



Selection guide – BXL14981

Competitive Negotiated Procedure
(CNP)

Public services contract for the acquisition,
adaptation and set up of a digital *e-sourcing*
and supplier relationship management
solution.

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1 Preliminary information

1.1 Introduction

This selection guide explains the public contract selection phase (**Phase 1**).

By publishing this selection guide, the contracting authority is inviting interested parties to submit a request for participation in this public contract. In other words, the purpose of this guide is to select suitable candidates who will be invited during the next phase of the award procedure to submit a request for participation on the basis of the Tender Specifications, which will only be sent to the selected candidates (**Phase 2**).

This selection guide forms an integral part of the procurement documents as defined in section 1.1.7.

1.2 The contracting authority

The contracting authority of this public contract is Enabel, the Belgian development agency, public-law company with social purposes, with its registered office at Rue Haute 147, 1000 Brussels in Belgium (enterprise number 0264.814.354, RPM/RPR Brussels). Enabel has the exclusive competence for the execution, in Belgium and abroad, of public service tasks of direct bilateral cooperation with partner countries. Moreover, it may also perform other development cooperation tasks at the request of public interest organisations, and it can develop its own activities to contribute towards realisation of its objectives.

For this public contract Enabel is represented by Danny Verspreet, Director of Finances & IT., who is mandated under the under mandate structure to award the public contract.

1.3 Institutional framework of Enabel

The general framework of reference in which Enabel operates is:

- The Belgian Law on Development Cooperation of 19 March 2013;
- The Belgian Law of 21 December 1998 establishing the Belgian Technical Cooperation as a public-law company;
- The law of 23 November 2017 changing the name of the Belgian Technical Cooperation and defining the missions and functioning of Enabel, the Belgian development agency;

The following initiatives are also guiding Enabel in its operations and are given as main examples:

- In the field of international cooperation: the United Nations Sustainable Development Goals and the Paris Declaration on the harmonisation and alignment of aid;
- In the field of the fight against corruption: the Law of 8 May 2007 approving the United Nations Convention against Corruption, adopted in

New York on 31 October 2003¹, as well as the Law of 10 February 1999 on the Suppression of Corruption transposing the Convention on Combating Bribery of Foreign Public Officials in International Business Transactions;

- In the field of Human Rights: the United Nations' Universal Declaration of Human Rights (1948) as well as the 8 basic conventions of the International Labour Organization² on Freedom of Association (C. n°87), on the Right to Organise and Collective Bargaining (C. n°98), on Forced Labour (C. n°29 and 105), on Equal Remuneration and on Discrimination in Respect of Employment (C. n°100 and 111), on Minimum Age for Admission to Employment (C. n°138), on the Prohibition of the Worst Forms of Child Labour (C. n°182);
- In the field of environmental protection: The Climate Change Framework Convention of Paris, of 12 December 2015;
- The first Management Contract contracting Enabel and the Belgian federal State (approved by the Royal Decree of 17 December 2017, Belgian Official Gazette of 22 December 2017) that sets out the rules and the special conditions for the execution of public service tasks by Enabel on behalf of the Belgian State.
- Enabel's Code of Conduct of January 2019, Enabel's Policy regarding sexual exploitation and abuse of June 2019 and Enabel's Policy regarding fraud and corruption risk management of June 2019.

1.3.1 Rules governing the public contract

The following, among other things, apply to this public contract:

- The Law of 17 June 2016 on public procurement;
- The Law of 17 June 2013 on justifications, notification and legal remedies for public contracts and certain contracts for works, supplies and services;
- The Royal Decree of 18 April 2017 on the awarding of public contracts in the classic sectors;
- The Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement;
- Circulars of the Prime Minister with regards to public procurement;
- Enabel's Policy regarding sexual exploitation and abuse – June 2019;
- Enabel's Policy regarding fraud and corruption risk management – June 2019;
- Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data

¹ Belgian Official Gazette of 18 November 2008.

² <https://www.ilo.org/global/standards/lang--en/index.htm>

Protection Regulation, hereinafter referred to as ‘the GDPR’), and repealing Directive 95/46/EC;

- The Law of 30 July 2018 on the protection of natural persons with regard to the processing of personal data.

