

# Advertisement for Contracts for the Provision of Legal Services

## 1. Details of the contracting authority:

European Chemicals Agency (ECHA),  
Address: Telakkakatu 6, P.O. Box 400, FI-00121 Helsinki, FINLAND.  
E-mail: [Litigation@echa.europa.eu](mailto:Litigation@echa.europa.eu)  
Internet: <http://echa.europa.eu>

## 2. Description of the contracts:

The contract(s) for the provision of legal services may vary in view of their particular subject, duration and value. In general, the contracts will normally be concluded for an initial period of one year (with a possible renewal of one year).

## 3. Description of services:

The provision of legal services may cover any of the following area(s):

- ✓ Legal analysis and/or advice in relation to REACH, CLP and related legislation (i.e. Biocides, Pesticides, Waste etc.)
- ✓ Advice on admissibility of appeals lodged against the Agency's decisions (e.g. admissibility on the form, respect of deadlines, admissibility on the substance, standing of the appellant)
- ✓ Advice on the subject matter of proceedings before the Board of Appeal or the European Courts (e.g. actions for annulment, failure to act, damages claims)
- ✓ Legal analysis and/or advice related to the application of the Staff Regulation or the Financial Regulation (e.g. public procurement)
- ✓ Legal analysis and/or advice in relation to intellectual property
- ✓ Legal analysis and/or advice related to applicable Finnish law
- ✓ Litigation and pre-litigation advice to ECHA in its contracts with third parties under Finnish law
- ✓ Collection of outstanding administrative charges from debtors including prelitigation and proceedings before the courts of the Member States

## 4. Description of the procedure:

In response to this advertisement, an economic operator who is potentially interested in providing the type of services indicated above must submit to the functional mailbox indicated above the following duly completed and signed documents:

- A Legal Entity Form<sup>1</sup>
- A Financial Identification Form<sup>2</sup>
- A declaration regarding their capacity to provide legal services in the above-mentioned areas where they have expertise<sup>3</sup>

The possibility to submit an expression of interest in response to this advertisement will remain open for as long as the notice is available in the section for procurement of ECHA Website. Please note that participation in the public procurement organised by ECHA is open to all natural and legal persons registered and with legal personality in the Member States of the European Union. It is also open to all natural and legal persons established in a third country, which has a special agreement with the European Union in the field of public procurement on the conditions laid down in that agreement. ECHA procurement is, however, not covered by the plurilateral Government Procurement Agreement (GPA) within the framework of the WTO. ECHA may on ad-hoc basis sign a contract with a law firm that does not have access to the procurement procedures of the Agency according to the above rules.

<sup>1</sup> available at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/legal\\_entities/legal\\_entities\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/legal_entities/legal_entities_en.cfm)

<sup>2</sup> available at: [http://ec.europa.eu/budget/contracts\\_grants/info\\_contracts/financial\\_id/financial\\_id\\_en.cfm](http://ec.europa.eu/budget/contracts_grants/info_contracts/financial_id/financial_id_en.cfm)

<sup>3</sup> As evidenced by the provision of similar services in the past.

ECHA may exceptionally accept their participation in a particular procurement procedure without creating a precedent or obligation for the future. The ad-hoc acceptance must be adequately justified, e.g. when the contract subject relates to the legal system of a particular country.

On the basis of the responses to this advertisement, a list of potential service providers will be drawn up. Potential service providers will be notified of the decision whether they have been included in the list. Inclusion on the list of potential service providers does not guarantee in any way that ECHA will invite a potential service provider to present an offer in response to a request for services.

Contracts for legal services may be awarded by the Agency following a negotiated procedure without prior publication with a single service provider for the following legal services<sup>4</sup>:

- (i) legal representation by a lawyer within the meaning of Article 1 of Council Directive 77/249/EEC in arbitration, conciliation or judicial proceedings;
- (ii) legal advice given in the preparation of the proceedings referred to in point (i), or where there is a tangible indication and high probability that the matter to which the advice relates will become the subject of such proceedings, provided that the advice is given by a lawyer within the meaning of Article 1 of Council Directive 77/249/EEC;
- (iii) for arbitration and conciliation services;
- (iv) document certification and authentication services which must be provided by notaries.

