

Specifications attached to the
Open invitation to tender n° TAXUD/2012/AO-13
for the provision of effective tax rates in the context of
an enlarged European Union and related supporting
services.

1. BACKGROUND

The European Commission highlighted in the Annual Growth Survey (AGS) and in the European Semester 2012 the importance of growth friendly national tax systems.¹ Corporate tax systems play an important role for the investment decisions of domestic and foreign companies. To analyse the evolution of corporate tax systems, comparable time series data on the evolution of effective tax burdens are an essential tool for an informed policy debate on the level and of corporate taxes. In addition, the data allow for analysing potential distortions from taxation, most notably the effect on the financing decision of companies with respect to debt and equity. Further to the growth considerations, the European Commission stated already in its 2001 Communication on tax policy in the European Union (COM(2001) 260 final) that EU tax policy must serve the interests of citizens and businesses wishing to avail themselves of the four freedoms of the Internal Market (the free movement of persons, goods and capital, and the freedom to provide services).

In line with the Europe 2020 goals, the Commission proposed measures to improve the Internal Market by reducing corporate tax obstacles for cross-border activities, which deter companies from exploiting all investment and establishment opportunities across the Internal Market. Among other proposals, the Commission has put forward the idea of a Common Consolidated Corporate Tax Base as a means to reduce the compliance cost of companies operating in different Member States and therefore remove tax obstacles in the internal market. Generally, EU initiatives in the tax field shall ensure that tax systems contribute to a higher efficiency in the functioning of the goods, services and capital markets as well as to a properly functioning labour market. In order to evaluate possible malfunctions of the Internal Market for corporations and offer sound policy proposals to overcome remaining tax obstacles, information on the effective tax burden of corporations in the different Member States is a necessary tool.

Ideally, marginal effective tax rates are calculated using firm-level data. However, large data samples exist only in a few Member States for this type of calculation. Furthermore, it is not possible to calculate forward-looking measures with these samples. Firm-level data is by definition backward-looking. Also, using sample data entails usually the problem of a sample bias since only a part of the corporations are listed in the data. Statements on the general effective tax burden in a country are therefore difficult to make. For these reasons a more general measure of effective tax rates that relies on assumptions about the asset structure and the profitability of the firm is a useful tool for international comparisons. Such forward looking tax measures as the effective marginal tax rate developed by King and Fullerton (1984) are now widely

¹ The Annex to the AGS on growth friendly tax systems can be found online at: http://ec.europa.eu/europe2020/pdf/ags2012_annex4_en.pdf.
Section 2.4 discusses the debt-equity distortion in most corporate tax systems.

used. Devereux and Griffith (1999) developed a variant of the King-Fullerton approach which allows calculating effective marginal and effective average tax rates using a common theoretical framework. This type of country-level effective tax rates is used in a number of academic studies (e.g. Bénassy-Quéré et al.(2005), Devereux, Griffith, Klemm (2002), Loretz (2007)).

In recent years, many countries have adopted rules to limit profit shifting like thin capitalization rules, cash stripping rules and other provisions. In addition, new systems which affect the tax burden on Research and Development investments like patent boxes have been established. So far, effective tax rates have not explicitly modelled the influence of such provisions on effective tax burdens. Additional analysis in this direction could be useful to evaluate the tax effects of these measures on multinational companies, notably with regard to the tax burden on investment in research development.

Recent analysis using effective tax rates were conducted in the Staff Working Documents accompanying the country specific recommendations of the European Semester 2012 where the focus was mainly on the debt equity distortion in corporate tax systems. The analysis shows a general tax advantage of debt which varies considerably between Member States. Earlier work using effective tax rates was presented in the Commission's Company Tax study (SEC (2001) 1681)². The results of the analysis of differences in the EU corporations' effective level of taxation presented in this study were twofold. First, it showed summary measures of the overall relative incentive (or disincentive) provided by each country's tax law to undertake various types of investments at home or in another EU Member State. Second, it identified the most important tax drivers influencing the effective tax burdens, that is, the weight of each of the most important elements of the tax regimes in the effective tax burden. This analysis needs to be pursued for the enlarged EU taking into account the new investment opportunities both in the enlarged internal market and the surrounding trading partners.