All Belgian regulations on public contracts can be consulted on www.publicprocurement.be; Enabel’s Code of Conduct and the policies mentioned above can be consulted on Enabel’s website or <https://www.enabel.be/content/integrity-desk>.

1.3.2 Definitions

The following definitions apply to this contract:

The candidate: The natural person (m/f) or legal entity that submits a request for participation;

The contractor: The candidate to whom the public contract is awarded;

The contracting authority: Enabel, represented by the Country Director of Enabel in the Democratic Republic of Congo;

The tender: The commitment of the candidate to perform the public contract under the conditions that he has submitted;

Days: In the absence of any indication in this regard in the Tender Specifications and the applicable regulations, all days should be interpreted as calendar days;

Procurement documents: Contract notice, this selection guide and the Tender Specifications including the annexes and the documents that the contracting authority refers to;

Technical specifications: A specification in a document defining the characteristics of a product or a service, such as the quality levels, the environmental performance levels, the design for all needs, including accessibility for people with disabilities, and the evaluation of conformity, of product performance, of the use of the product, safety or dimensions, as well as requirements applicable to the product as regards its brand name, terminology, symbols, testing and test methods, packaging, marking or labelling, instructions for use, the production processes and methods, as well as the evaluation and conformity procedures;

Variant: An alternative method for the design or the performance that is introduced either at the demand of the contracting authority, or at the initiative of the candidate;

Option: A minor and not strictly necessary element for the performance of the public contract, which is introduced either at the demand of the contracting authority, or at the initiative of the candidate;

Summary bill of quantities: The procurement document, in a public works contract, which splits up the performance in different items and specifies the quantity or the method to determine the price for each of them;

General Implementing Rules (GIR): Rules laid down in the Royal Decree of 14 January 2013 establishing the General Implementing Rules for public procurement and for concessions for public works;

The Tender Specifications (Cahier spécial des charges/CSC): This document and its annexes and the documents it refers to;

Corrupt practices: The offer of a bribe, gift, gratuity or commission to a person as an inducement or reward for performing or refraining from an act relating to the award of a contract or performance of a contract already concluded with the contracting authority;

Litigation: Court action;

Subcontractor in the meaning of public procurement regulations: The economic operator proposed by a candidate or contractor to perform part of the contract;

Controller in the meaning of the GDPR: The natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data:

Processor (subcontractor) in the meaning of the GDPR: A natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller;

Recipient in the meaning of the GDPR: a natural or legal person, public authority, agency or another body, to which the personal data are disclosed, whether a third party or not;

Personal data: Any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

2 Selection guide

2.1 Subject-matter and scope of the public contract

2.1.1 Description of the public contract

The purpose of this public contract is to acquire, adapt and support the setting up of a digital e-sourcing and supplier relationship management solution for Enabel.

By acquiring and setting up such a platform, Enabel aims to digitise and automate the request for quotations (RFQ) / request for proposals (RFP) process, as well as the submission, receipt and analysis of tenders, an analysis formalised by an evaluation report which would also be generated automatically from the platform.

In terms of managing relationships with our suppliers (10,000 at present) Enabel plans to include potential suppliers for the various product and service categories, integrate basic data as well as certain specific data (expertise, field, previous performance) as well as enabling an analysis of its suppliers (KYC, AML, etc.) and obtaining a risk rating.

The platform will enable suppliers to upload documents, update their information and provide feedback on our processes and collaboration with Enabel.

Internal validation processes will need to be incorporated into both e-sourcing and the supplier management module.

2.1.2 Duration of the public contract

The duration of the public contract is different from its performance period.

The duration of the public contract is 4 years.

2.2 Award procedure

The public contract will be awarded using a competitive negotiated procedure within the meaning of Articles 2, 24° and in accordance with Article 38, paragraph 1, subparagraph 1, 1*, c . of the Law of 17 June 2016, given that "the public contract may not be awarded without prior negotiation due to particular circumstances relating to its nature, its complexity, or the legal and financial set-up, or due to the risks associated with it".

The request for participation must be accompanied by the information requested by the contracting authority for selection purposes.

