski Street, ap. 51
Telephone	+37360683308
Fax	N/A
e-mail	solutiicomunitare@gmail.com

3 ECONOMIC AND FINANCIAL CAPACITY³

Please complete the following table of financial data⁴ based on your annual accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with **. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided. If the tenderer is a public body, please provide equivalent information.

Financial data	2 years before last year⁵ EUR	Year before last year⁵ EUR	Last year⁵ 2022 EUR	Average⁶ EUR	[Past-year EUR]**	[Current year EUR]**
Annual turnover ⁷ , excluding this contract	N/A	N/A	N/A	N/A	N/A	34,730.00
Current Assets ⁸	N/A	N/A	N/A	N/A	N/A	N/A
Current Liabilities ⁹	N/A	N/A	N/A	N/A	N/A	N/A
[Current ratio (current assets/current liabilities)]	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable	Not applicable]

4 STAFF

Please provide the following statistics on staff for the current year and the two previous years.¹⁰

Annual Manpower	Year before past year		Past year		Current year		Period average	
	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹	Overall	Relevant fields ¹¹
Permanent staff ¹²	3	3	3	3	3	3	3	3
Other staff ¹³	3	3	3	3	3	3	3	3
Total	6	6	6	6	6	6	6	6
Permanent staff as a proportion of total staff (%)	50%	50%	50%	50%	50%	50%	50%	50%

5 AREAS OF SPECIALISATION

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this tender. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

	Leader	Member 2	Member 3	Etc.
Relevant specialisation 1	Project management, writing and consultancy in projects, including cross-border projects and EU	N/A	N/A	N/A

	funded projects			
Relevant specialisation 2	Procurements related to PRAG rules	N/A	N/A	N/A
Relevant specialisation 3	Local and national public policies related to good governance	N/A	N/A	N/A
Relevant specialisation 4	Information and awareness campaigns	N/A	N/A	N/A
Relevant specialisation 5	Sustainable local communities	N/A	N/A	N/A

6 EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 5 years¹¹ by the legal entity or entities making this tender. The number of references to be provided must not exceed 15 for the entire tender.

Relevant projects implemented by the team of experts in the position of project manager and financial manager:

Ref no. 1 (maximum 15)	Project title		Improving the reaction time for the prevention and elimination of floods within the cross-border area (Vaslui County, Romania; Chisinau, Hancesti, Criuleni, Dubasari, Anenii Noi, Straseni Districts, Republic of Moldova)					
Name of legal entity	Country	Overall contract value (EUR) ¹²	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ¹³	Name of consortium members, if any
Exceptional Situations Department of Chisinau General Inspectorate for Emergency Situations	Republic of Moldova, Romania	327,257.12	60,95%	7	JOP Romania-Republic of Moldova 2014-2020	EU	28 May 2020 – 27 April 2022	"Podul Inalt" Inspectorate for Emergency Situations of Vaslui County
Detailed description of project						Type and scope of services provided ¹⁴		
<p>Capacity building activities: 26 trainings, out of which 2 were joint capacity building activities, one training being conducted in Moldova and the other one in Vaslui County. 2 study visits: one in Moldova and one in Vaslui County. The Lead Beneficiary launched and organized the procurement procedures for the specialized equipment and were purchased 79 units and supplies for the specialized equipment: 6 floating motor-pumps, 6 mud motor-pumps, 1 trailer, 3 inflatable tents, 4 average motor-pumps, 1 drone with 1 tablet, 3 electric pumps, 50 hoses for motor-pumps, 3 portable air conditioning, 1 generator, change pieces for motor-pumps, accessories for motor-pumps. The Beneficiary 1 had organized had purchased 71 units and supplies for the specialized equipment: 6 floating motor-pumps, 6 mud motor pumps, 1 trailer, 2 inflatable tents, 2 average motor-pumps, 1 drone, 50 hoses for motor-pumps, 2 portable air condition, 1 generator and type C hoses for motor pumps (approx. 200 units). Soft activities: nine press-releases were developed and disseminated; fifteen follow-up reports were developed; two editions of the newsletter developed and disseminated; the paper version of the joint hazard and flood risks maps were developed; the online version of the map; one launching and one closing conference were organized; developed and disseminated visibility materials, such as 9000 booklets; 1444 stickers of various sizes; 9000 leaflets; 310 T-shirts; 200 USB-flash disks. Was developed the communication and visibility plan of the project, one portfolio with photos and video, one article "telling the project's story". "Joint protocol / plan on regional cooperation on flood prevention and intervention" was developed. Annex 23 (Procedure for ensuring the response in case of floods for carrying out water pumping missions). One informative brochure developed and disseminated.</p>						<p>The purpose of the project was to ensure the safety and security of citizens in the cross-border region of Romania (in particular in Vaslui County) and the Republic of Moldova (Hancesti, Criuleni, Anenii Noi, Dubasari districts) by addressing common challenges, providing joint activities for the prevention of natural disasters as well as joint actions during emergency situations.</p> <p>During this assignment, the project manager and financial manager ensured the proper and smooth coordination of the project acting on behalf of the Lead Beneficiary. Thus, 2 addenda were drafted and approved, 10 notifications, various cover letters regarding project implementations, 3 progress reports, 1 final narrative and 1 final financial and audit report; 10 procurement procedures, etc.</p>		