Even if not all elements of the tax systems could be taken into account in the model based effective rates, the tax differentials show that there are incentives for companies to choose the most tax-favoured locations for their investment, which may not be the most favourable location in the absence of taxes. From the point of view of economic efficiency, tax systems should ideally be as "neutral" as possible in terms of economic choices. In such an analytical framework, the choice of an investment, its financing or its location should in principle not be driven by tax considerations. From this perspective, and in an international context, similar investments should not face markedly different effective levels of taxation purely because they are undertaken in different countries. Therefore, the size of effective tax rate differentials and the dispersion of effective tax rates deserve careful attention in order to analyse the role of taxes for investment decisions in the Internal Market.

2. NATURE OF THE CONTRACT

A call for tenders is launched by the European Commission for the signature of a framework agreement that covers two types of services:

² See http://ec.europa.eu/taxation_customs/resources/documents/annexes_en.pdf for the methodology used and http://ec.europa.eu/taxation_customs/resources/documents/company_tax_study_en.pdf for the report.

1. **Access to a database of comparable forward-looking indicators relating to effective levels of company taxation using a model approach based on the Devereux-Griffith methodology for the time span 1998-2016.**

External expertise is sought for such services in order to ensure data quality, coverage, availability, quick response, accuracy, continuous monitoring, standardised formatting and comparability.

The content and volume of the database services are fixed by the technical specifications and the offer of the contractor.

2. **The provision of on demand supporting services for the performance of ad hoc economic analysis with respect to the development of effective tax burdens over time and the impact of specific corporate tax reforms in the EU using an additional model.**

The tenderer should be able to carry out a number of ad hoc economic analyses on specific corporate tax topics as identified by the Commission. The topics to be examined are related to the analysis of fiscal aspects with respect to the development of effective tax burdens over time and the impact of specific corporate tax reforms in the EU within the framework of the Commission work programme and important corporate tax developments on the national, European and international level.

DG TAXUD expects to initiate some 4 requests for ad hoc economic analysis, of 40 man-days each, over the duration of the framework contract. The main users of this framework contract are the Commission services which carry out tax-related work.

The estimated budget value for the framework contract is 500 000 EUR for the database services and the on demand supporting services combined. The framework contract is awarded to a single contractor. Each type of service will be implemented through its own specific contract.

3. **SPECIFICATIONS FOR THIS CALL FOR TENDERS**

3.1. Objectives

In order to keep up to date with the latest developments in corporate taxation and to identify the main tax drivers influencing the effective tax burdens in the EU Member States, the European Commission is seeking to gain access to an existing database of comparable forward-looking indicators relating to effective levels of company taxation using a model approach based on the Devereux-Griffith methodology for the time span 1998-2016. The tenderer is expected to cover the additional investments necessary to bring the database up to date and extend it to EU candidate countries as well as a number of non EU countries.

In addition, the tenderer will have to cover the provision of on demand supporting services. These services not only relate to sensitivity analysis with respect to the assumptions underlying the computation of the indicators contained in the database, but also to the performance of economic analysis with respect to the development of effective tax burdens over time and the impact of specific corporate tax reforms in the EU using an additional computer-based model. The model should take into account all relevant elements of the corporate tax system and allow for the computation and comparison of the tax burdens of corporations, including the development of the tax rate and tax base, across the EU Member States.

3.2. Tasks

3.2.1. *Database of effective corporate tax rates*

The aim is to gain access to a database that analyses the effective corporate taxation within the enlarged European Union (EU27) by means of computed series of domestic and cross-border effective marginal and average corporate tax rates. For reasons of comparison, the database must also include a number of non-EU European countries. It should also highlight the situation for SMEs in comparison with large corporations.

The effective corporate tax indicators contained in the database should be based on a model framework, including assumptions, parameters, calculations, and data collection work related to the individual tax systems. The database should contain the taxation of domestic investments in each of the countries separately. In addition, taxation of cross-border investments between pairs of countries should be included.

The model behind the database should be based on the Devereux-Griffith (1999) methodology (see Annex VIII), as it was used in the Company Tax Study³, to calculate the cost of capital, the effective marginal tax rate ('EMTR') and the effective average tax rate ('EATR') for particular forms of investment.

The model should allow an assessment of the impact of corporate income taxes on the effective marginal tax rate ('EMTR') and the effective average tax rate ('EATR') for different types of investments. It should be set up based on financial calculus (rates of return, net present value, financial formulas). It should take into account 3 sources of financing (retained earnings, new equity and debt), 5 types of assets (industrial buildings, machines, intangibles (assumed to be the purchase of a patent), inventories, financial assets). The implicit assumption is that of a profit-maximising firm.

The underlying calculations are to be based on general economic parameters (based on model assumptions) and country-specific parameters (based on the tax legislation in the individual countries).