When receiving a request for services from ECHA the invited service provider will be required to submit to the functional mailbox [Litigation@echa.europa.eu](mailto:Litigation@echa.europa.eu) the following duly completed and signed documents:

- A financial proposal
- A Declaration of honour with respect to the exclusion criteria and the absence of conflict of Interest<sup>5</sup>

Contracts for other legal services than those mentioned under Point 11.1.h) of Annex 1 to the General Financial Regulation 2018 are awarded following negotiated procedures depending on the contract amount<sup>6</sup>: with a single service provider for contracts up to € 15.000 and with at least 3 or 5 service providers for contracts up to respectively € 60.000 and € 139.000.

When receiving a request for services from ECHA, the invited service providers will be required to submit their offer according to the instructions mentioned in the service request.

An invitation to present an offer in response to a request for services does not create an obligation on ECHA to award a contract.

## ECHA

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<sup>4</sup> Point 11.1.h) of Annex 1 to the Financial Regulation applicable to the general budget of the Union, July 2018.

<sup>5</sup> See Annex I.

<sup>6</sup> Points 14.2–14.5 of the Annex 1 to the Financial Regulation applicable to the general budget of the Union, July 2018.

## Declaration on honour on exclusion criteria and selection criteria

**Procedure reference number:**

**Procedure title:**

### A. DECLARATION ON HONOUR ON EXCLUSION CRITERIA

*[Option 1 when the candidate or tenderer is a legal person]*

The undersigned [*insert name and surname of the signatory of this form*], representing the following legal person:

Full official name:

Official legal form:

Statutory registration number:

Full official address:

VAT registration number:

Referred to below as **‘the person’**

*[Option 2 when the candidate or tenderer is a natural person]*

The undersigned [*insert name and surname of the signatory of this form*], with ID or passport number [*insert number*], representing himself or herself:

Referred to below as **‘the person’**

The person is not required to submit the declaration on exclusion criteria if the same declaration has already been submitted for the purposes of another award procedure of the same contracting authority<sup>7</sup>, provided the situation has not changed, and that the time that has elapsed since the issuing date of the declaration does not exceed one year.

In this case, the signatory declares that the person has already provided the same declaration on exclusion criteria for a previous procedure and confirms that there has been no change in its situation:

Date of the declaration	Full reference to previous procedure

### I – SITUATIONS OF EXCLUSION CONCERNING THE PERSON

➤ declares that the person is in one of the following situations:	YES	NO
a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with	<input type="checkbox"/>	<input type="checkbox"/>

<sup>7</sup> The same EU institution, agency, body or office.

creditors, its business activities are suspended or it is in any analogous situation arising from a similar procedure provided for under Union or national law;		
b) it has been established by a final judgement or a final administrative decision that the person is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	<input type="checkbox"/>	<input type="checkbox"/>
c) it has been established by a final judgement or a final administrative decision that the person is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the person belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) entering into agreement with other persons or entities with the aim of distorting competition;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) violating intellectual property rights;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
(v) attempting to obtain confidential information that may confer upon it undue advantages in the award procedure;	<input type="checkbox"/>	<input type="checkbox"/>
d) it has been established by a final judgement that the person is guilty of any of the following:		
(i) fraud, within the meaning of Article 3 of Directive (EU) 2017/1371 and Article 1 of the Convention on the protection of the European Communities' financial interests, drawn up by the Council Act of 26 July 1995;	<input type="checkbox"/>	<input type="checkbox"/>
(ii) corruption, as defined in Article 4(2) of Directive (EU) 2017/1371 or active corruption within the meaning of Article 3 of the Convention on the fight against corruption involving officials of the European Communities or officials of Member States of the European Union, drawn up by the Council Act of 26 May 1997, or conduct referred to in Article 2(1) of Council Framework Decision 2003/568/JHA, or corruption as defined in other applicable laws;	<input type="checkbox"/>	<input type="checkbox"/>
(iii) conduct related to a criminal organisation, as referred to in Article 2 of Council Framework Decision 2008/841/JHA;	<input type="checkbox"/>	<input type="checkbox"/>
(iv) money laundering or terrorist financing, within the meaning of Article 1(3), (4) and (5) of Directive (EU) 2015/849 of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>
(v) terrorist offences or offences related to terrorist activities as well as of inciting, aiding, abetting or attempting to commit such offences as defined in Articles 3, 14 and Title III of Directive (EU) 2017/541 of the European Parliament and of the Council of 15 March 2017 on combating terrorism;	<input type="checkbox"/>	<input type="checkbox"/>
(vi) child labour or other offences concerning trafficking in human beings as referred to in Article 2 of Directive 2011/36/EU of the European Parliament and of the Council;	<input type="checkbox"/>	<input type="checkbox"/>

