



Pre-qualification Notice

EIT Urban Mobility - Mobility for more liveable urban spaces

Partners onboarding service

EIT Urban Mobility

EIT Urban Mobility KIC LE (“Contracting Authority” or “CA”)

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eiturbanmobility.eu

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Abbreviations

AE	Affiliated Entity
DoH	Declaration of Honour
EIT	European Institute of Innovation and Technology
HE	Horizon Europe
LEF	Legal Entity Identification Form
LEAR	Legal Entity Appointed Representative
KIC	Knowledge and Innovation Community
PIC	Personal Identification Code
REA	Research Executive Agency
SME	Small and Medium Enterprise

1. Overview

1.1 The EIT Urban Mobility

EIT Urban Mobility, supported by the European Institute of Innovation and Technology (EIT), acts to accelerate positive change on mobility to make urban spaces more liveable.

EIT Urban Mobility is an initiative of the European Institute of Innovation and Technology (EIT). Since January 2019 we have been working to encourage positive changes in the way people move around cities in order to make them more liveable places. We aim to become the largest European initiative transforming urban mobility. Co-funding of up to € 400 million (2020-2026) from the EIT, a body of the European Union, will help make this happen



*We create systemic solutions that will **move more people around the city more efficiently and free up public space.***



*We bring **all key players in urban mobility together** to avoid fragmentation and achieve more.*



*We **engage cities and citizens** from the word go, giving them the opportunity to become true agents of change.*

The EIT Urban Mobility S.L delivers breakthrough innovations to the market and breeds entrepreneurial talent for economic growth and improved quality of life in Europe. It does this by mobilising a pan-European ecosystem of more than 50 top European corporations, SMEs, start-ups, universities and research institutes constituted into the EIT Urban Mobility Association.

As a Knowledge and Innovation Community (KIC) of the European Institute of Innovation and Technology (EIT), the EIT Urban Mobility S.L is focused on entrepreneurship and is at the forefront of integrating education, research and business by bringing together students, researchers, engineers, business developers and entrepreneurs. This is done in a pan-European network of Co-Location Centers (CLCs), 5 Limited Liability Companies respectively based in Germany, Czech Republic, Denmark, the Netherlands and Spain.

We create systemic solutions that will move more people around the city more efficiently and free up public space.

We bring all key players in urban mobility together to avoid fragmentation and achieve more.

2. Scope of work

2.1. General terms and conditions

- The following documents regulate the terms and conditions under which the selected Tenderer (i.e. Contractor) shall fulfil the specific tasks as a result of the current tender procedure:
 - a) The Pre-Qualification Notice;
 - b) The Request for Proposal for the National Secretary of the EIT Community RIS Hub in North Macedonia (to be shared with pre-qualified Applicants);
 - c) The Contract to be signed with the selected Tenderer.
- The Contracting Authority is responsible for sharing all available, relevant information, existing documents and data on the projects related to which tasks are to be performed by the Contractor based on individual purchase orders, if relevant. The Contracting Authority is responsible for the validity and completeness of all such information.
- The working language for the performance of tasks is English.

