

Self-declaration

Part I: Details of the procurement procedure and the contracting authority

DETAILS OF THE PROCUREMENT PROCEDURE

Procurer	Response:
Name:	Deutsches Evaluierungsinstitut der Entwicklungszusammenarbeit (DEval) gGmbH
Object of procurement	Response:
Title or brief description of the procurement:	
Contracting authority's reference number:	

Part II: Details of the economic operator

A: DETAILS OF THE ECONOMIC OPERATOR

Details regarding identity	Response:
Name:	
Postal address:	
Contact person(s):	
Phone:	
Email:	
Internet address:	
General details	Response:
Is the economic operator a micro enterprise, a small enterprise or a medium-sized enterprise ¹ ?	<input type="checkbox"/> Yes <input type="checkbox"/> No

¹ See Commission Recommendation of 6 May 2003 concerning the definition of micro, small and medium-sized enterprises (Official Journal L 124, 20 May 2003, page 36). This information is required for statistical purposes only.

Micro enterprises: Enterprises which employ **fewer than 10 people** and whose annual turnover and/or annual balance sheet total **do not exceed EUR 2 million**.

Small enterprises: Enterprises which employ **fewer than 50 people** and whose annual turnover and/or annual balance sheet total **do not exceed EUR 10 million**.

Form of participation	Response:
Is the economic operator participating in the procurement procedure together with others? ²	<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If yes, please ensure that the other parties involved present a separate self-declaration.</i>	
If yes: a) Please specify which function (leadership, responsible for certain tasks, ...) the economic operator performs in the group:	
b) Please specify which other economic operators are participating in the procurement procedure together with the economic operator:	
c) Where appropriate, name the participating group:	

B: DETAILS OF REPRESENTATIVES OF THE ECONOMIC OPERATOR

Name(s) and address(es) of the individual(s) who is (are) authorised to represent the economic operator in this procurement procedure (where applicable):

Representation (where applicable)	Response:
Full name:	
Position/acting in his/her capacity as:	
Postal address:	
Phone:	
Email:	
If necessary, please provide detailed information regarding the representation (form, scope, purpose, etc.):	

Medium-sized enterprises: Enterprises which are neither micro enterprises nor small enterprises, which employ fewer than 250 people and which have an annual turnover not exceeding EUR 50 million, and/or an annual balance sheet total not exceeding EUR 43 million.

²

In particular as part of a group, a consortium, a joint undertaking or similar

C: DETAILS REGARDING RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

Reliance	Response:
Does the economic operator rely on the capacities of other entities in order to fulfil the selection criteria as per Part IV?	<input type="checkbox"/> Yes <input type="checkbox"/> No

*If yes, please present a separate self-declaration **for each** of the entities concerned, correctly completed and signed by the respective entities and containing the information required as per **Sections A and B of this part and as per Part III**.*

Please note that this also applies to technicians or technical bodies that do not directly belong to the economic operator's undertaking, especially those responsible for quality control and, in the case of public works contracts, those upon whom the contractor can call in order to carry out the work.

For each entity concerned, provide the information as per Part IV insofar as it is relevant for the specific capacities that the economic operator draws on.

Part III: Exclusion grounds

A: GROUNDS CONNECTED TO A CRIMINAL CONVICTION

I/we hereby declare that the exclusion grounds specified in Article 57 (1) of Directive 2014/24/EU and listed below do not apply to my/our undertaking:

1. *Participation in a **criminal organisation**³*
2. ***Corruption**⁴*
3. ***Fraud**⁵*
4. ***Terrorist offences or offences linked to terrorist activities**⁶*

5. ***Money laundering or terrorist financing**⁷*

³ As defined in Article 2 of Council Framework Decision 2008/841/JHA of 24 October 2008 on the fight against organised crime (Official Journal L 300, 11 November 2008, page 42).

⁴ As defined in Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union (Official Journal C 195, 25 June 1997, page 1), and Article 2 (1) of Council Framework Decision 2003/568/JHA of 22 July 2003 on combating corruption in the private sector (Official Journal L 192, 31 July 2003, page 54). This ground for exclusion also includes corruption as defined by the national legal regulations applicable to the contracting authority (contracting entity) or the economic operator.

⁵ As defined in Article 1 of the Convention on the protection of the European Communities' financial interests (Official Journal C 316, 27 November 1995, page 48).

⁶ As defined in Article 1 or Article 3 of the Council Framework Decision of 13 June 2002 on combating terrorism (Official Journal L 164, 22 June 2002, page 3). According to Article 4 of the Decision, this ground for exclusion also includes inciting an offence, aiding or abetting an offence and attempting to commit an offence.