e) it has shown significant deficiencies in complying with the main obligations in the performance of a contract or an agreement financed by the Union's budget, which has led to its early termination or to the application of liquidated damages or other contractual penalties, or which has been discovered following checks, audits or investigations by a contracting authority, the European Anti-Fraud Office (OLAF) or the Court of Auditors;	<input type="checkbox"/>	<input type="checkbox"/>
f) it has been established by a final judgment or final administrative decision that the person has committed an irregularity within the meaning of Article 1(2) of Council Regulation (EC, Euratom) No 2988/95;	<input type="checkbox"/>	<input type="checkbox"/>
g) it has been established by a final judgment or final administrative decision that the person has created an entity in a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration or principal place of business.	<input type="checkbox"/>	<input type="checkbox"/>
h) ( <i>only for legal persons</i> ) it has been established by a final judgment or final administrative decision that the person has been created with the intent referred to in point (g).	<input type="checkbox"/>	<input type="checkbox"/>
➤ declares that, for the situations referred to in points (1) (c) to (1) (h) above, in the absence of a final judgement or a final administrative decision, the person is <sup>8</sup> :	YES	NO
i. subject to facts established in the context of audits or investigations carried out by the European Public Prosecutor's Office, the Court of Auditors, or the internal auditor, or any other check, audit or control performed under the responsibility of an authorising officer of an EU institution, of a European office or of an EU agency or body;	<input type="checkbox"/>	<input type="checkbox"/>
ii. subject to non-final judgments or non-final administrative decisions which may include disciplinary measures taken by the competent supervisory body responsible for the verification of the application of standards of professional ethics;	<input type="checkbox"/>	<input type="checkbox"/>
iii. subject to facts referred to in decisions of entities or persons being entrusted with EU budget implementation tasks;	<input type="checkbox"/>	<input type="checkbox"/>
iv. subject to information transmitted by Member States implementing Union funds;	<input type="checkbox"/>	<input type="checkbox"/>
v. subject to decisions of the Commission relating to the infringement of Union competition law or of a national competent authority relating to the infringement of Union or national competition law;	<input type="checkbox"/>	<input type="checkbox"/>
vi. informed, by any means, that it is subject to an investigation by the European Anti-Fraud office (OLAF): either because it has been given the opportunity to comment on facts concerning it by OLAF, or it has been subject to on-the-spot checks by OLAF in the course of an investigation, or it has been notified of the opening, the closure or of any circumstance related to an investigation of the OLAF concerning it.	<input type="checkbox"/>	<input type="checkbox"/>

<sup>8</sup> The declaration under this point (2) is voluntary and it cannot have adverse legal effect on the economic operator until the conditions of Article 141(1) (a) FR are met.

**II – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS WITH POWER OF REPRESENTATION, DECISION-MAKING OR CONTROL OVER THE LEGAL PERSON AND BENEFICIAL OWNERS**

