

OPEN CALL FOR TENDER

for one convenor to manage the European Working Group CEN/TC 260/WG8 “Organic and organo-mineral fertilizers” within the framework of the Standardisation Request M/564, amended by the Commission Implementing Decision C(2022) 47 final (M/564 Amdt 1), to the European Committee for Standardisation as regards the EU fertilising products in support of Regulation (EU) 2019/1009 of the European Parliament and of the Council

Starting date: 2023-05-22

Deadline for tenders: 2023-06-25

I Introduction

I.1 General

This is an open call for experts willing to contribute to the activities of CEN/TC 260 'Fertilizers and liming Material' Working Group 8 "Organic and organo-mineral fertilizers" (CEN/TC 260/WG8) by applying as Convenor of this Working Group.

I.2 Context

The European Committee for Standardization (CEN) is requested to draft harmonised standards and European standardisation deliverables that support the implementation of standardization request M/564 to the European Committee for Standardization (CEN) as regards the EU fertilising products in support of Regulation (EU) 2019/1009 of the European Parliament and of the Council, (amended by the Commission Implementing Decision C(2022) 47 final (M/564 Amd1)).

II Objectives

The objectives of this project are described in Annex I.

III Execution

III.1 General tasks of the convenor

The main task of the contractor during the period is to act as convenor of CEN/TC 260/WG8.

The responsibilities of the convenor will be:

- the proper conduct of the work and the managing of the Task Leaders and Project Leaders belonging to the Working Group, and for which call for tenders are also organized;
- to lead meetings effectively with a view to reach consensus on the document within the WG;
- to proactively propose solutions and actions to the task leaders and project leaders and WG, including WG meetings (physical or virtual) or consultation by correspondence to progress efficiently on the drafts;
- to update the TC Secretary on the status of projects and to present a progress report to the TC Secretary during committee meetings;

- to work closely with the national standardization body (NSB) providing professional standardization support to his/her group;
- to act according to the CEN-rules of CEN BOSS¹, in particular the role description of the Convenor of the WG²; and to facilitate the standardization process considering good practice³.

The convenor will be involved in :

- physical and virtual WG-meetings (frequency depends on the workload of the working group : current estimation is around 6 days per year);
- conference call meetings with task leaders to prepare WG8 meetings (frequency depends on the workload : current estimation is around 3 half/days per year);
- physical and virtual committee meetings (frequency depends on the workload : current estimation is around 1-2 meetings per year);
- virtual meetings of the CAG (Chair Advisory Group) (frequency depends on the workload : current estimation is around 1-2 days per year);
- virtual meetings of the selection committee (to select the project leaders, task leaders, etc);

III.2 Timeframe

Details about the deliverables to be elaborated are given in Annex I (see 2. Workload within CEN/TC 260/WG8).

For projects numbers 1, 2, 3, 5, 6, 7, 8, 9, 10, 11, 12, 16, 17, 18, and 19, the planning⁴ will be :

- $t_0 = 1$ January 2021
- Circulation 1st WD 20.60: t_0+3 M
- Dispatch FprCEN/TS Draft to CCMC: t_0+6 M
- Definitive CEN/TS text is available (60.60): t_0+16 M
- Collaborative study report: $T_0 + 27$ months
- Dispatch prEN enquiry draft to CCMC (30.99): t_0+30 M
- Dispatch FprEN Final Draft to CCMC (45.99): t_0+42 M
- Definitive EN text is available (stage 60.60): t_0+48 M

For projects numbers 4, 13, 14 and 15 the planning⁵ will be :

- $t_0 = 1$ January 2021

¹ <https://boss.cen.eu/Pages/default.aspx>

² <https://boss.cen.eu/reference%20material/Profiles/Pages/WGConv.aspx>

³ <https://boss.cen.eu/reference%20material/Guidancedoc/Pages/GoodPract.aspx>

⁴ Deadlines are those currently set in M/564 and M/564 amd 1 and within the „Description of the Action“ of Grant Agreement but could be amended during the course of the project. It is currently being considered to shift the deadline for adoption by CEN to January 1, 2027.

