# ELIGIBILITY DOCUMENTATION FORM

# LIST OF REQUIRED DOCUMENTS

**Eligibility criteria**

|  |  |
| --- | --- |
| **Requirements** | **Documentary evidence** |
| The bidder is registered | The full Registration certificate |
| The bidder company profile | 1-2-page description of company activities on the company letterhead, if possible |
| The bidder company technical team | CVs of key personnel to be involved in the implementation of the activity |
| The bidder has carried out in the course of the past 5 years in fields specified in section 1 above. | A list of projects highlighting Professional Capacity of the bidder company in the sector, accompanied by documentary evidence for at least recent 5 years relevant to the requirements of this tender.  *By documentary evidence, this refers to contracts, references or other documentary evidence issued by a contracting authority. Only documentary evidence found to be relevant for the tender’s thematic fields will be considered.* |

STATEMENT

I, the undersigned hereby, declare that we have in possession all documents listed above. All documents are valid as requested in the table above and hard copies or electronic copies can be distributed as/when needed.

Signed on behalf of the bidder

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

# PART 1 – APPLICATION PACKAGE

# APPLICATION FORM

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

|  |  |
| --- | --- |
|  | **Name of entity making this application** |
| **Organisation:** |  |
| **Identification Code:** |  |
| **Director:** |  |
| **Legal Address:** |  |
| **Tel / Mob Number:** |  |
| **E-mail:** |  |

**2 CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Tel / Mob Number:** |  |
| **E-mail:** |  |

**3 STATEMENT**

I, the undersigned, the authorised signatory of the above bidder, hereby declare that we have examined the tender dossier for the contract referred to above. We hereby accept its provisions in their entirety, without reservation or restriction.

We agree to become one of the parties to the framework contract and to submit an offer whenever requested by Helvetas in accordance with the terms of the tender dossier and the conditions laid down, without reservation or restriction.

We are making this application for this tender in our own right. We confirm that we are not tendering for the same contract in any other form. We understand that our consultants may be excluded if we propose consultants who have been involved in offers from other bidders.

We will inform Helvetas immediately if there is any change in the above circumstances at any stage during the implementation of the contract. We also fully recognise and accept that any inaccurate or incomplete information deliberately provided in this application may result in our exclusion from this and other contracts funded and/or managed by Helvetas and that penalties may be applied as specified in the tender dossier.

We note that the Helvetas is not bound to proceed with this tender and that it reserves the right to award only part of the contract and that it will incur no liability towards us should it do so.

Signed on behalf of the bidder

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

1. **CVs should contain the following information suggested in the template below**

CURRICULUM VITAE

**Proposed role in the project:**

Family name:

First names:

Education:

|  |  |
| --- | --- |
| Institution  (Date from - Date to) | Degree(s) or Diploma(s)/Certificate(s) obtained: |
|  |  |
|  |  |

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Membership of professional bodies:**

**Other skills:** (e.g. Computer literacy, driving license, etc.)

**Key qualifications:** (Relevant to the project)

**Professional experience:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date from - Date to** | **Location** | **Company & reference person[[1]](#footnote-1) where possible (name, email)** | **Position** | **Description** |
|  |  |  |  |  |
|  |  |  |  |  |

Other relevant information (e.g., Project, Publications)

1. **STATEMENT OF EXCLUSIVITY OF THE PROPOSED CONSULTANTS**

STATEMENT OF EXCLUSIVITY AND AVAILABILITY[[2]](#footnote-2)

I, the undersigned, hereby declare that I agree to participate exclusively with the bidder [bidder name] in the tender procedure for the announced services. This includes that I will not be proposed as a replacement consultant 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** |
| Xx xx xxxx | Xx xx xxxx | Part time |

I confirm that I do not have a confirmed engagement as a consultant in 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 a consultant to any other bidder participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, and penalties may be applied.

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

|  |  |
| --- | --- |
| **Name:** |  |
| **Signature:** |  |
| **Date:** |  |

1. [↑](#footnote-ref-1)
2. To be completed and signed by all proposed consultants. [↑](#footnote-ref-2)