⁷ As defined in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of 26 October 2005 on the prevention of the use of the financial system for the purpose of money laundering and terrorist financing (Official Journal L 309, 25 November 2005, page 15).

6. Child labour and other forms of trafficking in human beings⁸

Place, date

Signature

The following section must be completed only if there are any of the above exclusion grounds:

Grounds connected to criminal convictions in accordance with national regulations for the implementation of Article 57 (1) of the Directive	Response:
The economic operator itself or a person who belongs to its administrative, management or supervisory body or has powers of representation, decision or control therein has been convicted by final judgment on one of the above grounds, whereby the conviction took place no more than five years ago or an exclusion period defined directly in the judgment has not yet passed.	<i>If the relevant documents can be accessed electronically, please provide the following details: Web address, certification body, precise specification of the documents:</i>
Please provide the following details: a) Date of conviction, type of offence in accordance with Points 1 to 6, ground(s) for the conviction	Date: Type of offence: Ground(s):
b) Convicted person	
c) If defined directly in the judgment:	Duration of the exclusion period: Offence(s): <i>If the relevant documents can be accessed electronically, please provide the following details: Web address, certification body, precise specification of the documents:</i>
Measures that the economic operator has taken to demonstrate its reliability despite the	

⁸ As defined in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council of 5 April 2011 on preventing and combating trafficking in human beings and protecting its victims, and replacing Council Framework Decision 2002/629/JHA (Official Journal L 101, 15 April 2011, page 1).

existence of a relevant ground for exclusion ⁹ ("voluntary remediation")?	
---	--

B: GROUNDS CONNECTED TO THE PAYMENT OF TAXES OR SOCIAL SECURITY CONTRIBUTIONS

I/we hereby declare that I/we have met my/our **obligations to pay taxes and duties and contributions to the statutory social insurance** both in the state in which the contracting authority is established and in the contracting authority's member state (if different) and authorise the contracting authority to obtain information via the report files independently of specific individuals or will present these files at the request of the contracting authority.

Place, date

Signature

⁹ In accordance with national regulations for the implementation of Article 57 (6) of Directive 2014/24/EU.

The following section must be completed only if there are any of the above exclusion grounds:

Payment of taxes or social security contributions	Response:	
Please provide the following details:	Taxes and duties	Social security contributions
a) Country or member state affected		
b) What is the amount in question?		
c) How was the violation of obligations established?		
1) By means of a court or administrative authority decision :		
– Is this decision final and binding?		
– Please specify the date of the conviction or decision.		
– In the case of a conviction: If defined <u>directly</u> in it , duration of the exclusion period:		
2) In some other way (please specify):		
<i>If the relevant documents regarding the payment of taxes and duties can be accessed electronically, please provide the following details:</i>	<i>Web address, certification body, precise specification of the documents</i>	

C: GROUNDS CONNECTED TO INSOLVENCY, CONFLICTS OF INTEREST OR PROFESSIONAL MISCONDUCT¹⁰

I/we hereby declare that

1. I/we have not violated any obligations in the fields of environmental, social and labour law.
2. My/our undertaking is not bankrupt and is not the subject of insolvency or winding-up proceedings.
3. My/our undertaking is not in an arrangement with creditors or subject to internationally comparable proceedings.
4. My/our assets are not being administered by a liquidator or by a court.
5. My/our business activities have not been suspended.
6. I/we have not become guilty of grave professional misconduct.
7. I/we not entered into agreements with other economic operators aimed at distorting competition.
8. I/we do not believe participating in the procurement procedure to involve any conflict of interests.
9. I/we or an undertaking connected to me/us have/has not advised the contracting authority or otherwise been involved in the preparation of the procurement procedure.
10. I/we have not become guilty of any serious misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria and have not withheld such information.
11. I/we will be able to present the additional documents demanded by a contracting authority or contracting entity without delay.
12. I/we have not undertaken to unduly influence the decision-making process of the contracting authority, to obtain confidential information that may confer upon me/us undue advantages in the procurement procedure or to negligently provide misleading information that may have a material influence on decisions concerning exclusion, selection or award.

Place, date

Signature

¹⁰ See Article 57 (4) of Directive 2014/24/EU.

The following section must be completed only if there are any of the above exclusion grounds:

Please note that, for the purposes of this procurement, some of the following exclusion grounds may have been defined in more detail in national law, in the relevant contract notice or in the procurement documents. For example, the concept of “grave professional misconduct” may cover different types of conduct in accordance with national law.