⁵ Deadlines are those currently set in M/564 and M/564 amd 1 and within the „Description of the Action“ of Grant Agreement but could be amended during the course of the project. It is currently being considered to shift the deadline for adoption by CEN to July 1, 2027.

- Circulation 1st WD 20.60: t0+3 M
- Dispatch FprCEN/TS Draft to CCMC: t0+6 M
- Definitive CEN/TS text is available (60.60): t0+16 M
- Collaborative study report: T₀ + 38 months
- Dispatch prEN enquiry draft to CCMC (30.99): t0+42 M
- Dispatch FprEN Final Draft to CCMC (45.99): t0+54 M

Definitive EN text is available (stage 60.60): t0+60 M

IV Financial support

The European Commission and EFTA have decided to provide financial support for the convenor for managing the European Working Group CEN/TC 260/WG8. The financial support from the European Commission and EFTA is based on the SMP 'Single Market Programme Regulation' (including its Financing Decision) and the MGA (Multi or mono beneficiary(ies) Grant Agreement). Unless specified otherwise, costs of external subcontractors are generally funded at 100%, with approx. 95% being borne by EC and 5% by EFTA. Costs have to qualify as eligible as defined in *MGA N° 2021-04* and also in compliance with [EC Financial Regulation](#), and be justified. The payment is usually divided into several instalments after completion of defined milestones and approval of the interim/final reports and the justification of costs. The subcontractors shall fulfil the conditions of the MGA N° 2021-04, including those relating to liability, ownership of results, confidentiality, conflict of interests, publicity, evaluation, assignment, checks and audits.

The subcontractors' costs shall be justified with copies of the relevant invoices. All relevant evidence shall be kept in view of future payments (reports, work, drafts and deliverables, contracts & invoices, time sheets, tickets, boarding cards, hotel invoices, attendance lists with signatures, meeting agendas & reports, invoices for any consumables, purchase orders, etc...).

Costs incurred before the Grant Agreement is signed (unless, exceptionally differently agreed with the EC) and before the selection procedure is finalized, will not be considered as eligible for EU financial support.

AFNOR will be managing the contracts (subcontracting) with the selected convenor : the convenor selected will sign an agreement with AFNOR before starting to work on the project. Payments to the convenor are dependent on AFNOR having received the corresponding payments from CEN. Applicants should be forewarned that the elapsed time between completion of the deliverables and AFNOR being in a position to issue the payment is at least five months. This will be partly overcome by the fact that CEN and the European Commission have agreed on payment steps.

V Selection criteria

The applicants shall comply with the requirements given in Annex II.

VI Award criteria

The weight attributed to each required skill/expertise is also given in Annex II.

From the applications received as a result of the Open Call for Tender, the selection of the convenor will be done by a selection panel.

The selection and appointment of the Convenor will be conducted by a selection panel that may be composed of :

- the Secretary of CEN/TC 260 “Fertilizers and liming materials”;
- the Chairperson of CEN/TC 260 “Fertilizers and liming materials”;
- A representative of the Secretariat of CEN/TC 260/WG 8 “Organic and organo-mineral Fertilizers”;
- A representative from CEN.

VII Eligibility criteria

The following candidates will be excluded:

- Candidates which evaluation score is lower than 65% in total
- Candidates who were the subject of a non-likely judgment of recourse for a professional infringement
- Candidates who are in an irregular tax situation or in an irregular special taxation situation
- Candidates who provide incomplete or erroneous information.
- Candidates who submit their application after the submission deadline.
- Candidates with any conflict of interest.

VIII Tenders

Tenders shall be sent (only by email) to CEN/TC 260/WG 8 Secretary, Mr Olivier Teitgen (see contact details below), as soon as possible, to be received at the latest by **2023/06/25**. The Call for Tender Application form is detailed in Annex IV. Applications received after this deadline will not be taken into consideration. The tender shall be in English and contain:

- Curriculum Vitae of each relevant person participating in the project, demonstrating the necessary expertise and other selection criteria according to Annex II;
- Any required accreditation certificates;
- A schedule and a description of the execution of the tasks which will be carried out in the project as such;
- A table with detailed information on the costs (a template of the table is given in Annex III);
- Appropriate documentation to prove the economic and financial capacities;
- Any further documents to prove the qualification required in the above Clauses on Selection and Award criteria;
- A signed declaration, by which the candidate(s) certifies not to be subject to one of the exclusion criteria as described in Clause “Eligibility criteria” and the veracity of the adjoining documents.