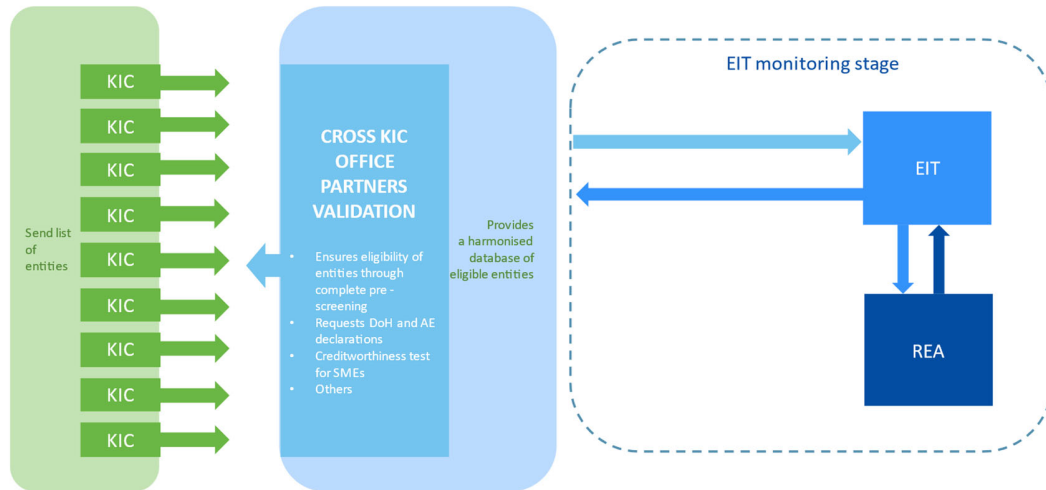
2.2. Specific objectives

EIT Urban Mobility and the other 8 Knowledge and Innovation Communities (KICs)¹, are delivering its innovative solutions together with different actors (e.g. SMEs, universities, research institutions, public entities, local/regional/national authorities, etc.), who receive financial support through subgrants to implement the awarded activities. All KICs will need to ensure that the actors receiving their subgrants are eligible and comply with the minimum requirements set also for beneficiaries of Horizon Europe grants.

According to the new grant management framework, KICs will be responsible for the eligibility check of all entities receiving an EIT subgrant. This major change encouraged all KICs to cooperate in a Cross-Kick initiative supervised by the EIT and with the EIT Urban Mobility KIC as coordinator, in order to provide a unique “partner onboarding service” in charge of the eligibility check of all entity receiving a EIT subgrant.

¹ Namely, EIT Climate-KIC, EIT InnoEnergy, EIT Digital, EIT Food, EIT Health, EIT Raw Materials, EIT Manufacturing and EIT Culture & Creativity.

Partners onboarding shared service: overview of process



The eligibility check of the entities receiving financial support from all 9 KICs will ensure that entities can carry out the tasks part of the subgrant agreement, according to the provisions requested by EIT.

According to this, the “Partner Onboarding Service” should be provided by a single provider or by a consortium able to perform a full eligibility check to all entities receiving an EIT subgrant and ensure the maintenance of an existing IT database, for the storage of the entities supporting document and for the access and exchange of the information among KICs and Partner Onboarding Service, as detailed in the following section.

2.2.1 Detailed scope of work

In accordance to the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012, all recipients of EU funds (‘participants’) must be validated and that they have sufficient financial and operational capacity to carry out the action.

The selected provider is expected to arrange meetings with EIT UM, EIT and the KICs to know their needs and afterwards will prepare a proposal of a sound management process, tasks and ancillary documents. This proposal shall include a detailed list of checks following the needs of the KICs.

2.2.2 Work Packages

i. Definition of validation methodology

The provider should define a methodology for the entity validation in alignment with the EU funds participation rules, ensuring also, when requested, a sound evaluation of the financial and operational capacity of entities in carrying out the actions linked to the grand assignation.

The basis of the validation methodology lay on the Rules for Legal Entity Validation, LEAR Appointment and Financial Capacity Assessment document - https://ec.europa.eu/info/funding-tenders/opportunities/docs/2021-2027/common/guidance/rules-lev-lear-fca_en.pdf as follows:

1. Legal Entity Validation to verify the existence of the participant as legal entity and that participant's legal data is correct (legal form, address, etc.) and verify eventually special I legal statuses that are used in EU funding programmes. To be requested to all entities with a declared PIC.
2. LEAR appointment to verify the documents providing the empowerment of the legal representative. To be requested to all entities with a declared PIC.
3. Financial assessment to verify if the participants have sufficient financial capacity to implement their project/tender. To be requested only to lead coordinators with a budget over 500,000 EUR.

Considering this general framework, the provider should deliver a process and methodology to:

- a) Collect and verify truthfulness and consistency among requested documents
- b) Analyse the financial documents according to a set of financial indicators based on the financial capacity self-check proposed by the Funding & Tender Portal Opportunities - Online Manual - [Financial capacity assessment - Online Manual - Funding Tenders Opportunities \(europa.eu\)](#)

ii. WP 1 Partners Onboarding service

The "Partners Onboarding Service" is expected to perform specific checks on lists of entities provided by the KICs, based on a pre-defined due diligence checklist per type of entity. The type of checks can be requested also according to the need of a KIC (e.g., for a public authority requesting a grant for less than 60,000 EUR, a KIC can request the minimum check, while another KIC can request the regular non business if the entity is requesting over 60,000 EUR subgrant from that KIC).