Ref no. 2 (maximum 15)	Project title		Develop and promote the green tourism in the Danube sector of the Black Sea Basin (Cahul District, Republic of Moldova; Reni District, Ukraine; Galati County, Romania)					
Name of legal entity	Country	Overall contract value (EUR) ¹⁵	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ¹⁶	Name of consortium members, if any
IDIS „Viitorul”	Republic of Moldova, Romania	754.210,00	39,86%	5	JOP Black Sea Bacin 2014-2020	EU	15 December 2020 – 14 June 2023	"Dunarea de Jos" University of Galati (19.2%) Reni Town Council of Odessa Region (19.1%) Cahul district council (21.8%)
Detailed description of project						Type and scope of services provided ¹⁷		
<p>Project Overall Objective: The Project Overall Objective is to develop and promote cross-border tourism opportunities in the Danube sector of the Black Sea Basin (Cahul District, Republic of Moldova; Reni District, Ukraine; Galati County, Romania). The project impact will be seen through enhancing the capitalization level of touristic potential from the above target regions, thus contributing to increasing the management capacities of regional authorities in cross-border tourism, strengthening the capacities of providers and tour-operators on the quality of touristic services. The jointly programme for developing the tourism and green tourism cluster will contribute to enhancing the cross-border cooperation and transfer of best practices between local communities. Specific objectives: SO 1: To evaluate the situation and improve the programs for development and promotion of business and entrepreneurship in cross-border tourism sector. So 2: To strengthen the capacities of local and regional authorities, tourism service providers in development of green cross-border tourism in the Danube sector Galati-Cahul-Reni. Programme Result Indicator: R 1.1 Strength of cross-border business opportunities in the tourism and cultural sectors</p>						<p>During this assignment, the project coordinator and financial manager ensured the proper and smooth coordination of the project acting on behalf of the Lead Beneficiary. Prior to submission of interim reports to the Management Authority, the project coordinator and financial manager of LB have checked all narrative and financial interim reports of partners, provided consultancy for drafting the reports. Also, the project coordinator and financial manager of LB drafted 1 addenda, 8 notifications, various cover letters regarding project implementations, 4 progress reports, 1 final narrative and 1 final financial and audit report; 6 procurement procedures according to the PRAG rules, etc.</p>		