Please note that, to ensure equal treatment of all tenders, it is not possible to modify offers after their submission in relation to the technical and financial proposals. Therefore, incompleteness in this section can only result in negative impact for the evaluation of award criteria. Please note also that proposals deviating from the technical specifications may be rejected for non-conformity.

Candidates may apply for more than one role. In case of multiple applications candidates shall state their priorities.

Tenders should be sent by legal representative, i.e. to be considered, any possible association has to be formalized according to the local legislation before submitting the tender. Working teams, partnerships and other groups of people, particularly under the aegis of an institute qualify as

contractors for the service contracts awarded in the course of this CfT (Call for Tender). Partnerships or joint ventures and other legally binding co-operations regardless of their organizational form qualify as well, provided they are recognized entities under the applicable national laws. Potential candidates may come from the public sector as well as from the private industry. It is essential however that the qualifications and experience of the individual fulfilling the tasks are properly described.

It is possible to apply for a work package as a consortium. If a consortium is formed, one institute needs to be identified as the leader of the consortium and the division of labour between the consortium members should be clearly described and justified. In this case, only the leader of the consortium would sign the contract with the contractor and ensure that all tasks are fulfilled and is responsible for the justifications and expenses of the consortium members. It is essential however that all members of the consortium are properly identified within the offer.

Regarding question concerning the information provided in this call for tender or in case of need for clarification or additional information please contact CEN/TC 260/WG 8 Secretary, Mr Olivier Teitgen (see contact details below).

If due to queries or other reasons supplementary information to this call for tender is required, this will be published on the website of the AFNOR and CEN-CENELEC.

Please send your application to :

BN FERTI (on behalf of AFNOR) Mr Olivier Teitgen CEN/TC 260/WG 8 Secretary oteitgen@bnferti.fr Le Diamant A – 92909 LA DEFENSE CEDEX France Phone : +33 (0)1 46 53 10 47

Annex I. Project plan

1. Background and general objectives

Background of Standardisation request M/564

With Standardization Request (SReq) M/564 of February 2020 and M/564 Amd 1, the European Commission (EC) charged the European Committee for Standardization (CEN) to elaborate harmonized European Standards and European standardization deliverables in the framework of the [Regulation \(EU\) 2019/1009 on fertilising products](#).

The new Regulation creates a level playing field for all fertilizing products. At the same time, new common requirements for quality, safety and labelling will allow European farmers to make informed choices, contributing to making food production more cost and resource effective. The harmonized standards will help economic operators and competent authorities to verify the compliance of CE-marked fertilizing products against the legal requirements.

The aim of the SReq is to develop methods on sampling and analysis of fertilizing products. The establishment of standardized methods of analysis is of utmost importance to guarantee a uniform application and control of the European legislation in all Member States. Standardized methods of analysis are an indispensable element in increasing the quality and safety for fertilizing products for the benefit of farmers. In this perspective, validated modern analytical methods are a prerequisite for reliable analytical results.

In accordance with Article 13(2) of Regulation (EU) 2019/1009, tests for verifying the conformity of EU fertilizing products with the requirements set out in Annexes I, II and III to that Regulation which are in conformity with harmonized standards or parts thereof, the references of which have been published in the *Official Journal of the European Union*, are to be presumed to be reliable and reproducible to the extent that the tests are covered by those standards or parts thereof.

Harmonized standards help ensuring a high level of protection of human, animal and plant health and of the environment throughout the European Union and contribute to the free movement of quality EU fertilizing products in the Union. Given that such standards are technology-neutral and performance-based, they also contribute to ensuring equal conditions of competition among relevant economic operators dealing with EU fertilizing products, in particular small and medium-sized enterprises. Harmonized standards help manufacturers in proving the conformity of their products with the relevant requirements set out in Union harmonization legislation.