**Not applicable when the tenderer/candidate is a natural person, a Member State or a local authority**

➤ declares that a natural or legal person who is a member of the administrative, management or supervisory body of the person, or who has powers of representation, decision or control with regard to the person (this covers e.g. company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares), or a beneficial owner of the person (as defined by point 6 of Article 3 of Directive (EU) No 2015/849) is in one of the following situations:	YES	NO	N/A
Situation (1)(c) above (grave professional misconduct)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(d) above (fraud, corruption or other criminal offence)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(e) above (significant deficiencies in performance of a contract )	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(f) above (irregularity)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(g) above (creation of an entity with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (1)(h) above (person created with the intent to circumvent legal obligations)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**III – SITUATIONS OF EXCLUSION CONCERNING NATURAL OR LEGAL PERSONS ASSUMING UNLIMITED LIABILITY FOR THE DEBTS OF THE LEGAL PERSON**

**Not applicable when the tenderer or candidate is a natural person, a Member State, a local authority or legal persons with limited liability**

➤ declares that a natural or legal person that assumes unlimited liability for the debts of the person is in one of the following situations:	YES	NO	N/A
Situation (a) above (bankruptcy)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Situation (b) above (breach in payment of taxes or social security contributions)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**IV – OTHER GROUNDS FOR REJECTION FROM THIS PROCEDURE**

➤ declares that the person:	YES	NO
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was previously involved in the preparation of the procurement documents used in this award procedure, where this entailed a breach of the principle of equality of treatment including distortion of competition that cannot be remedied otherwise.	<input type="checkbox"/>	<input type="checkbox"/>
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## V – REMEDIAL MEASURES

If the person declares one of the situations of exclusion listed above, it may indicate remedial measures it has taken to remedy the exclusion situation, in order to allow the authorising officer to determine whether such measures are sufficient to demonstrate its reliability. This may include e.g. technical, organisational and personnel measures to prevent further occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence, which illustrates the remedial measures taken, must be provided in annex to this declaration. This does not apply for situations referred in point (1) (d) of this declaration.

## VI – EVIDENCE UPON REQUEST

Upon request and within the time limit set by the contracting authority the person must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision or control, including legal and natural persons within the ownership and control structure and beneficial owners and appropriate evidence that none of those persons are in one of the exclusion situations referred to in (1) (c) to (f).

It must also provide the following evidence concerning the person itself and the natural or legal persons on whose capacity the person intends to rely, or a subcontractor and concerning the natural or legal persons which assume unlimited liability for the debts of the person:

- For situations described in points (1): (a), (c), (d), (f), (g) and (h) above, a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the person showing that those requirements are satisfied.
- For the situations described in point (1) (a), (b), recent certificates issued by the competent authorities of the the country of establishment. These documents must provide evidence covering all taxes and social security contributions for which the person is liable, including for example, VAT, income tax (natural persons only), company tax (legal persons only) and social security contributions. Where any document described above is not issued in the country of establishment, it may be replaced by a sworn statement made before a judicial authority or notary or, failing that, a solemn statement made before an administrative authority or a qualified professional body in its country of establishment.

The person is not required to submit the evidence if it has already been submitted for another award procedure of the same contracting authority<sup>9</sup>. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
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<sup>9</sup> The same institution or agency.

<i>Insert as many lines as necessary.</i>	
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The person is not required to submit the evidence if it can be accessed on a national database free of charge.

The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

Internet address of the database	Identification data of the document
<i>Insert as many lines as necessary.</i>	

## B. DECLARATION ON HONOUR ON SELECTION CRITERIA

### I – SELECTION CRITERIA

#### **Selection criteria applicable to the tenderer/candidate as a whole-consolidated assessment**

*(to be filled ONLY by the sole candidate/tenderer or the group leader in case of a joint tender)*

The person, being a sole candidate/tenderer/the group leader of a joint tender/request to participate, submitting a request to participate/tender for the above procedure, declares that:

the candidate/tenderer, including all members of the group in case of joint tender/request to participate, subcontractors and entities on whose capacity the tenderer intends to rely if applicable:	YES	NO
(a) fulfils all the selection criteria for which a consolidated assessment will be made as provided in the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>
(b) is not subject to conflicting interests which may negatively affect the contract performance.	<input type="checkbox"/>	<input type="checkbox"/>

In case of a procedure with lots the above statements apply to the lot(s) for which the request to participate/tender is submitted.

*Option below to be inserted by the Contracting Authority when applicable in accordance with the procurement documents. The Contracting Authority must delete the section below if there are no selection criteria applicable individually. If there are such criteria, the contracting authority must adapt the table to the criteria indicated in the tender specifications.*

#### **Selection criteria applicable individually to the involved entities of the tenderer/candidate- individual assessment**

*(to be filled individually by all members in case of a joint tender/request to participate and subcontractors)*

The person, being a member of a joint tender/request to participate or a subcontractor, submitting a request to participate/tender for the above procedure, declares that:

the above-mentioned person complies with the selection criteria applicable to it individually:	YES	NO	N/A



(a) has the legal and regulatory capacity to pursue the professional activity needed for performing the contract as required in section [ <i>insert</i> ] of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(b) fulfills the applicable economic and financial criteria indicated in section [ <i>insert</i> ] of the tender specifications;	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(c) fulfills the applicable technical and professional criteria indicated in section [ <i>insert</i> ] of the tender specifications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
(d) is not subject to conflicting interests which may negatively affect the contract performance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In case of a procedure with lots the above statements apply to the lot(s) for which the request to participate/tender is submitted.

## II – EVIDENCE UPON REQUEST

The person must be able to provide the selection criteria supporting documents listed in the relevant sections of the tender specifications.

Where the evidence is not required to be provided with the request to participate/tender, the person is invited to prepare in advance the documents related to the evidence, since the contracting authority may request to provide these in a short deadline.

The person is not required to submit the evidence if it has already been submitted for another procurement procedure of the same contracting authority<sup>10</sup>. The documents must have been issued no more than one year before the date of their request by the contracting authority and must still be valid at that date.

The signatory declares that the person has already provided the documentary evidence for a previous procedure and confirms that there has been no change in its situation:

Document	Full reference to previous procedure
<i>Insert as many lines as necessary.</i>	

The person is not required to submit the evidence if it can be accessed on a national database free of charge.

The signatory declares that the following internet address of the database/identification data provide access to the evidence required.

Internet address of the database	Identification data of the document
<i>Insert as many lines as necessary.</i>	

## C. DECLARATION ON HONOUR ON ESTABLISHED DEBT TO THE UNION

*(to be filled ONLY by the sole candidate/tenderer or the group leader in case of a joint tender)*

The person, being a sole candidate/tenderer/the group leader of a joint tender/request to participate, submitting a request to participate/tender for the above procedure, declares that:

<sup>10</sup> The same institution of agency.

the candidate/tenderer, including each member of the group in case of joint tender/request to participate, subcontractors,	YES	NO
does not have an established debt to the Union.	<input type="checkbox"/>	<input type="checkbox"/>

***The above-mentioned person must immediately inform the contracting authority of any changes in the situations as declared.***

***The above-mentioned person may be subject to rejection from this procedure and to administrative sanctions (exclusion or financial penalty) if any of the declarations or information provided as a condition for participating in this procedure prove to be false.***

Full name:

Date:

Signature:

***The declaration is to be signed with:***

***1. Electronic signature (recommended option):***

***In case you have the possibility to sign the declaration using a qualified electronic signature (QES), please have it signed electronically by your authorised representative(s). Please note that only the qualified electronic signature (QES) within the meaning of Regulation (EU) No 910/2014 (eIDAS Regulation) will be accepted.***

***Before sending back your electronically signed document, please check the signature and validity of the certificate with one of the following tools:***

- ***DSS Demonstration validation tool available at <https://ec.europa.eu/cefdigital/DSS/webapp-demo/validation> can help you check the validity of a certificate by indicating the number and type of valid signatures in a document.***
- ***EU Trusted List Browser can be consulted in order to check whether the electronic signature provider and the trust service it provides are part of European Union Trusted List: <https://webgate.ec.europa.eu/tl-browser/#>***

***To make sure you use a QES compliant to eIDAS Regulation, you need to check that both the service provider and the qualified certificate generation service used are included in the EU Trusted List Browser.***

***2. Handwritten signature:***

***In case you do not have the possibility to sign the declaration using a qualified electronic signature (QES), please fill it in electronically, then print it and have it signed and dated by your authorised representative(s) using a hand-written signature.***