In particular, the database should cover:

- A series of domestic and cross-border marginal and average effective tax rates calculated under the Devereux-Griffith approach over the period 1998-2016. These will allow for an analysis of the development of the corporate effective tax burden on domestic and cross-border investment projects in the 27 countries of the EU.
- The study should include the candidate countries (Croatia, FYROM and Turkey) as well as Switzerland, Norway, USA, Canada and Japan for the period 2005-2016.
- For each country and for each year under consideration, the database should also present effective tax rates related to the different assets and the different sources of financing separately.

³ See http://ec.europa.eu/taxation_customs/resources/documents/annexes_en.pdf for the methodology used and http://ec.europa.eu/taxation_customs/resources/documents/company_tax_study_en.pdf for the report.

- Two kinds of corporations should be considered: large corporations and incorporated SMEs. The database should cover particular rates and regimes for SMEs, however an analysis of special tax incentives is not required. With respect to SMEs, the calculations are limited to domestic effective tax rates.
- The database should allow for a comparison of the results for large corporations and incorporated SMEs. In performing this comparison, the database should take into account elements of personal income tax related to shareholder taxation, including those having an influence or imposing limits on the financing decision.

The tenderer shall provide information on the format of the database and describe how access to the database will be organised. In any case, the tenderer shall be able to provide the data in excel format. The European Commission will be granted the permission to use the data for analytical purposes and publication.

The tenderer shall describe to what extent access to the database can be guaranteed, and present the strategies followed to supply the most recent data. The tender contains information on the data collection method, including a reference to the data sources used.

The tenderer guarantees the timely update of the database following the signature of the specific contract. The delivery schedule for the database services is as follows:

- 11 months following the date of signature of the first specific contract: the database should contain the full range of effective tax rates for all countries up to 2013.
- 23 months following the date of signature of the first specific contract: the database should contain the full range of effective tax rates for all countries up to 2014.

The same procedure applies to the following years in case the framework contract is extended beyond the initial period of 2 years.

The Commission shall be granted access to the underlying calculations on request. The tenderer shall put in place a system for responding to specific questions related to the underlying calculations.

3.2.2. On demand supporting services

The supporting services should on the one hand entail economic analysis of the effective tax rates provided by the tenderer. On the other hand they should offer the possibility to conduct studies on corporate taxation issues relying on general modelling techniques.

The tenderer must be able to perform economic analysis related to the development of effective tax burdens and the running of specific scenarios related to corporate taxation in a computer-based model for the computation and comparison of the tax burdens of corporations located in different countries over a period of time, taking into account all relevant elements of the corporate tax system.

The model shall be able to make cross-border comparisons with respect to the corporate tax burdens and tax systems of the EU Member States. It shall handle tax reforms and changes in tax legislation, and assess proposals and concepts influencing the level of corporate taxation on the national tax systems. It shall be able to investigate the influence of each individual corporate tax aspect on the tax burden. The model takes into the account the economic reality in which firms operate, in particular industry sector, assets, source of finance and the cross-border dimension of corporate investment.

In order to investigate the impact of the assumptions on the results, sensitivity analysis must be undertaken giving alternative weights to the economic and to some tax systems variables entering the model. The contractor shall be required to provide on request all types of analysis with respect to country-level and EU-level tax burdens based on the model assumptions underlying the computation of the indicators contained in the database.

For the sake of the simulations under the model, the size of the model company and the structure of the company's balance sheet and profit and loss account represent a standard EU-average company. The definition of such a company will be agreed in collaboration with the Commission services and will be based on recent data representative of all countries concerned. It is expected that several types of 'EU-model companies', i.e. companies belonging to different economic sectors, will be simulated in the exercise.

Also, a sensitivity analysis of the definition of the model company should be carried out, in particular, by comparing the results obtained for the average EU-company to other country-specific model companies. The model company will be subject to the tax rules currently existing in each of the EU Member States for the base case. The model shall simulate the development of the main economic variables of the model company over a period of at least ten years (2011 forward).

At least the following tax base-related provisions are expected to be simulated by the model:

- Depreciation methods and tax depreciation periods
- Inventory stock valuation methods
- R&D costs: expensed or capitalised
- Production costs (i.e. part of the production costs that are capitalised in long term contracts): partial costs (overhead expenses are excluded) or full costs
- Double taxation methods on foreign income
- Provisions for liabilities
- Loss compensation possibilities

The tenderer shall describe the technical details of the alternative model proposed, including its underlying assumptions and an overview of previous work carried out on the basis of the model.