2.3 Forum

The awarding of this public contract is coordinated by Lucas Vangeel, Procurement Partner. Throughout this procedure all contacts between the contracting authority and interested economic operators about this public contract will exclusively pass through this person. Interested economic operators are prohibited to contact the contracting authority in any other way with regards to this public contract.

Interested economic operators may ask questions concerning the Tender Specifications and the public contract up to 10 working days before the deadline for the submission of requests for participation. Questions should be submitted via the "forum" at <https://enot.publicprocurement.be>. The contracting authority will publish the answers on the forum as soon as possible and, at the latest, 8 calendar days before the deadline for submission of requests for participation. Candidates are advised to regularly check this forum.

Until the notification of the award decision no information will be given about the evolution of the procedure.

The candidate is to submit his request for participation after reading and taking into account any corrections made to the tender notice or selection guide that are published on the e-Procurement platform.

2.4 Optional information session

Interested economic operators are invited to attend an optional information session organised by Enabel. During this session, they can ask for clarifications about the procedure and the content of the public contract.

At the end of this information session, the contracting authority will publish the minutes on the publicprocurement.be website.

The information session will be organised by Teams on 10/06/2025 at 10 a.m.

Booking is compulsory: to facilitate the organisation of the session, interested economic operators are invited to confirm their attendance no later than 3 calendar days before the information session. To this end, interested economic operators must send a confirmation e-mail to the address: procurement@enabel.be.

2.4.1 Form and content of requests for participation

Candidates must draft their request for participation **in English, French or Dutch**. If the candidate draws up the request for participation on documents other than the purpose-made forms, he is fully responsible for the perfect concordance between the documents he has used and the attached forms.

2.4.2 Submission of requests for participation

Candidates must complete the forms attached to this selection guide. In case these forms are not used, the candidate is fully responsible for the perfect concordance between the documents he has used and said forms.

The contracting authority imposes the use of the federal e-Procurement platform (<https://www.publicprocurement.be/>) for the submission of tenders. This platform complies with the conditions of Article 14 of the Law of 17 June 2016.

To create your account, simply follow the 2 steps below:

1. Register as a new user: https://bosa.service-now.com/eprocurement?id=kb_article_view&sys_kb_id=6eaa49c91bcd31143ff06421b24bcbc8
2. Register your company: https://bosa.service-now.com/eprocurement?id=kb_article_view&sysparm_article=KB0010734

For instructions on submitting tenders, please check the following:
https://bosa.service-now.com/eprocurement?id=kb_article_view&sysparm_article=KB0010799

Requests for participation must be submitted on the platform no later than 10 a.m. on 30/06/2025.

It should be noted that sending a request for participation by e-mail does not meet these conditions. The request for participation cannot be submitted on paper either.

By submitting a request for participation in whole or in part by electronic means, the candidate accepts that the data resulting from the operation of the facility receiving his request will be recorded.

Further information can be obtained on the site: <https://www.publicprocurement.be/> or by calling the e-Procurement department helpdesk: (+32) (0) 2 740 80 00 or e-mail e.proc@publicprocurement.be.

The candidate must not sign the request for participation and its annexes individually when they are uploaded to the platform. These documents are signed globally by affixing a qualified electronic signature to the relevant submission report.

Mind:

Before submitting their requests for participation, candidates are advised to test the procedure for submitting requests for participation via the e-Procurement site.

Candidates are also advised to check whether they have the necessary certificates/e-token to be able to sign their request for participation via e-Procurement. Further information is available at <http://www.publicprocurement.be>

The candidate clearly designates in his request for participation which information is confidential and may therefore not be divulged by the contracting authority.

2.4.3 Signature of the requests for participation

As requests for participation are submitted by electronic means, the application form must be signed by a qualified electronic signature.

Modifying or withdrawing a request for participation after the submission report has been signed requires a new submission report to be signed by means of a qualified electronic signature.

The subject-matter and the scope of the changes must be indicated in detail.

The withdrawal must be pure and simple.

Where the submission report issued following modification or withdrawal is not signed by means of a qualified electronic signature, the modification or withdrawal is automatically void. This nullity applies only to the modifications or withdrawal, not to the request for participation itself.

