Section 1 - INFORMATIVE QUESTIONNAIRE B

The undersigned born in

resident in

Street /avenue

Name and Surname

.(

Place of birth Prov. Date of birth

Place of residence Prov.

Legal Representantive of the firm

Name of the Organisation

Postal Code

Tel.

Electronic mail adress

Web site:

N.I.F.

Address and city of the Organisation

 VAT

Num Social Security from the Firm/Organisation

sede

Labour security code from the Firm/Organisation

sede

Number of employees

Work contract applied

Economic activity code (if applicable)

previous experience in the activities covered by the relationship with IILA, including experience acquired in support of IILA

**APPLIES FOR REGISTRATION IN THE IILA SUPPLIER REGISTER**

For this purpose, the veracity of the declarations made is guaranteed,

# DECLARES

1. **[for sole proprietorships or partnerships]** that the company is registered with the Chamber of Commerce of:

1. Similar register in the following nation:

Economic and Administrative Register No. (R.E.A):

Entry code in the Commercial Register:

Place of registration in the Commercial Register:

Date of registration in the Commercial Register:

Duration of the company:

Date of establishment of the company: Name and legal nature:

Registered Address (Street and number, Municipality, Postal Code, Province, Country):

Company object:

 [briefly describe the object of the activity stated in the company's certificate of registration];

Details of the directors appearing on the company's certificate of registration:

**a1) [for social enterprises] that the enterprise is registered in the relevant register**

N.º Registry and date

**a2) [for independent professionals, for whom it is mandatory by law] that the professional is registered in the relevant Register**

N.º Registry and date

**a3) [for Associations, Foundations or Bodies not registered with the Chamber of Commerce] that the particulars of their Statute or Articles of Association are as follows:**

1. the non-existence of the causes of impediment according to Law 31.05.1965 No. 575 of the Italian Republic and subsequent amendments (anti-mafia provisions) or subsequent amendments (anti-mafia provisions), or indicate reference to the relevant law of the country of origin;

c) the non-existence of the grounds for exclusion from participation in tenders pursuant to art. 38 of Legislative Decree no. 163 of 12 April 2006 of the Government of the Italian Republic, or indicate reference to the relevant law of the country of origin;

d) compliance with the regulations governing the right to work of persons with disabilities (Law 12.03.99 No. 68) or indicate reference to the relevant law of the country of origin.

**PART 1 - ECONOMIC/FINANCIAL DATA**

Social Capital

Turnover in the last three years in € :

Main clients over the last three years: Value €

 Value €

 Value €

N.º de employees

Willingness to sign agreements (open orders):  YES NO Availability of reference price lists:

**PART 2 - QUALITY SYSTEM ASSESSMENT**

|  |  |  |
| --- | --- | --- |
| Have you implemented a quality system in accordance with international standards? | * YES
 | * NO
 |
| (if yes, please send a photocopy of the relevant certification) |  |  |
| Other system/services/product certifications | * YES
 | * NO
 |
| Do you have a quality manual? | * YES
 | * NO
 |
| Do you have a collection of documented procedures related to the object of supply? | * YES
 | * NO
 |
| Do you have procedures for the management of regulatory and legislative documents? | * YES
 | * NO
 |

**PART 3 – ENVIRONMENTAL MANAGEMENT SYSTEM ASSESSMENT**

Environmental Management System:

 certificate exists (Standard UNI EN ISO 14001)

 exists, but is not certified (existence of manuals and documented procedures)