15 January 2016

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Ref no. 3 (maximum 15)	Project title		Efficient public lighting in Calarasi city - Firefly in the heart of forests					
Name of legal entity	Country	Overall contract value (EUR) ¹⁸	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ¹⁹	Name of consortium members, if any
Calarasi City Hall	Republic of Moldova, Romania	624,462.42	76,87%	7	Regional Programme in the Eastern Neighbourhood in support of the Eastern Partnership Flagship Initiative on Sustainable Municipal Development	EU	01 January 2018 – 30 November 2020	IDIS „Viitorul” (23,13%)
Detailed description of project						Type and scope of services provided ²⁰		
<p>Overall objective: Increased the efficiency of the public lighting and citizens' safety in Calarasi city.</p> <p>Oc. I. Modernization of the public lighting system in order to reduce CO2 emissions, operational costs and to increase the comfort, safety of the citizens and visitors of Calarasi City</p> <p>Oc. II. Strengthening professional capacities in the field of energy efficiency of the local administration</p> <p>Oc. III. Increasing the public awareness to promote energy efficiency.</p>						<p>During this assignment, the project coordinator and financial manager ensured the proper and smooth coordination of the project acting on behalf of the project partner. The project coordinator and financial consultant provided support to the amin applicant in managing the project according to the rules of the donor. In this respect, the following services have been provided by the coordinator and financial consultant: coordination of project, developing the annual reports, drafting notifications, letters to the donor as well as to other stakeholders, drafting 2 addenda, cooperation with the audit company to perform the project audit; drafting the documents for the work tender according to the PRAG 2016 rules; implementing and organizing activities according to the project proposal, budget and workplan.</p>		

Ref no. 4 (maximum 15)	Project title		Rural tourism – a sure step towards boosting the cross-border cooperation between districts of Soroca (Moldova) and Yampil (Ukraine, Vinnytsya Oblast)					
Name of legal entity	Country	Overall contract value (EUR) ²¹	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ²²	Name of consortium members, if any
IDIS „Viitorul”	Republic of Moldova, Romania	273,544.60	52,90%	9	EaPTC Cross Border Cooperation Programme Moldova-Ukraine	EU	13 December 2017 – 12 March 2019	Yampil District State Administration (Ukraine) (17,6%) Soroca District Council (Moldova) (19,5%)
Detailed description of project						Type and scope of services provided ²³		
<p>The main goal of the project is to strengthen the capacities of tourism service providers and local authorities from Soroca and Yampil to develop the rural tourism through cross-border cooperation. Results of the project:</p> <p>R1. A joint vision entrenched and a comprehensive Moldovan-Ukrainian program on developing rural tourism in Soroca and Yampil districts, implemented.</p> <p>R2. Increased the level of understanding and management skills of local authorities on supporting the rural tourism services providers.</p> <p>R3. Strengthened the capacities and increased the number of rural tourism service providers from the target districts.</p> <p>R4. Increased the visibility of the target districts and the number of tourists in Soroca and Yampil districts.</p>						<p>During this assignment, the project coordinator and financial manager ensured the proper and smooth coordination of the project acting on behalf of the Lead Beneficiary and project partners.</p> <p>The project coordinator and financial manager of LB have checked all narrative and financial interim reports of partners, provided consultancy for drafting the reports. Also, the project coordinator and financial manager of LB drafted the final reports (narrative and financial), notifications, various cover letters regarding project implementations, 4 progress reports, progress reports; various procurement procedures according to the PRAG and GIZ rules, etc.</p>		