The documents, including annexes, as well as any erasures or alterations that could affect the terms of the public contract, will be signed by the candidate or his authorised representative (original signature only, no electronic signature).

If one or more proxies are used, they must also attach to the request for participation the original public deed or private document granting them these powers or a copy certifying that their power of attorney conforms to the original. They may limit to providing the number of the annexes to the Belgian Official Gazette where the proxy is published.

For the signature procedure, please consult the following: [Suppliers - Signing your offer / request for participation \(service-now.com\)](#).

2.4.4 Group of operators

When the request for participation is submitted by a group of economic operators, the tender contains the following information:

- The designation of one operator, member of the group, representing the group vis-à-vis the contracting authority;
- Proof of a joint and several commitment between the members of the consortium;
Listing, for each member of the group, of the name, first name, capacity or profession, nationality and domicile or, in the case of a legal person, its social purpose or corporate name, its legal form, its nationality, its registered office, its e-mail address and its enterprise number;

2.4.5 Documents to be attached to the requests for participation

The following documents or information must be attached to the tender:

- 1. The identification form**
- 2. Declaration on honour – Exclusion grounds**
- 3. The ESPD**

These three documents must be completed by the candidate himself, but also by:

- **Where the request for participation is submitted by a group of economic operators, by each member of the consortium;**
- **By each of the entities whose capacity the candidate intends to call upon for the performance of the public contract, where applicable;**

4. The selection file;
5. The statutes, the power of attorney or any other document demonstrating that the person signing the request for participation submission report is authorised to do so.

2.5 Selection of candidates

2.5.1 European Single Procurement Document (ESPD)

2.5.1.1 General information – the ESPD

The candidate submits the European Single Procurement Document (ESPD), which consists of an updated self-declaration which is accepted by the contracting authority providing preliminary evidence replacing the certificates issued by public authorities or third parties confirming that the economic operator concerned:

- 1° is not in one of the situations listed in Articles 67 to 69 of the Law of 17 June 2016 ;
- 2° fulfils the applicable selection criteria which have been established in accordance with Article 71 of the Law of 17 June 2016.

In accordance with Article 73, § 3, 2°, of the Law of 17 June 2016, Enabel reserves the right to make use of the possibility offered to it to analyse the requests for participation before having completed the selection phase, with the sole exception of the absence of grounds for exclusion and compliance with the selection criteria verified on the basis of the ESPD only.

2.5.1.2 Procedure for completing the ESPD

Go to <https://dume.publicprocurement.be> and choose your language.

- To the question 'Who are you?', answer 'I am an economic operator'.
- To the question 'What would you like to do? answer 'Generate an ESPD-response'.
- Fill in your country and click 'Next'.
- Complete the following sections of the ESPD:

- **Part I: Information concerning the procurement procedure and the contracting authority or contracting entity**
 - Identity of the procurer:
 - 'Official name' : enter 'Enabel'
 - 'Country': choose 'Belgium'
 - Information about the procurement procedure
 - 'Type of procedure': choose 'Open procedure'.
 - 'Title': "Contract for support services management expertise (finance and public procurement)".
 - 'Short description': Leave this box empty.
 - 'File reference number attributed by the contracting authority or contracting entity (if applicable)': enter 'BXL-13762'.

- **Part II: Information concerning the economic operator**

- Information concerning the economic operator: provide the information requested as accurately as possible. Your attention is drawn specifically to the following two questions:
 - Does the economic operator participate in the procurement procedure with others? Indicate "yes" only if you are submitting your tender with one or more other economic operators. These economic operators must submit the tender with you. They must not be mere subcontractors.
- Information concerning the representatives of the economic operator: If the candidate is a natural person, the information to be provided here is the candidate's own. If the candidate is a legal entity, the information to be provided here concerns the natural person(s) empowered to represent the candidate/legal entity outside the limits of day-to-day management. The identity of this (these) natural person(s) is generally defined by the articles of association of the candidate legal entity. If, for example, there are two directors, information should be provided for each of them. To add a person, click on the "+" tab to the right of the heading 'Information relating to the economic operator's representatives'.

Information on the capabilities of other entities: Click on "yes" if you are relying on the capacities of one or more entities to help you meet the qualitative selection criteria set out in these Tender Specifications. These entities may be subcontractors, but this is not compulsory. These entities are not the operators who may participate in the procurement procedure with you. For these operators, please refer to the previous question (see above).

