

APPLICATION FORM (APPENDIX I)

CALL FOR TENDER

EVENT MANAGEMENT SERVICES

8419/2017/2

HOW TO COMPLETE THE APPLICATION FORM?

Complete each box with the information requested. The size of the box will adapt to the volume of text typed.

Once all fields are completed, print the Application Form, sign it, and send it in accordance with the requirements of the Call for Tender.

1. Applicant	
Official name:	
Legal form:	
Registration number (if any):	
Country of registration:	
Full address:	
Internet site (if any):	
Date on which the applicant was founded:	
Name(s) of the person(s) entitled to enter into legally binding commitments on behalf of the applicant (indicate names and positions):	
2. Contact details	
Contact person:	
Position of the contact person:	
Email address:	
Phone number:	
3. Bank details	
Name of the Bank:	
Address of the Bank:	
Account holder name:	
Full account number (including bank codes):	
IBAN :	
SWIFT/BIC Code:	

4. Recent experience in the field of event management

Describe below your experience in the field of event management, the main activities/events organized in the field of event management during the last year:

5. Applicant's professional and operational capacity

Indicate below the number of permanent and temporary staff:

6. Declaration

I, the undersigned, authorized to represent the applicant, hereby certify that the information contained in this application is correct.

I certify on my honour that the applicant organisation is not in one of the situations which would exclude it from taking part in a Council of Europe tender procedure, and accordingly declare that the applicant:

- a. has not been sentenced by final judgment on one or more of the following charges: participation in a criminal organisation, corruption, fraud, money laundering;
- b. is not in a situation of bankruptcy, liquidation, termination of activity, insolvency or arrangement with creditors or any like situation arising from a procedure of the same kind, or is not subject to a procedure of the same kind;
- c. has not received a judgment with res judicata force, finding an offence that affects its professional integrity or constitutes a serious professional misconduct;
- d. does comply with its obligations as regards payment of social security contributions, taxes and dues, according to the statutory provisions of the country where it is established.

7. Signature

Name / First Name of the Signatory:

Title or position in the applicant's organisation:

Place of signature:

Date of Signature:

Signature and official stamp of the applicant