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Ref no. 5 (maximum 15)	Project title		Cutting edge improvements in the public procurement system in Moldova through inclusiveness, creativity and law-abiding practices					
Name of legal entity	Country	Overall contract value (EUR) ²⁴	Proportion carried out by legal entity (%) ¹⁸	No of staff provided	Name of client	Origin of funding	Dates (start/end) ²⁵	Name of consortium members, if any
IDIS „Viitorul”	Republic of Moldova, Romania	290,131.50	100%	6	EU through the Civil Society Strengthening Program to Monitor Budget Support Operations, and co-funded by UK Aid from the UK Government.	EU	06 March 2017 – 06 September 2019	N/A
Detailed description of project						Type and scope of services provided ²⁶		
<p>Objectives:</p> <ol style="list-style-type: none"> 1. Strengthening the watchdog role of civil society in economic good governance ensuring greater transparency of the procurements, making sure that public resources are used in the best interest of citizens. 2. Assisting governmental authorities, procurement regulators and contracting authorities to comply with the principles of good governance benchmarks (transparency, efficiency, efficacy, legality, ethics and integrity) in order to improve the public procurement system and therefore the quality of public investments. 3. Ensuring a wider public access to relevant information in the public procurement system pertaining to the entire operational cycle, from the planning stage to the contract execution, as well as to any breaches of public procurement procedures, contracts' provisions or other irregularities. 4. Contributing to effective and transparent review solving system in public procurement through capacity building and monitoring 						<p>Group activity 1: Building capacity and assist public watchdogs (CSOs willing to monitor PP either at nationally or locally) in PP monitoring through development of Training Module, provision of training and consultancy. Building capacities of economic operators' participants in PP procedures.</p> <p>Group activity 2: Design and develop Policy recommendations, analysis, Guides, Policy papers, Position papers addressing various issues of PP system for decision makers (MF, NASC, PPA) and control bodies.</p> <p>Group activity 3: Conduct public discussions, roundtables, meetings, public hearings bringing together authorities' representatives and civil society organizations.</p> <p>Group activity 4: Ensuring a wide access to information about PP (launching the portal, journalistic investigations, infographics), and organize visibility actions of the project activities and outputs.</p>		

7 DECLARATIONS

As part of their tender, each legal entity identified under point 1 of this tender, including every consortium member, must submit a signed declaration using the attached format. The declaration may be in original or in copy. If copies are submitted, the originals must be sent to the Contracting Authority upon request.

Moreover, each legal entity identified under point 1 of this application, including every consortium member, and each capacity-providing entity (if any) must submit a signed declaration of honour on exclusion and selection criteria (form A14 available at the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>).

8 STATEMENT

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this must include all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in a separate, sealed envelope:

- Organisation & Methodology
- Key experts (comprising a list of the key experts and their CVs), if required
- Tenderer's declarations (for a consortium, two from each consortium member)
- Statements of exclusivity and availability signed by each of the key experts, if required
- Completed financial identification form (see Annex VI to the draft contract) providing details of the bank account into which payments under the proposed contract should be made in the event that we are awarded the contract (or the financial identification number or a copy of the financial identification form provided to the Contracting Authority on an earlier occasion, unless it has changed in the meantime)
- Completed legal entity file (or the legal entity number allocated. Alternatively a copy of the legal entity file provided to the Contracting Authority on an earlier occasion, unless the legal status has changed in the meantime)
- Duly authorised signature: an official document (statutes, power of attorney, notary statement, etc.) proving that the person who signs on behalf of the company/joint venture/consortium is duly authorised to do so.
- Documentary proof or statements required under the law of the country where we are effectively established (or each of the companies in case of a consortium), to show that we do not fall into any of the exclusion situations listed in Section 2.3.3 of the Practical Guide. This evidence or these documents or statements must carry a date, which is not more than one year before the date of submission of the tender. In addition, a statement is furnished stating that the situations

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described in these documents have not changed since then.

- ❑ Documentary evidence of the financial and economic capacity as well as the technical and professional capacity according to the selection criteria specified in the contract notice.

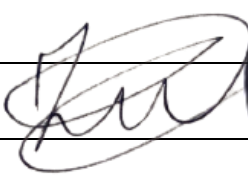
This tender is subject to acceptance within the validity period stipulated in clause 6 of the Instructions to tenderers.

We understand that our tender may be rejected if we propose 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 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, unless the Contracting Authority has given its prior approval in writing. 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 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 Tenderer

Name	Denis Zacon
Signature	
Date	February 17th, 2023





FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7 OF THE TENDER SUBMISSION FORM

February 17, 2023

General Inspectorate for Emergency Situations of the Ministry of Internal Affairs
mun. Chişinău, str. Gh. Asachi 69, MD-2028

Your ref: 1HARD/3.1/31

TENDERER'S DECLARATION

Dear Sir/Madam

In response to your letter of invitation for the above contract we, AO Solutii Comunitare, hereby declare that we:

- are submitting this tender on an individual basis for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member, leader, in a consortium or as an individual candidate);
- agree to abide by the ethics clauses in Section 13 of the Instructions to Tenderers, 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 tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.3.6. of the Practical Guide;
- are not part of a group or network and have only included data in the tender form concerning the resources and experience of our experts;
- will inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
- fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.3.3.1. 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 representing 2% to 10% of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the conditions set in Section 2.3.4. of the Practical Guide;
- are aware that, for the purposes of safeguarding the 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 or to the European Anti-Fraud Office.