The different types of checks are summarised in the table below.

		Minimum	Regular non-business	Regular business
Checks for PIC status	Declared	<ul style="list-style-type: none"> ▪ Legal entity identification (LEF) form without supported documents ▪ LEAR Form 	<ul style="list-style-type: none"> ▪ Legal entity identification (LEF) form with supported documents ▪ LEAR Form ▪ Official VAT document + registration doc. 	<ul style="list-style-type: none"> ▪ Legal entity identification (LEF) form with supported documents ▪ LEAR Form ▪ Official VAT document + registration doc.

	Checks for PIC status Validated	<ul style="list-style-type: none"> ▪ Optional declarations (Affiliated Entities) 	<ul style="list-style-type: none"> ▪ <i>Financial capacity assessment documents*</i> ▪ Declaration of Honour ▪ Optional declarations (Affiliated Entities) 	<ul style="list-style-type: none"> ▪ <i>Financial capacity assessment documents*</i> ▪ Declaration of Honour ▪ Optional declarations (Affiliated Entities) ▪ Creditworthiness of private entities
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* This check will be performed only in a limited number of cases (i.e. according to HE rules, for lead coordinators with a budget over 500,000 EUR)

Entities will be recognised by their 9-digit Participant Identification Code (PIC) generated by the [Participant Register](#).

The first step of the eligibility check is to ensure if the PIC is only declared or validated, through the Participant Register [Search page](#). In case of declared PICs, all checks outlined above need to be undertaken. In case the PIC is validated, only the checks listed in the light blue field should be undertaken.

To perform this task, the service should collect documentary evidence in the different languages of the (EU and non-EU) countries involved. Due to the peculiarity of the information and the cross-check involved, a legal background is expected by the service provider.

Templates for forms and declarations are provided by EIT Urban Mobility together with a process management handbook that outlines the overall process and the steps to be taken to perform the tasks. The indicative process and timelines will be defined together with all KICs.

The main aim of the service is to onboard the entities as part of the KICs community, by requesting and validating the provided documentation.

Once an entity has been “onboarded”, the information is saved in a database, accessible to all KICs through credentials. The same entity won’t be onboarded again throughout the 2023-2025 period.

Summarising, the following types of checks can be performed:

1. **Minimum check:**
 - a. Legal entity identification (LEF) form without supported documents, LEAR Form, Affiliated Entity declaration, if applicable, official VAT document (with registration doc.)
2. **Entities with PIC already validated:**
 - a. Declaration of Honour
 - b. Optional declarations:
 - i. i.e. Affiliated Entities
 - ii. Financial assessment documents (only in very limited cases)
 - iii. Creditworthiness of private entities (if applicable)
3. **Entities with only a declared PIC:**
 - a. Legal entity identification (LEF) form with supported documents, LEAR Form, Affiliated Entity declaration, if applicable, official VAT document (with registration doc.)
 - b. Declaration of Honour
 - c. Optional declarations

- i. Financial assessment documents (only in limited cases)
- ii. Creditworthiness of private entities (if applicable)

The “checks” should consist of:

- A. **Checks related to the PIC validation and financial assessment:** trustfulness of the information, completeness and correctness of the data (in all documents), legal personality, reliability of the financial information by spotting e.g. challenging situations, possible overexposure, qualification for EIT funding, etc.
- B. **Checks related to the declarations:** consistency and correctness of the information.
- C. **Creditworthiness:** checks can be performed through the subscription to dedicated services that inform of the credit scoring of the participant according to first rate Scoring agency (Dun & Bradstreet, Axesor, etc.). Such results should be included in the database.

The signature of the documents should be requested digitally through the IT database, to be specifically developed for the task.

Overall, all KICs might be requesting the validation of around 800/600 entities per year. Averagely, less than 95% of the entities are from an EU Member State, of which half comes from countries representing the most spoken EU languages. Since peaks of requests might arrive on certain months only (e.g., autumn), the Onboarding Service shall ensure that deadlines and timing are always respected.

A yearly audit on the alignment to the process will be carried out by an external audit company, coordinated by EIT Urban Mobility and all other KICs.

Furthermore, the service provider will need to create a visual info package on the partners onboarding to be used by all KICs for information purposes. The service provider should also be available to attend (mainly virtual) meetings with partners to explain the onboarding process.

