# Annexes

*Annex 1 - Digitalisation LTA: QUALITY ASSURANCE EXPERT- STATEMENT*

**STATEMENT**

I, the undersigned (name) as the authorised representative of the company or as an individual (entrepreneur), hereby declare in full awareness of my responsibility that,

1. I intend to take part in the procurement procedure called "Quality Assurance in the Digitalisation LTA", to be implemented by the TPF as the Contracting Party;
2. all the requirements, terms and conditions published in the Call for Proposals and its annexes have been understood and accepted, all the information written in the Call for Proposals and the annexes and provided during the procedure is sufficient and appropriate in order to make a proposal;
3. I have due eligibility and expertise to fulfil the task;
4. there are no grounds for exclusion criteria listed below for me/our company:
5. liquidation or bankruptcy or winding-up proceedings are in progress or the authorised representative of the applicant is in an analogous situation arising from a similar procedure under national laws and regulations or is in a similar case by his personal law;
6. suspension of the company or its activity;
7. the company has been found guilty of committing a crime by a final judgement in connection with its economic or professional conduct;
8. the company has not fulfilled its obligations to pay tax,- customs duty and social security contributions 1 year past due, -based on the applicable rule of the legal seat or the country of residence of the applicant - except for deferral of payment;
9. the company has committed a serious infringement stated in an administrative and court decision in force accepted not more than five years ago penalised by a fine regarding obligations in relation to employing, or forming legal relationships with foreigners, and giving information;
10. the company has committed a serious infringement stated in an administrative and court decision accepted not more than five years ago regarding its economic and professional activities;
11. the company is not registered in the register of its residential country.

I am obliged to sign the agreement and provide the service which is the subject of the Call for Proposals, as the winner of the procedure or in case of a withdrawal of the proposal, as the applicant submitting the second most favourable proposal.

Done at:

authorised signature

*Annex 2 - Digitalisation LTA: QUALITY ASSURANCE EXPERT- FICHE DECLARING COMPANY DETAILS*

**FICHE- DECLARING COMPANY DETAILS**

|  |  |
| --- | --- |
| Name/Company name: |  |
| Official seat: |  |
| As proof of legal background I can provide the following details: |  |
| * VAT number (if applicable):
 |  |
| * Registration number (if applicable):
 |  |
| OR in case the above two are not applicable, as proof of legal background I can provide the following details as an individual from the **European Union or from States parties:** |  |
| * Certificate of tax identification - issued by national tax authority (if applicable)[[1]](#footnote-1)
 |   |
| * Certificate of social security residence identification- issued by national social security authority (if applicable)[[2]](#footnote-2)
 |   |
| OR in case of not having a VAT/Registration number and arriving from **third countries**, I can provide the following details: |  |
| * Work permit in Hungary[[3]](#footnote-3)
 |  |
| * Residence permit in Hungary[[4]](#footnote-4)
 |  |
| Contact name: |  |
| Phone number: |  |
| E-mail address:  |  |

Done at: …….

 signature of the authorised person

*Annex 3 - Digitalisation LTA: QUALITY ASSURANCE EXPERT- DECLARATION OF REFERENCES*

**Declaration of References**

Please, list all the references focussing on activities proving your proficiency and experience, with special focus on Quality Assurance activities regarding ideally E+ Digitalisation, E+ projects and/or Transnational/Training and Cooperation Activities (TCA) in the field of Education and Training.

To see the evaluation of this section please consult Annex 5.2.

I, the undersigned as the authorised representative[[5]](#footnote-5) (contact person) of (*name of applicant, postal address of Registered Office*), declare that, in the past 5 years, our most significant work on the subject were the following:

|  |  |  |  |
| --- | --- | --- | --- |
| **Number[[6]](#footnote-6)** | **Name and short description of task** | **Ordering Party** | **Date of Delivery** |
| **1.** |  |  |  |
| **2.** |  |  |  |
| **3.** |  |  |  |
| **4.** |  |  |  |
| **5.** |  |  |  |

Done at:

 SIGNATURE

*Annex 4 - Digitalisation LTA: QUALITY ASSURANCE EXPERT- DESCRIPTION OF PROFESSIONAL ABILITY*

**Description of professional ability**

Please, present the professional ability of you/your company as a Quality Assurance expert (note listed minimum requirements on p 7) and present your approach and methodology to tasks described in the Call (note listed tasks on p 4) in maximum 5000 characters.

To see the evaluation of this section please refer to Annex 5.3.

|  |
| --- |
|   |

1. Both certificates are expected to be submitted together with the application, however the lack of submitting the certificates is not reason of immediate exclusion, but the submission is required before the signing of the contract, and lack of submission in a timely manner shall lead to exclusion. [↑](#footnote-ref-1)
2. same as above (footnote 1) [↑](#footnote-ref-2)
3. same as above (footnote 1) [↑](#footnote-ref-3)
4. same as above (footnote 1) [↑](#footnote-ref-4)
5. in case of company [↑](#footnote-ref-5)
6. The minimum number of references to be provided is 3. [↑](#footnote-ref-6)