Information regarding grounds connected to insolvency, conflicts of interest or professional misconduct (numbering corresponds to points on page 7)	Response:
Regarding point 1) In the event that the economic operator violates any of its obligations in the fields of environmental, social and labour law ¹¹ : Has the economic operator taken measures to demonstrate its reliability despite the existence of this ground for exclusion (“voluntary remediation”)?	<input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please describe the measures:
Regarding point 5) In the event that business activities have been suspended: Please explain why the economic operator is nevertheless in a position to fulfil the contract under these circumstances, taking account of the applicable national provisions and measures regarding the continuation of business activities ¹² .	
<i>Regarding point 5) If the relevant documents can be accessed electronically, please provide the following details:</i>	<i>Web address, certification body, precise specification of the documents:</i>
Regarding point 6) In the event that the economic operator has become guilty of grave professional misconduct ¹³ :	Has the economic operator taken “voluntary remediation” measures? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes , please describe the measures:

¹¹ *In accordance with the provisions applicable for this procurement in national law, in the relevant contract notice, in the procurement documents or in Article 18 (2) of Directive 2014/24/EU.*

¹² It is **not** necessary to specify this if the exclusion of economic operators is **mandatory** according to applicable national law in one of the cases specified under points a to f, **without** there being the **possibility of an exception** for the case that the economic operator is nevertheless in a position to fulfil the contract.

¹³ *Where appropriate, refer to the definitions in national law, in the relevant contract notice or in the procurement documents.*

Regarding point 7) In the event that the economic operator has entered into agreements with other economic operators aimed at distorting competition	<p>Has the economic operator taken “voluntary remediation” measures?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe the measures:</p>
Regarding point 8) In the event that the economic operator believes participating in the procurement procedure to involve a conflict of interests ¹⁴ :	Please describe in more detail:
Regarding point 9) In the event that the economic operator or an undertaking connected to the economic operator has advised the contracting authority or otherwise been involved in the preparation of the procurement procedure:	Please describe in more detail:
In the event that a contract concluded between the economic operator and a contracting authority or contracting entity in the past with regard to awarding a public contract or concession was terminated prematurely or a corresponding previous contract gave rise to damages or other comparable sanctions:	<p>Please describe in more detail:</p> <p>Has the economic operator taken “voluntary remediation” measures?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, please describe the measures:</p>

¹⁴

As defined in national law, the relevant contract notice or the procurement documents.

Part IV: Selection criteria

Declaration of the economic operator with regard to the selection criteria

(Sections A to B of this part)

A: ECONOMIC AND FINANCIAL STANDING

I/we hereby declare that I/we have **taken out professional indemnity insurance**. I will provide evidence of this at the request of the contracting authority.

Assuming no such professional indemnity insurance is in place when we submit the tender, I/we hereby declare that I/we will **take out professional indemnity insurance in the event that I/we are awarded the contract.**

Place, date

Signature

Economic and financial standing	Response:
<p>The economic operator has taken out professional indemnity insurance for the following amount:</p> <p><i>If this information can be accessed electronically, please provide the following details:</i></p>	<p>Currency</p> <p><i>Web address, certification body, precise specification of the documents:</i></p>

B: TECHNICAL AND PROFESSIONAL ABILITY

Technical and professional ability	Response:
<p>1) Only in the case of public supply and service contracts:</p> <ul style="list-style-type: none"> • 	<div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div> <div> <input type="checkbox"/> Yes <input type="checkbox"/> No </div>

2) The economic operator intends to award the following part (percentage) of the contract as a subcontract under certain circumstances ¹⁵ :	
--	--

Part VI: Final declarations

The undersigned formally declare that the information they have provided in Parts II to IV is precise and correct and that they are aware of the consequences of serious misrepresentation.

The undersigned formally declare that they are in a position to present the certificates and other specified documentary evidence without delay when requested to do so, unless

a) the contracting authority has the possibility of accessing the additional documents concerned directly via a free-of-charge national database in a member state¹⁶, or

b) the contracting authority is already in possession of the documents concerned.

The undersigned formally agree to the contracting authority obtaining access upon request to the documents that provide evidence of the information that the undersigned have given in this self-declaration for the purposes of this procurement procedure.

Place, date

Signature

¹⁵ **If** the economic operator has decided to subcontract part of the contract **and** draws on the capacities of the subcontractor for the implementation of this part, please complete a separate self-declaration for the subcontractor concerned (see Part II Section C).

¹⁶ Provided that the economic operator has supplied the necessary details (Web address, certification body, precise specification of the documents) to enable the contracting authority to do this. Access permission must be issued for this where necessary.