 does not exist

PART 4 – ETHICAL AND SOCIAL ASSESSMENT

| DECLARES: (mark with a cross) | **YES** | **NO** |
| --- | --- | --- |
| fully comply with tax and insurance obligations  |  |  |
| not to use or support child labour |  |  |
| not to use or support forced labour (labour obtained under threat) |  |  |
| respect the right of all staff to form and join trade unions of their choice, and the right to collective bargaining |  |  |
| not use or support discrimination (in hiring, remuneration, access to training, promotion, dismissal or retirement on the basis of race, class, national origin, religion, disability, gender, sexual orientation or union membership, |  |  |
| apply only and exclusively the disciplinary procedures provided for in the national collective agreement national collective agreement |  |  |
| comply with legislation and industry standards applicable to working hours |  |  |
| ensure that wages paid always comply with statutory standards or minimum industry standards |  |  |
| ensure that there are no situations of conflict of interest, undue influence, or even indirect working/professional relationships with the IILA |  |  |
| meet the requirements of good repute and reputation |  |  |
| you are involved in bankruptcy, liquidation or insolvency proceedings; your assets are administered by an auditor or a court; you have reached an agreement with your creditors; you have suspended your business activities; you are in any other similar situation resulting from a similar procedure under your own country's legislation |  |  |
| To be guilty, by final judgment, of grave professional misconduct in breach of the legal provisions or professional ethics rules of the profession to which he belongs, or any unlawful conduct indicating intent or gross negligence, as follows: |  |  |
| 1) fraudulent or negligent delay in supplying the information required to verify the non-existence of grounds for exclusion or to complete the selection criteria or the execution of the contract awarded, |  |  |
| (2) entering into agreements with other persons with the aim of distorting competition, |  |  |
| (3) infringement of intellectual property rights, |  |  |
| (4) attempt to influence the decision-making process of the contracting authority during the award process, |  |  |
| (5) attempt to obtain confidential information that may give undue advantage in the award procedure, (6) attempt to obtain confidential information that may give undue advantage in the award |  |  |
| Be guilty, on conviction on indictment, of the following offences: |  |
| (1) Fraud, within the meaning of Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995. |  |  |
| 2) Bribery, as defined in Article 3 of the Convention on the fight against corruption involving officials of the European Union or officials of the countries of the European Union, or as defined in the law of the country in which the contracting authority is located, the country in which the person is resident or the country in which the assigned contract is to be performed. |  |  |
| 3) Participation in a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA |  |  |
| (4) Money laundering or terrorist financing, as referred to in Article 1 of Directive 2005/60/EC of the European Parliament and of the Council of Directive 2005/60/EC of the European Parliament and of the Council |  |  |

**PART 5 - TECHNICAL CAPACITY**

Main products/services supplied:

……………………………………………………………………………………………………………………………………………………………………………………..

…………………………………………………………………………………………………………………………………………………………………………………… An after-sales service is available:

……………………………………………………………………………………………………………………………………………………………………………………..

REFERENCES - Significant customers/orders in the last three years in activities related to the subject of the contract:

……………………………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………………………..

QUALIFIED SUPPLIERS AND PRODUCTS ARE USED  YES  NO MAIN SUPPLIERS AND THEIR GEOGRAPHICAL LOCATION

……………………………………………………………………………………………………………………………………………………………………………………..

……………………………………………………………………………………………………………………………………………………………………………………..

|  |  |  |
| --- | --- | --- |
| **PRODUCTION/SUPPLY OF THE SERVICE/PRODUCT****Are there formalised company procedures in place to control the product/service provided?** |  YES |  NO |
| It carries out its production in  Italy  Another country  |  |  |
| **PRODUCT SUPPLIERS (to be filled in by product suppliers)****Is there a catalogue of available products?**  YES |  |  NO |
| Are the products described on your website?  YES |  |  NO |

Average product delivery time (from receipt of order).......................................................................

**SERVICE PROVIDERS (to be filled in by service providers):**

How soon after the call can you intervene to carry out the services provided?

………………………………………………………………………………………………………………………………………………………………………..

**Notes:**

1) I, the undersigned as the undersigned, declare that I have been authorised by the management of the company to provide the above information and guarantee its authenticity;

2) Please communicate any changes concerning new product categories or information requested in the questionnaire;

(3) For this purpose, the following documents are enclosed:

(a) Certificate issued by the reference agency of the country of origin and dated not earlier than three months proving the regularity of the tax situation. (This certificate should be included only in the case of provision of services involving the provision of labour within IILA);

b) Copy in conformity with the original of the last payment of workers' contributions made to the social security body of reference in the country of origin (to be included only in the case of provision of services involving the use of labour within the IILA).

|  |  |
| --- | --- |
| **POSITION** | **STAMP AND SIGNATURE** |
|  |  |

With reference to Legislative Decree 196/03 "Code for the protection of personal data" of the Government of the Italian Republic, we express our consent to the processing of our personal data by your Organisation.

We understand that we may be excluded from this call for tenders and be subject to exclusion from any future calls, as well as being reported to the appropriate offices of the European Commission, if the information we have declared as a condition for participation in this call for tenders proves to be false.

 Signature