Annex No 2: Expert’s application

[form of the Tenderer's company]

\_\_\_ \_\_\_\_\_\_\_2017

No\_\_\_\_\_\_\_\_\_\_\_\_

**EXPERT’S APPLICATION**

**TO PARTICIPATE IN THE PROCUREMENT Id . No RBR 2017/20**

**“LEGAL SERVICES”**

**FOR THE SERVICE LINE[[1]](#footnote-1)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title of the Service line

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Country

|  |  |
| --- | --- |
| Name of Expert:  |  |
| Date of Birth: |  |
| Residence address  |  |
| Education  |  |
| Obtained degree |  |
| Personal contact information (phone and e-mail) |  |

**Professional experience within 5 years:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No** | **Employing organization** | **Employment period (start – finish dates, month/year – month/year)** | **Positions held** | **Activities / Tasks performed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**English language skills[[2]](#footnote-2):**

|  |  |  |
| --- | --- | --- |
| **Understanding** | **Speaking** | **Writing** |
| **Listening** | **Reading** | **Spoken interaction** | **Spoken production** |
| *Enter level* | *Enter level* | *Enter level* | *Enter level* | *Enter level* |

Levels: A1/A2 - Basic user; B1/B2 - Independent user; C1/C2 - Proficient user.

**Project experience[[3]](#footnote-3):**

| **No.** | **Title of the project, location (country, place)** | **Start / end date of the project; Period of participation in the project (month/year – month/year)** | **Contracting authority (or Client) and contact details (phone, email), e.g. project manager in charge and contact information for references (phone, email)** | **Position in the project and description of the role and responsibilities, man-months worked for the projects, e.g. relevant experience related to the particular Service line** | **Total value of the project (thousands of EUR[[4]](#footnote-4), excluding VAT)** |
| --- | --- | --- | --- | --- | --- |
| 1.[[5]](#footnote-5) |  |  |  |  |  |
| 2. |  |  |  |  |  |
| 3. |  |  |  |  |  |
| 4. |  |  |  |  |  |
| 5. |  |  |  |  |  |

Certification:

I, the undersigned, certify that to the best of my knowledge and belief, the data provided herein correctly describe myself, my qualifications, and my experience.

I, the undersigned, confirm that my skills and experience are fully sufficient to provide services set in the Regulations, I agree to be proposed as an expert by the Tenderer in this procurement in case the Framework agreement / Contract will be concluded with the Tenderer.

Annexes (diplomas, etc.):

1. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
Date: [*date of signing*]
Name: [*name of the expert*]

1. Separate expert’s application for every country of every Service line shall be prepared. [↑](#footnote-ref-1)
2. Language skill level is based on Common European Framework of Reference for Languages (see <http://europass.cedefop.europa.eu/resources/european-language-levels-cefr>) [↑](#footnote-ref-2)
3. List of projects (max. 5) as well as positions therein **must** be related only to a particular Service line an expert is applying for. [↑](#footnote-ref-3)
4. *\** If value is in different currency than EUR, the Tenderer shall recalculate the price in EUR in accordance with the currency exchange rate of the European Central Bank on the day of signing the Proposal [↑](#footnote-ref-4)
5. Up to 5 projects which Tenderer considers in line with project experience requirements shall be indicated in the table, Procurement commission will evaluate only first five projects if more projects will be provided. [↑](#footnote-ref-5)