We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

Yours faithfully,

Denis Zacon

Executive Director of AO Solutii Comunitare



STATEMENT OF EXCLUSIVITY AND AVAILABILITY²⁷

PUBLICATION REF: 1HARD/3.1/31

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer AO Solutii Comunitare in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:


From	To	Availability
March 01, 2023	December 31, 2023	As required by the tender

I confirm that I do not have a confirmed engagement²⁸ as key expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

Name	Znaceni Ana
Signature	
Date	February 17, 2023

STATEMENT OF EXCLUSIVITY AND AVAILABILITY²⁹

PUBLICATION REF: 1HARD/3.1/31

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer AO Solutii Comunitare in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:


From	To	Availability
March 01, 2023	December 31, 2023	As required by the tender

I confirm that I do not have a confirmed engagement³⁰ as key expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

Name	Lazarev Aliona
Signature	
Date	February 17, 2023

¹ Country in which the legal entity is registered.

² Add/delete additional lines for consortium members as appropriate. **Note** that a subcontractor is not considered to be a consortium member for the purposes of this application form. Subsequently, data on subcontractors must not appear in the data related to the economic, financial and professional capacity. If this application is submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted). Any change in the identity of the Leader and/or any consortium members between the deadline for receipt of applications indicated in the Contract notice and the award of the contract is not permitted without the prior written consent of the Contracting Authority.

³ Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

⁴ If this application is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form. Consolidated data are not requested for financial ratios.

⁵ Last year = last accounting year for which the entity's accounts have been closed.

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- ⁶ Amounts entered in the 'Average' column must be the mathematical average of the amounts entered in the three preceding columns of the same row.
- ⁷ The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.
- ⁸ A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.
- ⁹ A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.
- ¹⁰ If this application is submitted by a consortium, the data in the table above must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form.
- ¹¹ For framework contracts, only specific contracts corresponding to assignments implemented under such framework contracts shall be considered.
- ¹² The effect of inflation will not be taken into account.
- ¹³ If the reference contract is only partially completed, please quote the percentage and value which has been completed.
- ¹⁴ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.
- ¹⁵ The effect of inflation will not be taken into account.
- ¹⁶ If the reference contract is only partially completed, please quote the percentage and value which has been completed.
- ¹⁷ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.
- ¹⁸ The effect of inflation will not be taken into account.
- ¹⁹ If the reference contract is only partially completed, please quote the percentage and value which has been completed.
- ²⁰ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.
- ²¹ The effect of inflation will not be taken into account.
- ²² If the reference contract is only partially completed, please quote the percentage and value which has been completed.
- ²³ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.
- ²⁴ The effect of inflation will not be taken into account.
- ²⁵ If the reference contract is only partially completed, please quote the percentage and value which has been completed.
- ²⁶ When supporting documents are to be issued by contracting authorities after the date of publication of PRAG 2014, please also indicate the function of key experts provided, whether belonging or not to permanent staff, and the number of months each of them worked on the project.

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- ²⁷ To be completed by all key experts.
- ²⁸ The engagement of an expert is confirmed if the expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or if he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.
- ¹⁸ Only the proportion carried out by the legal entity may be used as reference.
- ²⁹ To be completed by all key experts.
- ³⁰ The engagement of an expert is confirmed if the expert is committed to work as a key expert under a signed contract financed by the EU general budget or the EDF or if he/she is a key expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor.
- ¹⁸ Only the proportion carried out by the legal entity may be used as reference.