Due to the potential legal and financial consequences linked to the result of the validation, the service provider shall agree and include in the relevant contract the obligation to indemnify the KICs and their directors, officers and employees harmless against any and all damages, reductions, claims, losses, penalties, fines, legal fees and related costs, and any other costs, fees, amounts or fees stemming from the failure of the service provider to perform its duties and services in compliance with the terms of the agreement to be signed with KIC LE,. Accordingly, the service provider shall take out an insurance to cover its potential liabilities.

2.2.3 IT Requirement

The provider should support the service by using an existing Sharepoint application (front-end and back-end), which will need to be further adjusted to the purpose of the service. The Sharepoint tool and its further improvements and/or revisions belong to EIT.

The provider must provide the Sharepoint application’s hosting and ensure that the corresponding policies and best practises are applied. GDPR compliance will be required. Additionally, the service provider is expected to define the different user profiles and manage the corresponding access rights to the platform’s

content. Managing the access rights, according to the requirements from the EIT or the coordinating KIC, the service provided must guarantee data confidentiality.

The service provider is expected to provide guarantee of data security. At least a 2-level redundancy will be required to ensure business continuity.

Since the tool to manage the service was built in Microsoft's Sharepoint, and some upgrades will be required before the service is available, technical knowledge and capacity about the mentioned technology is required. Appendix 1 provides some screenshots of the currently used IT database.

The tool upgrades will be detailed in the formal contract, however no major modifications in the short-term will be expected. For illustrative purposes, the following modifications may be required:

- Aesthetic modifications in the front-end
- Review of the import and export functions
- New user administration panel
- Other functional upgrades (such as direct access to a central database of supporting documents provided by the partners associated to the partner PIC, quick view of documents and tick box for provided documents in the export file)

Finally, the KICs community is deploying or will deploy common IT systems built around a cloud ERP system. The service provider may be required to support a potential transformation and/or migration of the tool into a new environment.

2.2.4 Methodology of work

Once the contract is awarded, EIT Urban Mobility will organise a meeting with the service provider, the KICs and EIT within one week from the signature of the contract to explain the rationale of the work, the legal requirements, the tasks, deadlines.

Within two weeks from the meeting, the service provider should draft a final methodology to be submitted to EIT UM and presented in an online meeting with the other KICs. The methodology should contain the following elements:

- Details of checks to be performed included in the defined processes (checklist per type)
- Parameters to be used for financial checks
- Checklist and parameters of creditworthiness checks

Furthermore, the service provider should outline the handover process to be performed before the end of the contract.

The methodology needs to be approved by all KICs before the tasks kick off.

EIT Urban Mobility and EIT will provide a training to the service provider on the types of checks and on the use of the IT database.

The validation process will consist of:

- Elaborating the information per entity to be included in the related documents (i.e. which documents to be requested), with the support of the automated functions of the IT database:
 - Generation of filled-in templates according to the type of check to be performed
 - Creation of e-signatures for some documents
- Emailing the request to the entity and requesting the complete feedback within a specific timeframe
- Once the documents have been submitted by the entity, the check will focus on the completeness and trustfulness of the information, correctness of the data (in all documents), legal personality, reliability of the financial information by spotting e.g. challenging situations, possible overexposure, qualification for EIT funding, etc.
- When the documents have been considered accepted/ compliant, the IT database will have to be updated accordingly.
- In case of missing or incorrect data/documents or insufficient information, a further request of completion will be sent to the entity
- Request a basic financial assessment for each business entity from a credit scoring agency (such as Dun & Bradstreet, etc.) enter the specific information in the database and send the relevant documentation to the corresponding KIC.

One month from the signature of the contract, the IT database should be updated and fully functional and ready to be used. This will be supported by a guidance for using the database according to all needed functions. The service provider will then grant maximum 5 credentials per KIC. Constant maintenance and developments will be performed throughout the duration of the contract, according to the needed requirements (e.g. inclusion of an e-signature, automatic emailing, etc.). The IT database will remain property of the EIT.

The service provider should provide a short training for the use of the IT database with the guidance document and a self-explanatory presentation. In case of changes in the functions, the guidance and presentation should be modified accordingly. A team member from the service provider should be assigned as SPOC for this service.

KICs will access the information visualised in the IT database and updated by the service providers stemming from the checks.

