

Annex III: Table with detailed information on the costs

The following table shall be used in the tender to give detailed information on the costs regarding the work of the ring test organizer.

If you apply to several projects¹, **please fill a table per project**:

Project N° _____

Person day, Analysis rates, etc	Cost
TOTAL COST :	

Project N° _____

Person day, Analysis rates, etc	Cost
TOTAL COST :	

¹ Projects 1 to 5 are listed and detailed in Annex I, Article 3 “Overview of projects for which this call is launched”

**Annex IV: Application to a Call for Tender / Consultation process
in compliance with SMP Single Market Programme Regulation
(and its financing decision) & MGA (Mono or Multi
beneficiary(ies) Grant Agreement)**

A- Contact details of the Expert

Name: Position: Phone: Email address: Personal website (if any):
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B- Information about the organisation/s the expert is working (name, website, contact person, phone, email)

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C- Curriculum Vitae (maximum 4 A4 pages) - can also be enclosed separately

D- Please specify the position you are applying for:

If you apply to several positions, please note that your application will be assessed project per project : your application may be selected for all or some of the projects for which you are applying.

Please indicate for which project(s) you are applying for by filling in the table below.	
Project reference	Apply as ring test organizer (Yes or No)?
1 : Heavy metals, micronutrients, primary (except N) and secondary nutrients	
2 : Biuret	
3 : Microbial criteria	
4 : Total N and all forms of N including organic N	
5 : Organic carbon and dry matter	

E- Please describe and prove evidence of the required skills and expertise for the role you are applying for (half a page maximum including your proposed approach)

YES	NO	Skills and expertise	Short description of the evidence of the required skills and expertise for the role you are applying for
		FINANCIAL AND ECONOMIC CAPACITY TO EXECUTE THE PROJECT	
		Sufficient economic and financial capacity to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract. Sufficient financial capacity to cover all pre-financing foreseen under the contract.	
		PROFILE	
		Number of years of experience in organizing and coordinate interlaboratory studies	
		Relevant experience in the planning and the coordination of interlaboratory analytical studies, preferably with international character, and involving participants from different countries	
		Accreditation ISO 17043	
		Ability to perform sample preparation according to the requirements given in the Tables of Annex I prior to shipping to the laboratories participating in the interlaboratory studies	
		Ability to gather and ship the requested materials to the laboratories participating in the interlaboratory studies	
		Ability to perform spiking with subsequent homogeneity testing	
		Availability of staff, equipment, materials and consumables required for the execution of the mission	
		ENGLISH LANGUAGE AND COMMUNICATION SKILLS	
		Communication skills and proficiency in English of the contact person as the test methods are provided in English only and in order to effectively participate in (web) meetings in English	

F- Information on the costs of the experts: table as per Annex III

G- Description of the offer (answer to the call for tender)

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I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

Signed:

On behalf of: (print name here)

Date:

Annex V: Declaration on honour on exclusion criteria

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below :

[Please tick the appropriate boxes]

- subject of a non-likely judgment of recourse for a professional infringement
- to be in an irregular tax situation or in an irregular special taxation situation
- to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer and I am not concerned by any exclusion criteria listed below :

[Please tick the appropriate boxes]

- they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;
- they have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental to the European union's financial interests;
- following another procurement procedure or grant award procedure financed by the Community budget, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations)

Signed :

On behalf of:

Date :