The Standardization Request includes a very large number of standardization projects and a broad scope of application with regard to the product range. Three CEN/Technical Committees (TCs) will perform the work mandated under this SReq:

- CEN/TC 260 Fertilizers and liming materials,
- CEN/TC 223 Soil Improvers and growing media, and
- CEN/TC 455 Plant biostimulants.

This proposal concerns the standards relevant to CEN/TC 260 'Fertilizers and liming materials'. The work is carefully coordinated with together with CEN/TC 223 'Soil improvers and growing media' and CEN/TC 455 'Plant biostimulants'. Where possible, work will be coordinated with ISO/TC 134 'Fertilizers, growing media and beneficial substances'.

General objectives within CEN/TC 260

The objective of CEN/TC 260 is the elaboration of harmonized standardized methods for sampling and analysis of fertilizers and liming materials. The secretariat is held by the German Institute for Standardization (DIN). The list of standards adopted by CEN/TC 260 is available on [CEN CENELEC website](#). Many of these standards have been developed in the frame of three EU Mandates as M/335, M/418 and M/455.

Within CEN/TC 260, the Standardization Request M/564 and M/564 Amd 1 concerns the elaboration of the following deliverables:

- 29 harmonized European Standards (hENs);
- 49 European Standards (ENs);
- 45 CEN Technical Specifications (CEN/TS)

that will cover fertilizing products under the following Product Function Categories:

- PFC 1 Fertilizers
- PFC1/A Organic fertilizers
- PFC 1/B Organo-mineral fertilizers
- PFC 1/C Inorganic fertilizers
- PFC 2 Liming materials
- PFC 5 Inhibitors
- PFC 7 Fertilizing product blends,

and the following Component Material Categories (CMCs):

- CMC 1 Virgin material substances and mixtures
- CMC 8 Nutrient Polymers.

Furthermore, other CMCs will be addressed in the standardization deliverables if relevant for the fertilizing products of CEN/TC 260.

2. Workload within CEN/TC 260/WG8

WG 8 *Organic and organo-mineral fertilizers* is in charge of developing 19 documents that are elaborated in two steps: as Technical Specification first (CEN/TS) and then as European Standards (EN or hEN). The CEN/TS have already been published and will be used as a basis for the development of the ENs.

Six Task Groups were set up to implement the extensive program as follows:

- TG 1: Heavy metals and micronutrients (total and water soluble)
- TG 2: Primary nutrients (except N) and secondary nutrients (total and water soluble and different solubilities for P2O5)
- TG 3: Biuret

- TG 4: Pathogens
- TG 5: Total Nitrogen and different forms of Nitrogen
- TG 6: Dry matter and organic carbon

The 19 documents to be elaborated are the following ones:

1) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of specific elements (CEN/TS + hEN)

This document establishes the methodology for the determination of:

- total P₂O₅, K₂O, CaO, MgO, Na₂O, SO₃ content in organic and organo-mineral fertilizers,
- inorganic As, Cd, total Cr, Hg, Ni, Pb, Cu, Zn, content in organic and organo-mineral fertilizers,
- water soluble CaO, MgO, Na₂O, SO₃ content in organic and organo-mineral fertilizers,
- water soluble P₂O₅, K₂O content in organo-mineral fertilizers,
- neutral ammonium citrate soluble P₂O₅ content in organo-mineral fertilizers,
- formic acid soluble P₂O₅ content in organo-mineral fertilizers,
- total B, Co, Fe, Mn and Mo content in organo-mineral fertilizers,
- water soluble B, Co, Cu, Fe, Mn, Mo and Zn content in organo-mineral fertilizers.

2) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of chromium VI content (CEN/TS + hEN)

This document establishes the methodology for the determination of chromium VI in organic and organo-mineral fertilizers by ion chromatography.

3) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of biuret content (CEN/TS + hEN)

This document establishes the methodology for the determination of biuret content.

4) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of specific pathogens (CEN/TS + hEN)

This document specifies the references to the relevant methods for the detection of specific pathogens of organic and organo-mineral fertilizers.