A lesson learned activity will be carried out by the service providers after the first year of implementation and it will be shared with EIT Urban Mobility, who will ultimately decide the possible related modifications.

Short video and a short visually attractive presentation on the partners onboarding will be prepared by the service provider on month 5. In case of changes in rules, such video and presentation should be modified accordingly.

A team member from the service provider should be always available to attend (mainly virtual) meetings, if requested by any KIC.

2.3. Location, timing, planning and reporting

2.3.1 Start date & period of implementation

The intended start date is 28th February 2023 and is expected to last, at the latest, until 31st of December 2025.

Please note, that EIT Urban Mobility shall not sign the contract until its 2023 budget is confirmed by EIT and the pre-finance timeline is assured (end January, beginning of February 2023). If the budget isn't confirmed, the Contracting Authority has the right to declare the procedure unsuccessful.

2.3.2 Location

This project doesn't have a specific office location during the implementation – the provider should mainly work from any base of operation. We intend to work under a virtual environment as an organisation. Video conferences and telephone conferences are preferred options for team meetings.

On a needed basis, the provider can be called for specific assignments either to EIT Urban Mobility or its Innovation Hubs or to its partners or any other project site designated by EIT Urban Mobility. All costs borne for such travels shall be subject to reimbursement detailed later by EIT Urban Mobility if justified.

3. Pre-qualification procedure

The pre-qualification is the first phase of the two-stage procedure of selecting winning Tenderer to implement the organisation and exploitation of the partners onboarding services.

During the pre-qualification procedure the EIT Urban Mobility will, based upon the presented technical/professional experience, establish a list of potential Tenderers. During the second phase the EIT Urban Mobility will invite pre-qualified Tenderers to submit a detailed bid. During pre-qualification, candidates are not allowed to submit a bid.¹

Please note that alliance of pre-qualified Applicants to submit joint tender will be only allowed in the second phase, when both applicants have been selected in the pre-qualification stage.

3.1. Participation

Participation is open to all interested participants. Applicants may not form alliance to jointly submit Applications.

All Applicants must sign a Letter of Interest in the form provided by the EIT Urban Mobility, attached as Annex 1 the present Notice.

	DATE
Publishing the PQN	20 December, 2022
Deadline for requesting clarification from the EIT Urban Mobility	30 December, 2022
Last date for the EIT Urban Mobility to issue clarification indicative	4 January, 2023
Deadline for submitting Letter of Interest	15 January, 2023
Intended date of notification of pre-qualification	19 January, 2023
Establishing pre-qualification list and sending of Request for Proposals to pre-qualified Applicants	19 January, 2023

3.2. Submission of Application

Applications must be emailed by 15th January 2023, 16:00 PM CET, to the following address:

Contact name: For the attention of **Mrs Alessandra Pala (Head of PMO)** at EIT URBAN MOBILITY

E-mail: procurement@eiturbanmobility.eu

The Contracting Authority notes that Applications will be deemed timely received or submitted by the Contracting Authority, if they are received by the Contracting Authority within the submission deadline. All risks associated with delays will be borne by the Applicants only.

All times specified in hours in any procedural document are to be understood as Spanish local time.

The Contracting Authority will consider Applications submitted after the submission deadline as invalid.

The representative of the Contracting Authority will make records of the opening of the Applications, which will be sent to all Applicants within 3 days from the opening of Applications.

3.3. Requirements as to form and content

The Application shall include:

- A signed Letter of Interest (Annex 1), including the list of relevant experience. The list of references shall contain at least the following information: Contracting entity; Project/ programme title; Contract start date; Contract end date; the subject-matter of the contract.
- The Applicant must submit its application via email in proper (legibly) scanned and non-editable PDF, which is accessible without entering a password. Application may not be submitted by joint Applicants

3.4. Participation

The Applicant may seek to receive additional information about the provisions of the documentation before the submission deadline from the Contracting Authority, who will provide the requested information at least one day before the submission deadline.

The Applicant is asked to send its request for additional information electronically to the following

Contact name: For the attention of **Mrs Alessandra Pala (Head of PMO)** at EIT URBAN MOBILITY

E-mail: procurement@eiturbanmobility.eu

The Contracting Authority is not obliged to answer questions in case it makes a decision not to do so.

