

Form 1

Expression of Interest (EOI) Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your call for Expression of Interest (EOI) dated [Insert Date] and our EOI. We are hereby submitting our EOI, which includes the documents and information listed in your call of EOI.

We are submitting our EOI in association with: [Insert a list with full name and address of each associated Consultant and show the relationship]

We hereby declare that all the information and statements made in this EOI are true and accept that any misinterpretation contained in it may lead to our disqualification.

We, including any sub-consultants for any part of the contract subject to this EOI do not have any conflict of interest in accordance with the EIB Guide to Procurement;

We are familiar of the requirements of the Covenant of Integrity.
We are not a government owned entity;

We or any of our subsidiary companies are not responding to this invitation either individually or part of another Joint Venture;

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

Form 2**STRUCTURE OF
APPLICANT'S EMPLOYEES**

No.	Profession	Number of persons
1	2	3

**LIST OF TECHNICAL STAFF THAT THE APPLICANT INTENDS TO
APPOINT FOR THE CONTRACT PERFORMANCE**

No.	Name	Post to be held
1.	2.	4.

LIST OF BACK-UP STAFF

No.	Name	Post to be held
1.	2.	4.

Form 3**Details of Applicant**

Applicant and Joint Venture members must complete the information requested on the following form:

Applicant's legal name or Proposed name of JV:
Legal Names of all Joint Venture Members, if applicable: 1 2 3 4
Applicant's Actual or Intended country of constitution:
Applicant's Actual or Intended year of constitution:
Applicant's Legal Address in country of constitution:
Applicant's authorized representative information: Name: Address: Telephone/Fax numbers: E-mail address:

Financial Information	2014	2015	2016
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenue			
Total Consultancy Revenue			
Profits before Tax			

***Companies financial statement should be confirmed by Certified Auditor**

Details of Joint venture or Subcontractor

The following form must be completed by each Joint Venture member and subconsultants with more than 10% of the estimated contract value.

Joint Venture Member or Sub-consultant(partner)'s legal name:
Contractual Relationship <i>(cross out inapplicable):</i> <ol style="list-style-type: none"> 1. Lead Contractor 2. Member of Joint Venture 3. Sub-consultant <p>Each member of the proposed Joint Venture must provide a letter of intent to create a Joint Venture which also designates the lead contractor and the authorized representative. A model letter of intent is provided hereafter.</p>
Joint Venture Member or Subcontractor's country of constitution:
Joint Venture Member or Subcontractor's year of constitution:
Joint Venture Member or Subcontractor's Legal Address in country of constitution:
Joint Venture Member or Subcontractor's authorized representative information: Name: Address: Telephone/Fax numbers: E-mail address:

Financial Details

Financial Information	2014	2015	2016
Total Assets			
Total Liabilities			
Net Worth			
Current Assets			
Current Liabilities			
Total Revenue			
Total Consultancy Revenue			
Profits before Tax			

Model Letter of Intent to Create a Joint Venture
(to be prepared by all members of the Joint Venture)

Date: _____

Invitation No.: _____

Title of Contract: _____

To: _____ (Contracting Authority)

_____ (Address)

_____ Name of Enterprise intends to enter into a Joint Venture Agreement to tender for the referenced contract. The Joint Venture shall be known as _____ Joint Venture Name. The members of the Joint Venture are:

1. _____
2. _____
3. _____

All members of the Joint Venture agree that _____ Name of Lead Contractor shall be the lead contractor for the purpose of this tender. All members of Joint Venture are jointly and severally liable. The authorized representative of the Joint Venture shall be:

Name: _____

Company: _____

Position: _____

Address: _____

Telephone/Fax numbers: _____

E-mail address: _____

Signed _____

Name _____

In the Capacity of _____

Duly authorized to sign the application for and on behalf of:

Legal Name of Applicant or Proposed Joint Venture:

Registered Address:

Dated on _____ day of _____, _____.

Form 4**FIRM'S REFERENCES****Relevant Services
That Best Illustrate Qualifications**

Using the format below, provide information on each reference assignment for which your firm/entity, either individually as a corporate entity or as one of the major companies within an association, was legally contracted.

Assignment Name:		Country:
Location within Country:		Professional Staff Provided by Your Firm/entity(profiles):
Name of Client:		Nº of Staff:
Address:		Nº of Staff-Months; duration of assignment:
Start Date (Month/Year):	Completion Date (Month/Year):	Approx. Value of Services (in Current EUR):
Name of Associated Consultants, if any:		Nº of Months of Professional Staff Provided by Associated Consultants:
Name of Senior Staff (Project Director/Coordinator, Team Leader) involved and functions performed:		
Narrative Description of Project:		
Description of Actual Services Provided by Your Staff:		

Firm's Name: _