TABLE OF KEY EXPERTS

|  |  |
| --- | --- |
| **Position** | **Name of expert** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Curriculum vitae

**Proposed role in the project:**

1. **Family name:**
2. **First names:**
3. **Date of birth:**
4. **Nationality** <*please include only the information related to the citizenship*>:
5. **Education:**

|  |  |
| --- | --- |
| Institution  (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|  |  |
|  |  |

1. **Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |
| --- | --- | --- | --- |
| Language | Reading | Speaking | Writing |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

1. **Membership of professional bodies:** <*please do not include information related to membership in the trade unions*>
2. **Other skills:** (e.g. Computer literacy, etc.)
3. **Present position:**
4. **Years within the firm:**
5. **Key qualifications:** (Relevant to the project)
6. **Specific experience in the region:**

|  |  |
| --- | --- |
| Country | Date from - Date to |
|  |  |
|  |  |
|  |  |

1. **Professional experience**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Dates**  **from - to** | **Location** | **Company/**  **employer** | **Position** | **Description of the tasks performed** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
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|  |  |  |  |  |

**Statement of exclusivity and availability  
refERENCE CODE: <ta reference>**

I, the undersigned, hereby declare that I agree to participate **exclusively** with the tenderer < tenderer name > in the above-mentioned service tender procedure. This declaration includes that I will not be proposed as a replacement expert in this tender procedure until the contract is signed with the awarded company. I declare that, in the event that this tender is successful, I am willing and available to work for the period(s) foreseen for the position for which my CV was submitted, namely:

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Availability** |
| < start of period > | < end of period > | < full time/part time, with a minimum of X days> |

I confirm that I do not have a confirmed engagement[[1]](#footnote-1) as an expert in other projects, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

**[***If applicable* For information, I am currently engaged in the following projects/professional activities:

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of project / activity** | **Company / employer** | **End date of engagement** | **Remaining days** |
| < name of project > | < employer > | < date > | < days > |
| Etc.. |  |  |  |

By making this declaration, I understand that:

* I am not allowed to present myself as an expert to any other tenderer submitting a tender to this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders may be rejected, and I may also be subject to exclusion from other EIB tender procedures and contracts.
* Should this tender be successful, I am fully aware that if I am not available at the expected start date of my services for reasons other than ill-health, force majeure, the tenderer may be subject to exclusion from other EIB tender procedures and contracts and that the notification of award of contract to the tenderer may be rendered null and void.

Additionally, I declare that I am not in a situation of conflict of interest and commit to inform the tenderer and the Contracting Authority of any change in my situation.

I acknowledge that in case the contract is awarded to the tenderer with whom I have signed the present statement, I will have no contractual relation with the Contracting Authority and, in case of dispute concerning my contract with the Contractor, I shall address myself to the latter and/or to the competent jurisdictions.

**[***If applicable:* For information I have been proposed as a key expert in the following on-going tender(s):

|  |  |  |
| --- | --- | --- |
| **Tender reference** | **Submission deadline for the tender** | **Tendered engagement** |
| < tender reference > | < date > | < full time/part time OR number of days |
| Etc. |  |  |

Should I receive a confirmed engagement, I declare that I will accept the first engagement which is offered to me chronologically. Furthermore, I will notify the tenderer and the Contracting Authority immediately of my unavailability, if applicable.**]**

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

1. The engagement of an expert is confirmed when such expert is committed to work as an expert under a signed contract, or where he/she is an expert in a tender which has received a notification of award. The date of confirmation of the engagement in the latter case is that of the notification of award to the Contractor. [↑](#footnote-ref-1)