General issues

The database shall be maintained and all work carried out under this tender shall be carried out in the English language. The tenderer assures that the staff appointed has sufficient knowledge of this language. The contractor and the Commission each appoint one central contact person.

The tenderer shall provide assurance regarding the quality of all information supplied to the Commission by applying a quality control system. In addition, the tenderer must provide assurance that all information supplied to the Commission is accurate and up-to-date. To this effect, the tenderer has to describe in detail, the quality control system applied in the tender.

4. COMPULSORY INFORMATION

All the information and documents required by the authorising department for the appraisal of tenders on the basis of the selection criteria and of the award criteria.

In addition, those tendering are required to submit in their offer a detailed work plan including the composition of the team and the organisation of the work.

5. SPECIMEN CONTRACT

In drawing up offers, the tenderers should bear in mind the provisions of the model contract annexed to the specifications (Annex I and Annex II).

6. DURATION OF THE TASKS

The duration of the framework contract shall be of a maximum period of 4 years from its date of signature. The framework contract shall have an initial duration of 2 years. It may be renewed only with the express written agreement of the parties before the framework contract ends. Only two renewals for a period of 1 year each shall be possible. Each specific contract made under this framework contract shall have its own specific duration.

7. PRICES

The tenderer is required to offer a total price for the services, separating out the price for the database services and for the on-demand supporting services.

The tenderer will determine the price per man-day for the supporting services for an estimated number of 4 studies of 40 man-days on average. The price per man-day is unique per category of experts and includes all types of overheads, including travel and subsistence costs.

The basis for the price assessment is the total price for the services over a period of 4 years, defined as the sum of

- the price for the database services; and
- the price per man-day times the average number of man-days per on demand request times the number of requests for the on demand supporting services.

Prices must be quoted in EUR using, when needed, the conversion rates published in the C series of the Official Journal of the European Communities on the day when the notice of invitation to tender was published.

Prices should be quoted free of all duties, taxes and other charges, including VAT, as the Communities are exempt from such charges under Articles 3 and 4 of the Protocol on the privileges and immunities of the European Communities; if any, the amount of VAT should be shown separately.

The price must cover all expenditure incurred in the performance of the contract, including travel and subsistence costs. The labour cost for each category of staff engaged in the project must be specified. The daily rate for labour of each member of staff and the total number of days each member of staff will contribute to the work should be provided.

8. DEPOSITS AND GUARANTEES REQUIRED

The contractor may be requested to provide the Commission with a guarantee equal to the amount of any advance obtained.

9. TENDERS FROM CONSORTIA

Contractors or suppliers must specify and quantify the role, qualifications and experience of each member of the consortium. A prime contractor must be designated.

In case of consortia, the criteria have to be met by the consortia as a whole. Nevertheless, criteria 10.A.I, II, III a) and III b) have to be met by each member of the consortium.

10. EXCLUSION AND SELECTION CRITERIA

The Commission reserves its right not to select an offer, which does not conform to the conditions explained in the present document and its annexes.

Tenders that do not meet the requirements outlined below will not be taken into consideration for evaluation.

A. EXCLUSION CRITERIA

I. Any candidate may be excluded from participation who:

- (a) is bankrupt or being wound up, is having its affairs administered by the courts, has entered into an arrangement with creditors, has suspended business activities, is the subject of proceedings concerning those matters, and is in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- (b) has been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata*;
- (c) has been guilty of grave professional misconduct proven by any means which the contracting authorities can justify;
- (d) has not fulfilled all its obligations relating to the payment of social security contributions and the payment of taxes in accordance with the legal provisions of the country in which it is established, with those of the country of the contracting authority and those of the country where the contract is to be carried out;

- (e) has been the subject of a judgement which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity detrimental of the Union's financial interests;
- (f) is the subject of an administrative penalty for being guilty of misrepresentation in supplying the information required by the contracting authority as a condition of participation in the procurement procedure or failing to supply an information, or being declared to be in serious breach of his obligation under a contract covered by the budget.

Proof must be provided by:

Filling in a declaration signed by an authorized officer who certifies that none of the above is the case (see annex IV: Declaration of honour with respect to the Exclusion Criteria).

The Commission reserves its right to request **from the winning tenderer:**

- For situations described in (a), (b) and (e); production of a recent extract from the judicial record is required or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance showing that those requirements are satisfied. Where the tenderer is a legal person and the national legislation of the country in which the tenderer is established does not allow the provision of such documents for legal persons, the documents should be provided for natural persons, such as the company directors or any person with powers of representation, decision making or control in relation to the Tenderer.
- For the situation described in point (d) above; recent certificates or letters issued by the competent authorities of the State concerned. These documents must provide evidence covering all taxes and social security contributions for which the tenderer is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions.

