**EXPRESSION OF INTEREST FORM**

**Contract Description(s): ………………….**

1. **SUBMITTED by (i.e. the identity of the Candidate)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or natural person[[1]](#footnote-1) making this application** | **Nationality[[2]](#endnote-1)** |
| **Leader** |  |  |

1. **CONTACT PERSON (for this application)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

1. **ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data[[3]](#endnote-2) based on your annual closed accounts and your latest projections. If annual accounts are not yet available for the current year or past year, please provide your latest estimates in the columns marked with \*\*. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any other clarification or explanation which is judged necessary may also be provided. If the applicant is a public body, please provide equivalent information.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year[[4]](#endnote-3)****<**specify**>****EUR** | **Year before last year5****<**specify**>EUR** | **Last year5<**specify**>****EUR** | **Average [[5]](#endnote-4)****EUR** | **[Pastyear****EUR]\*\*** | **[Current** **year****EUR]\*\*** |
| Annual turnover[[6]](#endnote-5) |  |  |  |  |  |  |
| Current assets[[7]](#endnote-6)  |  |  |  |  |  |  |
| Current liabilities[[8]](#endnote-7)  |  |  |  |  |  |  |

1. **QUALIFICATIONS**

|  |  |  |
| --- | --- | --- |
| **Name of expert(s)** | **Qualifications** | **Specialist areas of knowledge and experience** |
|   |   |   |
|   |   |   |
|   |   |   |
|   |   |   |

**3 EXPERIENCE**

Please complete a table using the format below to summarize major projects/contracts *for “please insert contract description”*carried out in 2023, 2022 or 2021[[9]](#endnote-8) by the legal entity or natural person making this application. **Please note that you will be required to provide proof documents for these if they are listed in any tenders to satisfy the selection criteria (e.g. certificate of completion, letter of reference…)**

|  |  |  |
| --- | --- | --- |
| **Ref no 1** | **Project/contract title** |  |
| **Name of legal entity** | **Country** | **Overall project value (EUR)[[10]](#endnote-9)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project/contract** | **Type of services/goods provided** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Ref no 2** | **Project/contract title** |  |
| **Name of legal entity** | **Country** | **Overall project value (EUR)[[11]](#endnote-10)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project /contract** | **Type of services/ goods provided** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Ref no 3** | **Project/contract title** |  |
| **Name of legal entity** | **Country** | **Overall project value (EUR)[[12]](#endnote-11)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project/contract** | **Type of services/goods provided** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Ref no 4** | **Project/contract title** |  |
| **Name of legal entity** | **Country** | **Overall project value (EUR)[[13]](#endnote-12)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project/contract** | **Type of services/goods provided** |
|  |  |

|  |  |  |
| --- | --- | --- |
| **Ref no 5** | **Project/contract title** |  |
| **Name of legal entity** | **Country** | **Overall project value (EUR)[[14]](#endnote-13)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project/contract** | **Type of services/goods provided** |
|  |  |

**Signed on behalf of the applicant:**

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

1. Individual consultant [↑](#footnote-ref-1)
2. Country in which the legal entity is registered [↑](#endnote-ref-1)
3. If this application is submitted by a consortium, the data in the table must be the sum of the data in the corresponding tables in the declarations provided by the consortium members — see point 7 of this application form. Consolidated data are not requested for financial ratios. [↑](#endnote-ref-2)
4. Last year = last accounting year for which the entity's accounts have been closed. [↑](#endnote-ref-3)
5. Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row. [↑](#endnote-ref-4)
6. The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year. [↑](#endnote-ref-5)
7. A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash. [↑](#endnote-ref-6)
8. A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts. [↑](#endnote-ref-7)
9. In the case of framework contracts (without contractual value), only specific contracts corresponding to assignments implemented under such framework contracts shall be considered. [↑](#endnote-ref-8)
10. Effect of inflation will not be taken into account. [↑](#endnote-ref-9)
11. Effect of inflation will not be taken into account. [↑](#endnote-ref-10)
12. Effect of inflation will not be taken into account. [↑](#endnote-ref-11)
13. Effect of inflation will not be taken into account. [↑](#endnote-ref-12)
14. Effect of inflation will not be taken into account. [↑](#endnote-ref-13)