With a view to ensuring a rapid response to the questions received, the Contracting Authority asks the Applicants to send their questions in an editable MS Word format.

3.5. Exclusion criteria

The Candidates will be excluded from participation in the current procedure, if:

- a) it is bankrupt, subject to insolvency or winding-up procedures, where its assets are being administered by a liquidator or by a court, where it is in an arrangement with creditors, where its business activities are suspended, or where it is in any analogous situation arising from a similar procedure provided for under national laws or regulations;
- b) it has been established by a final judgment or a final administrative decision that the Candidate is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;
- c) it has been established by a final judgment or a final administrative decision that the Candidate is guilty of grave professional misconduct by having violated applicable laws or regulations or

ethical standards of the profession to which the Candidate belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes a wrongful intent or gross negligence, including, in particular, any of the following:

- i. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of selection criteria or in the performance of a contract;
 - ii. entering into agreement with other Candidate with the aim of distorting competition;
 - iii. violating intellectual property rights;
 - iv. attempting to influence the decision-making process of the contracting authority during the procurement procedure;
 - v. attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- d) it has been established by a final judgment that the Candidate is guilty of fraud, corruption or money laundering.
- e) Candidates that are currently contributing to an action of EIT under the current Business Plan, cannot submit their pre-qualification due AMGA art. 6.2.B.

3.6. Pre-qualification selection criteria

The pre-qualification will be based on the professional experience of the Applicant. The following selection criteria will apply:

Special eligibility criteria

Applicants should demonstrate 3 years of proven experience in validating recipients of EU funds in accordance to the Regulation (EU, Euratom) 2018/1046 of the European Parliament and of the Council of 18 July 2018 on the financial rules applicable to the general budget of the Union, amending Regulations (EU) No 1296/2013, (EU) No 1301/2013, (EU) No 1303/2013, (EU) No 1304/2013, (EU) No 1309/2013, (EU) No 1316/2013, (EU) No 223/2014, (EU) No 283/2014, and Decision No 541/2014/EU and repealing Regulation (EU, Euratom) No 966/2012.

Applicants are allowed to refer to contracts completed within the reference period of the last 8 years even if started earlier.

Letters of interest must contain all relevant data allowing the Contracting Authority to fully assess the compliance of the Applicant, otherwise the listed experience will not be considered.

3.7. Cancellation of the pre-qualification procedure

In the event of cancellation of the pre-qualification procedure, the Contracting Authority will notify Applicants on the cancellation. In no event shall Contracting Authority be liable for any damages in any way connected with the cancellation of the procedure.

3.8. Appeals/Complains

Applicants believing that they have been harmed by an error or irregularity during the evaluation process of the applications may file a complaint. Appeals should be addressed to the Contracting Authority. The Applicants have 3 days to file their complaints from the receipt of the letter of the notification of selection.

3.9. Ethics clauses/Corruptive practices

The Contracting Authority reserves the right to suspend or cancel the procedure, where the selection procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the Contracting Authority may refrain from concluding the Contract.

The Applicant shall take all measures to prevent any situation where the impartial and objective implementation of the contract is compromised for reasons involving economic interest, political or national affinity, family or emotional ties or any other shared interest ('conflict of interests'). He should inform the Contracting Authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks.

Annexes

1. Letter of Interest form

PRE-QUALIFICATION APPLICATION FOR “PARTNERS ONBOARDING SERVICE”

In response to the Pre-qualification Notice published on EIT Urban Mobility website for appointing a single provider for the partners onboarding services, I _____ (hereby referred to as Applicant) would like to express my interest to undertake the activities as mentioned in the notification. As instructed, I have enclosed all the necessary documents for your information and records.

Application submitted by

Name of Applicant / Legal entity	
Official address	
Tax registration number	

Contact person

Name	
Address	
Telephone	
e-mail	

EXPERIENCE

Please present the relevant experience on services provided similar to the ones described in section 2.2 in between the last 8 years. Please specify the exact references, upon which further information may be requested by the Contracting Authority (contracting entity; project/ programme title; contract start date; contract end date; the subject-matter of the contract).

Listed experience linking the evidence document in accordance with special eligibility criteria

Description	Listed Evidence
	<ul style="list-style-type: none">•••

Signed on behalf of the Applicant

Name	
Signature	
Date	