- For any of the situations (a), (b), (d) or (e) where any document described in the two paragraphs above is not issued in the country concerned: a sworn or, failing that, a solemn statement made by the interested party before a judicial or administrative authority, a notary or a qualified professional body in his country of origin or provenance.

II. Proof of registration in a professional or trade register must be provided by means of a declaration or certificates prescribed in the country of establishment of the service provider.

III. Proof of the service provider's financial and economic standing must be furnished by the following:

- (a) evidence of relevant professional risk and /or third party indemnity insurance;
- (b) a copy of the service provider's balance sheets or extracts from balance sheets for at least the last three years for which accounts have been closed, where publication of the balance sheets is required under the company law of the country in which the service provider is established; and

- (c) a statement of the undertaking's overall turnover and the turnover relating to the provision of the services to which this contract relates for the previous three financial years.

B. SELECTION CRITERIA

I. Evidence of the service provider's technical and professional capacities and previous experience in the field

Tenderers must demonstrate that they have the human resources needed to provide the services required:

1. Technical and professional capacity of economic operators shall be evaluated and verified in accordance with paragraphs 2 to 5 (below). Such capacity shall be assessed with regard in particular to their know-how, efficiency, experience and reliability.
2. Evidence of the technical and professional capacity of economic operators may, depending on the nature, quantity or scale and purpose of the services to be provided, be furnished on the basis of the following documents:
 - (a) the educational and professional qualifications of the service provider or contractor and/or those of the firm's managerial staff and, in particular, those of the person or persons responsible for providing the services;
 - (b) a list of the principal services provided in the past 5 years, with the sums, dates and recipients, public or private;
 - (c) a description of the measures employed to ensure the quality of services, and a description of the firm's study and research facilities;
 - (d) a statement of the average annual manpower and the number of managerial staff of the service provider in the last three years;
 - (e) an indication of the proportion of the contract which the service provider may intend to subcontract.
3. Tenderers have to prove their ability, skills, experience and competence for performing the work by means of:
 - a) A general description of the tenderer's main activities, previous experience with respect to the services requested under this framework contract, supported by client references. In addition, the description should contain the methodologies used in the previous studies quoted.

Client references: give 3 client reference contacts of companies other than the Commission that are making use of services similar to the service requirements of this call for tenders. Only provide client references and contact data that are relevant to the services in question and that can be consulted and used by the Commission.

b) Availability of human resources: tenderers must include in their tenders the following information:

(i) The summary table attached in Annex VII (identification form for staff) detailing the experts made available for the work and the fees charged: separately for the database services and the on-demand supporting services, with a distinction between junior level and expert level.

Furthermore, tenderers should present a curriculum vitae of each of the experts listed in Annex VII specifying:

- Academic qualifications and professional background.
- Relevant expertise and experience, indicating dates, place of work and recipients of the work (in particular those services implemented on behalf of the tenderer).
Description of his/her role in the team.

(ii) A statement that the experts included in the offer are able to work and produce reports in English.

(iii) The tenderer shall also provide a table with information on previous academic publications by the members of its team. The team has to demonstrate relevant work experience in the field of economics and taxation in the light of the specifications of the tender. At least one member of the team shall have at least one academic publication which uses effective tax rates.

4. The tenderer should demonstrate the capacity of maintaining a database developing a model as described in the description of the tasks and provide an understandable summary of the model properties with a special focus on the tax features incorporated in the model and how taxation is handled.
5. An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the contracting authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal.

II. Declaration of honour with respect to confidentiality and absence of conflict of interest

The tenderer is required to sign a Declaration of honour with respect to confidentiality and absence of conflict of interest (see Annex III) which must be included in the offer.

In case of consortia, each member of the consortia is required to sign this declaration.

Tenders that do not meet the above requirements will not be taken into consideration for evaluation.

11. AWARD CRITERIA

The award of the contract will be made to the economically most advantageous tender: the bid offering the best value for money will be identified as presenting the best quality/price ratio, provided the minimum number of points is achieved.

