

APPLICATION FORM

1. This application refers to following Tender Invitation:

1. Reference Number (Lot number)	
2. Title of activity	
3. Implementation period	

2. Details of Applicant:

Name of organisation:	
Contact person:	
Name	
Position	
Full contact information:	
Complete address	
Telephone	
Fax	
e-mail	
Name and position of authorised person <small>(The Applicant hereby confirms that the relevant authority, named here, within the organisation with the power to approve this application has been consulted and has given approval)</small>	
Member of the national network Climate Forum East:	Yes No
VAT number	
Official registration number	
Bank account	
Description of Applicant Organisation's responsibilities and activities/ inputs into climate change policy nationally	



**1. How do you plan to address the tendered result?
What activities are you planning to implement in order to reach the result? Please elaborate**

Main objective				
Expected results	Intervention logic	Objectively verifiable indicators for achievement	Sources and means of verification	Assumptions
Expected result 1				
Expected result 2				

Elaboration (max. 3 pages)

**2. Detailed work plan
Please detail your work plan outlining all timelines clearly**

	Month or week 1	Month or week 2	Month 3
Activity 1							
Activity 2							
....							

**3. Budget breakdown in EUR
Please provide a budget breakdown for your planned activities**

**4. Are you a member of the Climate Forum East Network in your country?
If not, please describe how you are cross-linked with relevant stakeholders of this Network**

5. Applicant's Capacity



a) Staff resources

Please provide the following staff statistics:

Average staff	2012		2013		2014	
	Overall	Total for fields related to this contract	Overall	Total for fields related to this contract	Overall	Total for fields related to this contract
Permanent staff						
Other staff						
Total						

b) Experience

Please complete the table below and state the major relevant contracts carried out during the past 3 years (please provide details for at least 5 contracts)

Name of company/organisation	Country of project implementation	Total contract value (EUR)	No of staff provided	Contract implementation (from Month/Year-to Month/Year)		Description

c) Own Resources:

Are you able to provide own resources such as ...

	What kind of	unit	Total amount
Materials (Financial and not financial)			
Equipment			
Cars			

Other sources			
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6. Any other comments:

7. Declaration of the Applicant

According to standards and guidelines of Climate Forum East II, Austrian Red Cross and our donors the following has to be read and accepted by potential bidders and seller/suppliers.

The applicant declares that it is not:

- a) bankrupt, wound up, have it affairs administered by the courts, have entered into an arrangement with creditors, has suspended business activities, be the subject of proceedings concerning these matters or analogous situations;
- b) convicted for an offence concerning professional conduct;
- c) guilty of grave professional misconduct proven by any relevant means;
- d) unfulfilling the obligations relating to the payment of social security contributions or payment of governmental taxes where these payments are due;
- e) subject of judgement for fraud, corruption, involvement in criminal organization or any other illegal activity;
- f) offering, giving, receiving or soliciting, directly or indirectly, anything of value to influence improperly the activities of the Contracting Authority;
- g) undertaking any arrangements between other potential suppliers to influence the price or to gain any other benefit;
- h) using fraudulent practices which misleads the Contracting Authority to obtain appropriate data;
- i) using any kind of child labour and is not in breach with any national standards of basic social rights and working conditions;
- j) declared in serious breach of contract in other grant award procedures financed by the European Commission.
- k) subject to a conflict of interest; Conflict of interests is a situation where the impartial and objective exercise of the assigned functions, tasks and activities is compromised for reasons involving family, emotional life, political or national affinity, economic interest or any other shared interest with another person or party.
- l) guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the contract procedure or fail to supply this information;

The applicant shall give the EU as Contracting Authority and mandated organizations access to its financial transactions, relating to this tender financed by the European Commission.

Signature of the representative of the applicant, position _____ place, date and stamp





This project is funded
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 Austrian
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 **AUSTRIAN RED CROSS**