- Detection of salmonella spp
- Detection of Escherichia coli
- Detection of Enterococcaceae

5) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of nitrogen content (CEN/TS + hEN)

This document establishes the methodology for the determination of nitrogen content including total nitrogen and ammoniacal, nitric, urea, organic nitrogen as well as the calculation of the nitrogen content as a result of ammonium nitrate.

6) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of specific parameters (CEN/TS + hEN)

This document establishes the methodology for the determination of specific parameters including the determination of organic carbon content and dry matter content.

7) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Digestion by aqua regia for subsequent determination of elements (CEN/TS + EN)

This document establishes the methodology for the digestion by aqua regia of the different nutrients and trace elements (P, K, Ca, Mg, Na, S, B, Cu, Co, Fe, Mn, Mo, Zn, As, Cd, Cr, Hg, Ni, Pb) before the determination of their total content.

This item will support an hEN.

8) Organic and organo-mineral fertilizers - Determination of total content of specific elements by ICP-AES after digestion by aqua regia (CEN/TS + EN)

This document establishes the methodology for the determination of total content of P, K, Ca, Mg, Na, S, B, Co, Cu, Fe, Mn, Mo, Zn, As, Cd, Cr, Ni, Pb by ICP-AES after their digestion by aqua regia.

This item will support an hEN.

9) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of mercury content (CEN/TS + EN)

This document establishes the methodology for the determination of the mercury content.

This item will support an hEN.

10) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Extraction by water for subsequent determination of elements (CEN/TS + EN)

This document establishes the methodology for the extraction by water of different nutrients: P, K, Ca, Mg, Na, S, B, Co, Cu, Fe, Mn, Mo, Zn before the determination of their water soluble content.

This item will support an hEN.

11) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of the content of specific elements by ICP-AES after extraction by water (CEN/TS + EN)

This document establishes the methodology for the determination of water soluble content of P, K, Ca, Mg, Na, S, B, Co, Cu, Fe, Mn, Mo, Zn by ICP-AES.

This item will support an hEN.

12) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of the inorganic arsenic content (CEN/TS + EN)

This document establishes the methodology for the determination of inorganic arsenic content.

This item will support an hEN.

13) Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of Salmonella spp (CEN/TS + EN)

This document establishes the methodology to detect Salmonella spp.

This item will support an hEN.

14)Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of Escherichia coli (CEN/TS + EN)

This document establishes the methodology to detect Escherichia coli.

This item will support an hEN.

15)Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of Enterococcaceae (CEN/TS + EN)

This document establishes the methodology to detect Enterococcaceae.

This item will support an hEN.

16)Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of the dry matter content (CEN/TS + EN)

This document specifies a method for the determination of the dry matter content in organic and organo-mineral fertilizer.

This item will support an hEN.

17)Fertilizers and liming materials - Organic and organo-mineral fertilizers - Determination of the organic carbon content (CEN/TS + EN)

This document specifies a method for the determination of the organic carbon content in organic and organo-mineral fertilizers.

This item will support an hEN.

18)Fertilizers and liming materials - Organo-mineral fertilizers - Extraction of phosphorus by formic acid for subsequent determination of P by ICP-AES (CEN/TS + EN)

This document establishes the methodology for the extraction of phosphorus by formic acid for subsequent determination of P in organo-mineral fertilizers.

This item will support an hEN.

19)Fertilizers and liming materials - Organo-mineral fertilizers - Extraction of phosphorus, which is soluble in neutral ammonium citrate (NAC) for subsequent determination of P by ICP-AES (CEN/TS + EN)

This document establishes the methodology for the extraction of phosphorus, which is soluble in neutral ammonium citrate in organo-mineral fertilizers.

This item will support an hEN.

