

APPENDICES

FORMS TO BE FILLED OUT

4. Proof of financial standing

Please provide the information below for the past 5 fiscal years.

I, the undersigned, Mr., acting in my capacity as

For the firm

Whose headquarters are located at

Declare that the firm's annual turnover figures for the past 5 years were as follows:

Years	2018	2017	2016	2015	2014
Turnover figure (in €, excluding taxes)					
Percentage of turnover earmarked for the project	%	%	%	%	%

Date:
Name:
Company stamp:
Signature

6.1 General workforce / personnel size

Please provide the information below for the past three fiscal years. Only include senior personnel (project manager, site manager, engineers, economists, foreman / team leader ...)

Average Workforce Size	2018		2017		2016	
	Overall Total	Total for activities related to the contract	Overall Total	Total for activities related to the contract	Overall Total	Total for activities related to the contract
Permanent Personnel						
Other Personnel						
Total						
Percentage of total workforce who are permanent	%	%	%	%	%	%

6.2 List of estimated personnel in charge of the operation (10 maximum)

Please use the table below to indicate firm or joint venture staff / personnel who will be made available to implement the tasks to be executed.

Name	Post in the firm / proposed position in the project	Qualifications and area of expertise	Experience in comparable projects (project, date & function)	Professional experience (years)	Employment by the firm (name of the firm and number of years)	Regional experience (country and duration)

6.3 CVs of key personnel (5 maximum)

Last name:.....
First Name:.....
Year of Birth:.....
Nationality:.....

Education

	Educational Institution	
	Dates: from (month / year) to (month / year)	
	Degree(s) obtained	

Languages, Level 1 (basics) to level 5 (fluent)

Language	Reading	Spoken	Written

Other skills:.....
Present post:.....
Seniority in the firm:.....
Qualifications related to the project:.....
Experience in similar countries:.....

	Country	Dates: From (month / year) to (month / year)

7. Material Resources – List of the firm’s pertinent equipment

Number	Equipment	Description

8. Reference Projects

Please use the table below to indicate the **principal projects executed by your firm that are relevant to this contract**. The number of reference projects submitted must not exceed 10 for the entire tender (maximum 2 pages per project). Only the first ten projects presented will be taken into account for assessment.

Fill out one table for each reference project. **Rank the projects according to their relevance to the contract.**

Ref. no. 1	Project Title						
Name of the legal entity (applicant)	Country	Total project amount (in Euros)	Share received by the entity	Number of personnel (men months)	Client name	Date (Starting / ending)	Name of consortium members, if applicable
			%				
Detailed Project Description						Type of services provided by the firm	
Photographs of the Project							