- Information concerning subcontractors whose capacities the economic operator does not rely on: Indicate here whether you intend to use subcontractors on whose capacity you do not rely. If you indicate "yes", specify in the bottom line the identity of the subcontractors you already know.

- **Part III: Exclusion grounds**

- Grounds relating to criminal convictions: Answer each question and provide any additional information that may be required if you answer "yes" to any of them.
- Grounds relating to the payment of taxes or social security contributions : Answer each question and provide any additional information that may be required if you answer "yes" to any of them.
- Grounds relating to insolvency, conflicts of interests or professional misconduct: Answer each question and provide any additional information that may be required if you answer "yes" to any of them.
- Purely national exclusion grounds: In the context of this public contract, this ground for exclusion refers to your possible conviction for hiring illegal resident third-country nationals. If you have been convicted of this

offence, select "yes" and answer the additional questions that appear. If you have not been convicted on this ground, answer "no".

- PART IV: Selection criteria To the question 'Would you like to use selection criteria A to D?' answer 'no'. In this case, you will be asked for an overall indication of the selection criteria. Specify whether you meet all the required selection criteria (see below).
- PART V: Reduction of the number of qualified candidates: No reduction in the number of qualified candidates is envisaged under this public contract. So it doesn't matter what answer is given to this question.
- Part VI: Concluding statements: Provide the information requested.

Once you have completed the form in full, click on 'Preview' at the bottom of the page. This will take you to your completed ESPD, which you can download in PDF and/or xml format to be supplied electronically with your request for participation.

Economic operators may re-use a ESPD that has already been used for a previous procedure, provided that they confirm that the information provided is still valid.

2.5.1.3 Further details on the grounds for exclusion

The mandatory and facultative grounds for exclusion are given in the ESPD and the declaration on honour regarding the policy: 'Know your Counterparty Policy'. As a reminder, the grounds for exclusion apply to the candidate as well as to:

- All members of an economic grouping;
- All third-party entities that the candidate intends to rely on to meet the selection criteria set out in the Tender Specifications (see point 3.7.2, below).

The contracting authority is to check the absence of grounds for exclusion on the basis of the following documents:

- 1) An **extract from the criminal record** made out to the name of the candidate (legal person) or of his representative (natural person) where no criminal records exist for legal entities;
- 2) The document certifying that the candidate is in order with the **payment of social security contributions**, except where the contracting authority can directly obtain relevant information by accessing a free national database in a European Union Member State (e.g. in Belgium: Télémarc);
- 3) The document certifying that the candidate is in order with the **payment of levies and taxes**, except where the contracting authority can directly obtain certificates or relevant information by accessing a free national database in a European Union Member State (e.g. in Belgium: Télémarc);
- 4) The document certifying that the candidate is **not in a state of bankruptcy, liquidation, cessation of business or judicial reorganisation**, except where the contracting authority can directly obtain relevant information by accessing a free national database in a European Union Member State (e.g. in Belgium: Télémarc).

These documents do not need to be attached to the request for participation, as the ESPD and the declaration on honour are accepted by the contracting authority as proof

a priori in place of these documents. The contracting authority will subsequently verify the accuracy of the information contained in these documents.

However, with regard to documents that are not accessible via a free national database in a Member State of the European Union, **the candidate must be able to provide the supporting documents within 5 working days of the contracting authority's request.**

Candidates are therefore strongly advised not to wait for the contracting authority's request and to request, as soon as possible, that the necessary documents be sent to the competent authorities of the country in which they are established. The waiting times for obtaining certain documents can indeed be long.

2.5.2 Selection criteria

Moreover, by means of the documents requested below, the candidate must prove that he is sufficiently capable to successfully perform this public contract.

Technical capacity

- Provide two references for similar services for organisations/clients comparable to Enabel, indicating the identity of the client and its e-mail contact, the nature of the services provided, the date and the amount. References must be accompanied by screenshots, videos or links to the products developed by the service provider.

To be similar, the solution implemented must combine e-sourcing and supplier management.

2.6 Subcontractors

The candidate may use subcontractors regardless of the legal nature of the links between itself and these entities.

The candidate must indicate in his request for participation the share of the public contract that he intends to subcontract to third parties, as well as the proposed subcontractors. The request for participation shall indicate the identity of any subcontractors. If they are not yet known at that time, their identity must be communicated in writing to the managing official before the subcontractor provides any services, and no later than the day before the start of the services concerned. The free choice of subcontractor is not possible, however, if the candidate has, for its qualitative selection, relied on the capacity of the subcontractor. If the candidate does not rely on any subcontractors, he must indicate "none".

The contractor is obliged to work with these designated subcontractors/third parties during the performance of the public contract. The reliance on other subcontractors is subject to the prior agreement of the contracting authority

Remark:

- The grounds for exclusion apply to all subcontractors in the cascade.

- The subcontractor must provide the documents requested above.

A subcontractor is forbidden to subcontract the whole of the public contract entrusted to it. It is also forbidden to a subcontractor to only keep the coordination of the public contract.

2.7 Award criteria

Tenders will be analysed in a second phase on the basis of the following award criteria:

The contracting authority will choose the regular tender that it finds being most economically advantageous, taking account of the following criteria:

- Award on the basis of **price (30 points)**:
 - **Price:** The price will be calculated on the basis of an estimated number of users. This number will be indicated in the Tender Specifications that will be sent to the selected candidates.

The criterion will be evaluated as follows: lowest tender / tender under consideration
*30

- Functionalities (**60 points**)
 - E-sourcing (/30 points)
 - Supplier management (/30 points)
- Support (**10 points**)

The criterion will be assessed as follows: tenders that meet the requested criterion as such will receive 60% of the points provided for the sub-criteria. Those who contribute more and exceed the expectations described in the ToR will receive 20% of the points per added value. Those that do not meet expectations, for each shortcoming will have 20% of their points deducted.

3 Forms

3.1 Instructions for compiling the request for participation

The candidate is required to send Enabel a letter of request for participation, attaching all the documents requested in this selection guide as minimum requirements and all the forms listed below:

3.2 Identification forms

3.2.1 Natural person

To fill out the form, please click here:

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:412289af-39d0-4646-b070-5cfed3760aed>

I. PERSONAL DATA				
FAMILY NAME(S) ³				
FIRST NAME(S)				
DATE OF BIRTH				
DD MM YYYY				
PLACE (CITY, VILLAGE)	OF	BIRTH	COUNTRY	OF BIRTH
TYPE	OF	IDENTITY	DOCUMENT	
IDENTITY CARD	PASSPORT	DRIVING LICENCE ⁴	OTHER ⁵	
ISSUING COUNTRY				
IDENTITY DOCUMENT NUMBER				
PERSONAL IDENTIFICATION NUMBER ⁶				
PERMANENT PRIVATE ADDRESS				
POSTCODE	P.O. BOX		CITY	
REGION ⁷	COUNTRY			
PRIVATE PHONE				
PRIVATE E-MAIL				
II. BUSINESS DATA			If YES, please provide business data and attach copies of the official supporting documents.	

³ As indicated on the official document.

⁴ Accepted only for Great Britain, Ireland, Denmark, Sweden, Finland, Norway, Iceland, Canada, United States and Australia.

⁵ Failing other identity documents: residence permit or diplomatic passport.

⁶ See table with corresponding denomination by country.

⁷ To be completed with Region, State or Province by non EU countries only, excluding EFTA and candidate countries.

<p>Do you run your own business without a separate legal personality (e.g. sole traders, self-employed etc.) and you provide as such services to the Commission, other Institutions, Agencies and EU-Bodies?</p> <p>YES NO</p>	<p>BUSINESS NAME (if applicable)</p> <p>VAT NUMBER</p> <p>REGISTRATION NUMBER</p> <p>PLACE OF</p> <p>REGISTRATION CITY COUNTRY</p>
<p>DATE</p>	<p>SIGNATURE</p>

3.2.2 PRIVATE/PUBLIC LAW BODY WITH LEGAL FORM

To fill out the form, please click here:

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:3b918624-1fb2-4708-9199-e591dcdf19b>

OFFICIAL					NAME⁸	
BUSINESS (if different)					NAME	
ABBREVIATION						
LEGAL FORM						
ORGANISATION		FOR PROFIT				
TYPE	NON FOR PROFIT	NGO⁹	YES	NO		
MAIN REGISTRATION NUMBER¹⁰						
SECONDARY REGISTRATION NUMBER						
(where applicable)						
PLACE	OF					MAIN
REGISTRATION	CITY	COUNTRY				
DATE	OF	MAIN	REGISTRATION			
		DD	MM	YYYY		
VAT NUMBER						
ADDRESS						OF
HEAD OFFICE						
POSTCODE					P.O. BOX	
					CITY	
COUNTRY					PHONE	
E-MAIL						
DATE			STAMP			

⁸ National denomination and its translation in EN or FR if existing.

⁹ NGO = Non Governmental Organisation, to be completed if NFPO is indicated.

¹⁰ Registration number in the national register of companies. See table with corresponding denomination by country.

SIGNATURE OF AUTHORISED REPRESENTATIVE	
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3.2.3 Public-law body¹¹

To fill out the form, please click here:

<https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:c52ab6a5-6134-4fed-9596-107f7daf6f1b>

OFFICIAL		NAME¹²	
ABBREVIATION			
PRINCIPAL REGISTRATION¹³			
SECONDARY REGISTRATION NUMBER			
(where applicable)			
PLACE	OF	MAIN	
REGISTRATION	CITY	COUNTRY	
DATE	OF	MAIN	REGISTRATION
		DD MM YYYY	
VAT NUMBER			
OFFICIAL		ADDRESS	
POSTCODE		P.O. BOX	
		CITY	
COUNTRY		PHONE	
E-MAIL			
DATE		STAMP	
SIGNATURE OF AUTHORISED REPRESENTATIVE			

¹¹ Public law entity WITH LEGAL PERSONALITY: meaning a public entity being able to represent itself and act in its own name, i.e. being capable of suing or being sued, acquiring and disposing of property, entering into contracts. This legal status is confirmed by the official legal act establishing the entity (a law, a decree, etc.).

¹² National denomination and its translation in EN or FR if existing.

¹³ Registration number in the national register of the entity.

3.2.4 Subcontractors

Name and legal form	Address / Registered office	Subject-matter

3.3 Declaration on honour – Exclusion grounds

Hereby, I / we, acting as legal representative(s) of above-mentioned candidate declare that the candidate is not in any of the following cases of exclusion:

1. The candidate nor any of his directors was found guilty following an **indefeasible judgement** for one of the following offences:
 - 1° involvement in a **criminal organisation**
 - 2° **corruption**
 - 3° **fraud**
 - 4° **terrorist offence**, offence linked to terrorist activities or incitement to commit such offence, collusion or attempt to commit such an offence
 - 5° **money laundering or financing of terrorism**
 - 6° **child labour** and other trafficking in human beings
 - 7° employment of foreign citizens under **illegal status**
 - 8° creation of a shell company

The exclusions on the basis of this criterion apply for a 5-year term from the date of judgement.

2. The candidate who fails to fulfil his obligations relating to the **payment of taxes or social security contributions** for an amount in excess of EUR 3 000, except if the candidate can demonstrate that a contracting authority owes him one or more unquestionable and due debts which are free of all foreseeable liabilities. These debts are at least of an amount equal to the one for which he is late in paying outstanding tax or social charges.

3. The candidate is in **a state of bankruptcy, liquidation, cessation of business, judicial reorganisation** or has admitted bankruptcy or is the subject of a liquidation procedure or judicial reorganisation, or in any similar situation resulting from a procedure of the same kind existing under other national regulations.

4. The candidate or one of his directors has committed **serious professional misconduct which calls into question their integrity.**

The following are considered such serious professional misconduct, among others:

A breach of Enabel's Policy regarding sexual exploitation and abuse – June 2019

- b. A breach of Enabel's Policy regarding fraud and corruption risk management – June 2019
- c. A breach of a regulatory provision in applicable local legislation regarding sexual harassment in the workplace
- d. The candidate was seriously guilty of misrepresentation or false documents when providing the information required to verify that there are no grounds for exclusion or that selection criteria are satisfied, or concealed this information
- e. Where Enabel has sufficient plausible evidence to conclude that the candidate has committed acts, entered into agreements or entered into arrangements to distort competition

The presence of the candidate on one of Enabel's exclusion lists as a result of such an act/agreement/arrangement is considered to be sufficiently plausible an element.