Annex II: Specific requirements for the CEN/TC 260/WG 8 Convenor position

The selection of the CEN/TC 260 WG 8 *Organic and organo-mineral fertilizers* Convenor will be made on basis of the following criteria:

Elements that need to be addressed in the tender	Weight
PROFILE	60%
Required expertise and experience	45%
Expertise knowledge (Agronomy, organic and organo-mineral fertilizers, methods of characterization)	10%
7-10 years of practical experience in organic and organo-mineral fertilisers standardisation	10%
Experience in the development and validation of methods for characterization of organic or organo-mineral materials used as fertilisers or soil improvers (number of project, number of year, etc)	10%
Knowledge of the European policies and legislation	15%
Management competences, experience or ability to :	15%
Present complex issues in the given context as a definition in an understandable way	2%
Coordinate a group of experts	6%
Contribute as content provider to the requested deliverable	3%
Reach consensus	4%
SUPPLY OF DELIVERABLES	30%
Understanding of tasks and responsibilities	16%
Number of days of work	4%
Quality of the proposal (Comprehension of the scope, clarity, match with description given)	12%
Ability to supply deliverables as specified target dates	14%
Calendar of the proposal vs expected	14%
ENGLISH LANGUAGE AND COMMUNICATION SKILLS	10%
English level, including knowledge of vocabulary related to standardization work and/or the fertilizing sector	5%
Participation to events/working groups in English, preferably in the context of standardization work and/or related to the fertilizing sector	5%
TOTAL	100%

Candidates replying to this call shall score at least 65 % of the selection criteria mentioned in the table above. After evaluation, the replies from applicants for each Task Group will be ranked using the equation below to determine which replies offer best value for money, in which quality defines 70 % and the price defines 30 % of the total score for the tender.

$$\text{Score for tender X} = 0,3 \left(\frac{\text{cheapest price}}{\text{price of tender X}} \right) + 0,7 \left(\frac{\text{points awarded to tender X according to Table A2.1}}{100} \right)$$

Annex III: Table with detailed information on the costs

The following table shall be used in the tender to give detailed information on the costs regarding the work of Convenor of CEN/TC 260/WG8.

Expert	Daily rate	Number of person days	Total	Travel budget	Total cost
	0,00	0	0,00	0,00	0,00



Annex IV:

**Application to a Call for Tender / Consultation process in compliance with SMP
Single Market Programme Regulation (and its financing decision) & MGA
(Mono or Multi beneficiary(ies) Grant Agreement)**

A- Contact details of the Expert

Name: Position: Phone: Email address: Personal website (if any)
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**B- Information about the organisation/s the expert is working (name, website,
contact person, phone, email)**

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C- Curriculum Vitae (maximum 4 A4 pages) - can also be enclosed separately

D- Please describe and provide evidence of the required skills and expertise for the role you are applying for (half a page maximum including your proposed approach)

YES	NO	Skills and expertise	Short description of the evidence of the required skills and expertise for the role you are applying for
		PROFILE	
		Required expertise and experience	
		Expertise knowledge (Agronomy, organic and organo-mineral fertilizers, methods of characterization)	
		7-10 years of practical experience in organic and organo-mineral fertilisers standardisation	
		Experience in the development and validation of methods for characterization of organic or organo-mineral materials used as fertilisers or soil improvers (number of project, number of year, etc)	
		Knowledge of the European policies and legislation	
		Management competences, experience or ability to :	
		Present complex issues in the given context as a definition in an understandable way	
		Coordinate a group of experts	
		Contribute as content provider to the requested deliverable	
		Reach consensus	
		SUPPLY OF DELIVERABLES	
		Understanding of tasks and responsibilities	
		Number of days of work proposed to complete the work you are applying for	
		Description of the way you intend to manage the work you are applying for	
		Ability to supply deliverables as specified target dates	
		Propose a provisional calendar to manage the work you are applying for	
		ENGLISH LANGUAGE AND COMMUNICATION SKILLS	
		English level, including knowledge of vocabulary related to standardization work and/or the fertilizing sector	
		Participation to events/working groups in English, preferably in the context of standardization work and/or related to the fertilizing sector	

E- Information on the costs of the experts: table as per Annex III

F- Description of the offer (answer to the call for tender)

I certify that all documents provided are veracious and in conformity with reality and certify not to be in any situation described below:

- a) subject of a non-likely judgment of recourse for a professional infringement
- b) to be in an irregular tax situation or in an irregular special taxation situation
- c) to provide with incomplete or erroneous information

I also certify that I had no conflict of interest by submitting the present offer.

Signed:

On behalf of: (print name here)

Date: