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|  | **RFP Ref. No.: PRC0003467**  **Provision of Payroll Services (LOT 1)** |

**Please fill in the yellow parts**

#### Economic, Financial Standing and Technical, Professional ability and authorisation and suitability to carry out the relevant professional ability – APPLICABLE ONLY TO LOT 1 candidates

I, the undersigned [ ], the legal representative of [ ] hereby declare and confirm the following:

1. I/we have an average annual turnover **from similar contract** of at least 40,000 EUR over the last three (3) financial years.
2. I/we have the **ability and legal capacity** to deliver **payroll services** as described in the Terms of Reference (Annex 4) under a **client-specific framework**, which is **not based on national payroll legislation, including software customisation and integration of ESM internal rules (e.g. tax rules, deductions, life events, etc.).**
3. I/we hereby confirm that I/we are able to **provide qualified personnel** in accordance with the **minimum requirements** set in the Terms of Reference (Annex 4).
4. I/we hereby provide **at least two (2) relevant references** from previous clients within the last **five (5) years**, demonstrating experience in delivering similar payroll services under comparable frameworks.

Client’s name (1st reference):

Dates:

Client’s name (2nd reference):

Dates:

Signed on behalf of the Candidate:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | **RFP Ref. No.: PRC0003467**  **Provision of Tax Services (LOT 2)** |

#### Item 1: Technical, Professional ability and authorisation and suitability to carry out the relevant professional ability – APPLICABLE ONLY TO LOT 2 candidates

#### I, the undersigned [ ], the legal representative of [ ] hereby declare and confirm the following:

1. I/we have an average annual turnover **from similar contract** of at least 15,000 EUR over the last three (3) financial years.
2. I/we have the **ability and legal capacity** to deliver tax services as set out in the Terms of Reference (Annex 4) that are **fully compliant with Luxembourg tax laws**, while also **taking into account the specific tax regime of the European Stability Mechanism (ESM).**
3. I/we hereby confirm that I/we are able to **provide key personnel** in accordance with the **minimum requirements** set in the Terms of Reference (Annex 4).
4. I/we confirm that we are able to provide **at least two (2) relevant references** from previous clients within the last **five (5) years**, demonstrating experience in delivering similar tax services under comparable requirements.

Client’s name (1st reference):

Dates:

Client’s name (2nd reference):

Dates:

Signed on behalf of the Candidate:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
 Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_