The bids will be assessed according to the following criteria:

- The technical quality of the services offered in the light of the tender specifications
- The price for the Commission

11.1. Technical quality

The **technical quality** will be assessed on the basis of the following criteria:

- a) Clarity, completeness and overall coherence of the proposal.
(Maximum 30 points)
- b) Adequacy of the mechanism for assuring a continuous service, rapid response and timely availability of the specific resources required for maintaining and further developing the database and running the alternative model.
(Maximum 30 points)
- c) Relevance and quality of the methodologies for the computation of the indicators maintained in the database and delivering the supporting services described under section 3.2.2
(Maximum 40 points)

The quality of the offers will be evaluated by the degree to which they fulfil the requirements specified for the services requested. The points in brackets indicate the importance given to each criterion. The maximum overall score amounts to 100 points.

Selected companies will have to score at least 50% for each technical quality criterion. An overall score of 60 points or more is also required.

11.2. Price assessment

Offers for which the technical quality assessment score is less than 60 points or offers for which less than half the points are scored on an individual criterion will not be considered for the price assessment and for the award of the contract.

The basis for the price assessment is the total price for the services over a period of 4 years, defined as the sum of

- the price for the database services; and
- the price per man-day times the average number of man-days per on demand request times the number of requests for the on demand supporting services.

11.3. Quality (70%)/price (30%) ratio

The offer presenting the best value for money will be identified in the following way:

- The offer with the best technical score will receive a **quality indicator** of 100 points. The remaining offers will receive lower quality indicators in proportion to their technical scores.
- The offer found to be the cheapest (and with a sufficient technical score (i.e. at least 60 points and at least half the points on each technical criterion) will receive a price indicator of 100 points. The remaining offers will receive lower price indicators in proportion to their prices.
- A weighting of 70% shall be attributed to the quality criterion and a weighting of 30% shall be attributed to the price criterion. The highest result will indicate the offer presenting the best value for money.

12. COPYRIGHT OF DELIVERABLES

The copyright of the services undertaken under this framework contract will reside with the Commission. The Commission services will be responsible for deciding the possible dissemination of the studies and analysis performed under this contract. In the execution of specific studies under this framework contract, the tenderer may be asked to supply the calculation files containing the data used. In that case, they should be presented in an interpretable and readable format. The tenderer should be able to make the calculations available to the Commission at any time.

13. QUALITY ASSESSMENT

In addition to the obligatory quality control exercised by the contractor, a quality assessment will be established by the Commission for the assignments implemented under this framework contract. The information obtained from this exercise will be one of the key elements when taking into account a possible extension of the contract.

14. LIQUIDATED DAMAGES

Article II.12 of the framework contract defines the conditions under which liquidated damages are applied.

15. PAYMENT ARRANGEMENTS

Payments referring to specific contracts shall be made provided that the services to be offered by the contractor have been certified by the Commission in accordance with the conditions laid down in each relevant specific contract.

16. ADMINISTRATIVE INFORMATION

The tenderer will produce the following documents and information (also to be completed for each member in case of Consortium):

- 1) legal form of tenderer; articles of association of the company;
- 2) date of registration;
- 3) country of registration;
- 4) name, capacity, title and function of the legal representative who will sign the contract on behalf of the company;
- 5) financial details (see also Annex VI: to be completed and signed by the Bank and/or by the tenderer representatives):
 - a) document to be completed and signed by the tenderer, who must attach a bank document indicating the bank account;
 - b) document to be signed also by a banking establishment in the absence of a bank statement providing identification;
- 6) VAT number;
- 7) names and functions of those responsible as contacts for technical aspects of the contract;
- 8) telephone and fax numbers, and e-mail number addresses.

The tenderer shall also include the information mentioned hereafter, duly completed and signed, in order to permit tenders to be assessed by means of the criteria for the contract award:

- 1) Annex III: Declaration of honour with respect to confidentiality and absence of conflict of interest.
- 2) Annex IV: Declaration of honour with respect to the exclusion criteria
- 3) Annex V: Legal entity form
- 4) Annex VI: Financial identification form
- 5) Annex VII: Identification form for staff

The tenderer may include any other information that he deems important in support to their capacity to implement the work. This additional information shall be enclosed as annex to the tender.

ANNEXES

- Annex I: Specimen framework contract**
- Annex II: Specimen specific contract**
- Annex III: Declaration of honour with respect to confidentiality and absence of conflict of interest**
- Annex IV: Declaration of honour with respect to the exclusion criteria**
- Annex V: Legal entity form**
- Annex VI: Financial identification form**
- Annex VII: Identification form for staff**
- Annex VIII: Devereux/Griffith 1999: The taxation of discrete investment choices**
- Annex IX: Database on effective corporate tax rates – Detailed requirements**