# Appendix 4 – References

Client wishes to enter into an Agreement with a Tenderer that has proven experience with Assignments that required a level of skills and knowledge similar to the ones that are required to understand and complete the Assignment. With the reference(s) Tenderer proves its capability regarding the three core competences as described in section 6.4 RFP that are required. If Tenderer has one assignment with which it can prove its capability on all competences, it is allowed to use this single Assignment to prove its experience on all competences. If not, Tenderer can describe up to three different Assignments to prove its capability (one per core competence). If the number of references exceeds the required number, only the first three references are taken into consideration.

The following minimum requirements apply in addition to the substantive aspects that have to be described in this Appendix. If these requirements are not met, the reference will be considered as invalid:

1. The requested core competences have been provided to the satisfaction of the reference organization in the period of maximum 48 months prior to the closing date for the submission of this Tender. The reference assignment does not have to be completed yet, but the parts to which the core competences relate must have been implemented and evaluated over a duration of at least 12 months. The minimum revenue of the reference assignment(s) must at least be EUR AMOUNT per year per assignment.
2. For verification purposes, the current contact details of the contact persons must be fully and correctly entered in the reference orders. Tenderer is aware of and agrees with the fact that Client can carry out a check without further permission and consultation with Tenderer. Tenderer must inform the contact person(s) of the reference organization(s) that he or she can be approached in this context;
3. If the statement of the reference organization is not in accordance with the declaration of the Tenderer or the reference organization does not wish to cooperate with the audit and cannot therefore be verified whether the requirement is met, the reference can be regarded as invalid with exclusion consequently.
4. References are only considered valid if the relevant reference order has been executed by the Tenderer. In case of a Partnership (combination), this is one of the partners that is registered for this tender. If the Tenderer relies on a Third Party to fulfil the requirements, this is the Tenderer or the Third Party in question that will be involved by the execution of the Assignment.

Client reserves the right to ask for further supporting documents proving that the statements have been completed truthfully. She is not obliged to do so.

*Core competence 1 – Ability to create all statutory accounting documents (financial statements (SFS) (from within one European Member State), filing those documents into the Belgium register and also filing them according to the local legal prescriptions in the countries in which Client and its legal entities are located*

|  |  |
| --- | --- |
| Data Client | |
| Organisation Name |  |
| Type of organisation / legal form |  |
| Registered Office (City) |  |
| Name Contact |  |
| Function Contact |  |
| Telephone number |  |
| e-mail address |  |
| Data Assignment | |
| Type of service(s) |  |
| Executed by |  |
| Subcontractor (if applicable) |  |
| Period of execution | From ……………………. till ………………………. |
| Reason Contract ending |  |
| Total Revenue per year |  |
| Extensive description of the nature and scope of the Assignment (max ½ A4): | |
|  | |

###### Core Competence 2 – Ability to carry out accounting, cost reporting and project administration for European subsidies (Horizon Europe or similar).

|  |  |
| --- | --- |
| Data Client | |
| Organisation Name |  |
| Type of organisation / legal form |  |
| Registered Office (City) |  |
| Name Contact |  |
| Function Contact |  |
| Telephone number |  |
| e-mail address |  |
| Data Assignment | |
| Type of service(s) |  |
| Executed by |  |
| Subcontractor (if applicable) |  |
| Period of execution | From ……………………. till ………………………. |
| Reason Contract ending |  |
| Total Revenue per year |  |
| Extensive description of the nature and scope of the Assignment (max ½ A4): | |
|  | |

###### Core Competence 3 – Ability to work with one integrated system in which all international accounts (from at least five locations in different European Member states) are merged into a central report and submission of local VAT and CIT filings is possible.

|  |  |
| --- | --- |
| Data Client | |
| Organisation Name |  |
| Type of organisation / legal form |  |
| Registered Office (City) |  |
| Name Contact |  |
| Function Contact |  |
| Telephone number |  |
| e-mail address |  |
| Data Assignment | |
| Type of service(s) |  |
| Executed by |  |
| Subcontractor (if applicable) |  |
| Period of execution | From ……………………. till ………………………. |
| Reason Contract ending |  |
| Total Revenue per year |  |
| Extensive description of the nature and scope of the Assignment (max ½ A4): | |
|  | |

Thus truthfully drawn up and signed legally, on behalf of the Tenderer:

|  |  |
| --- | --- |
| Name Tenderer |  |
| Name Authorized Representative |  |
| Function |  |
| Place & Date |  |
| Signature |  |