5. When a conflict of interest cannot be remedied by other, less intrusive measures;
6. When **significant or persistent failures** by the candidate were detected during the execution of an **essential obligation** incumbent on him in the framework of a past contract concluded with another contracting authority, when these failures have given rise to measures as of right, damages or another comparable sanction.

Also failures to respect applicable obligations regarding environmental, social and labour rights established by European Union legislation, national law, labour agreements or international provisions on environmental, social and labour rights are considered 'significant'.

The presence of the candidate on the exclusion list of Enabel because of such a failure serves as evidence.

7. Restrictive measures have been taken vis-à-vis the contractor with a view of ending violations of international peace and security such as terrorism, human-rights violations, the destabilisation of sovereign states and proliferation of weapons of mass destruction.

8. The candidate or one of his directors are on the lists of persons, groups or entities subject to United Nations, European Union or Belgian financial sanctions:

For the United Nations, the lists can be consulted at the following address:
<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-internationales-nations-unies>

For the European Union, the lists can be consulted at the following address:
<https://finances.belgium.be/fr/tresorerie/sanctions-financieres/sanctions-europ%C3%A9ennes-ue>

<https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions>

https://eeas.europa.eu/sites/eeas/files/restrictive_measures-2017-01-17-clean.pdf

For Belgium: <https://finance.belgium.be/en/treasury/financial-sanctions>

9. If Enabel executes a project for another funder or donor, other grounds for exclusion may be added.

The candidate formally declares being able, when asked and without delay, to provide the relevant certificates and other kinds of supporting documents, except if:

a. Enabel can directly obtain the supporting documents concerned by consulting a national database in a Member State that is accessible for free, provided the candidate has given the required information (website address, responsible authority for providing the information, specific reference of the documents) so Enabel can obtain these, with concomitant permission to access them;

b. Enabel already has said documents.

The candidate formally agrees with Enabel accessing the supporting documents substantiating the information provided in this document.

Date

Place

Signature

3.4 Candidate integrity statement

Hereby, I / we, acting as legal representative(s) of above-mentioned candidate, declare the following:

- Neither members of administration or employees, or any person or legal person with whom the candidate has concluded an agreement in view of performing the public contract, may obtain or accept from a third party, for themselves or for any other person or legal person, an advantage appreciable in cash (for instance, gifts, bonuses or any other kind of benefits), directly or indirectly related to the activities of the person concerned for the account of Enabel.
- The board members, staff members or their partners have no financial or other interests in the businesses, organisations, etc. that have a direct or indirect link with Enabel (which could, for instance, bring about a conflict of interests).
- I have / we have read and understood the articles about deontology of this public contract (see 1.7.) as well as Enabel's Policy regarding sexual exploitation and abuse and Enabel's Policy regarding fraud and corruption risk management and I / we declare fully endorsing and respecting these articles.

If above-mentioned public contract is awarded to the candidate, I / we declare, moreover, agreeing with the following provisions:

- In order to avoid any impression of risk of partiality or connivance in the follow-up and control of the performance of the public contract, it is strictly forbidden to the public contractor (i.e. members of the administration and workers) to offer, directly or indirectly, gifts, meals or any other material or immaterial advantage, of whatever value, to the employees of Enabel who are concerned, directly or indirectly, by the follow-up and/or control of the performance of the contract, regardless of their hierarchical rank.
- Any (public) contract will be terminated, once it appears that contract awarding or contract performance would have involved the obtaining or the offering of the above-mentioned advantages appreciable in cash.
- Any failure to comply with one or more of the deontological clauses will lead to the exclusion of the contractor from this and other public contracts for Enabel.

Finally, the candidate takes cognisance of the fact that Enabel reserves the right to lodge a complaint with the competent legal instances for all facts going against this statement and that all administrative and other costs resulting are borne by the candidate.

Date

Place

Signature