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## **Regional Council of Berat**

### **Invitation to join the Registry of Suppliers**

The Regional Council of Berat is creating a Registry of Suppliers for the implementation of EU-funded projects. The members of the Registry of Suppliers will be eligible for consideration for invitations to tender when appropriate and relevant tenders are announced.

Eligible candidates are invited to submit the attached application form along with a company profile or personal CV (in europass format or equivalent). Both documents **MUST** be written in English and shall be submitted in pdf format. The application form should be signed, stamped and scanned. Digital signatures are also acceptable.

The categories applied for should be backed up and justified by the attached Profile / CV of the candidate, otherwise they will not be included.

The eligible categories are:

#### **A. Supplies**

- A1: Office Supplies
- A2: Furniture
- A3: IT Hardware, Peripherals & Consumables
- A4: Software
- A5: Equipment & consumables (please specify)
- A5: Other (please specify)

#### **B. External Expertise & Services**

- B1: Consulting Services (please specify: e.g. Technical Management, Project Management, Legal services, etc)
- B2: Communication & Dissemination Services (please specify)
- B3: Studies / Research / Technical Expertise (please specify)
- B4: Information Technology Services (please specify)
- B5: Other (Please Specify)

#### **C. Construction & Works**

- C1: Buildings
- C2: Landscaping
- C3: Roads, Bridges, Special Structures
- C4: Restoration / Renovation works
- C5: Other (Please Specify)

The candidates will be informed for their inclusion in the catalogue via e-mail, indicating in which categories they have been included. Members of the registry can request their removal at any time via e-mail. At any time, members of the registry can also request to modify the categories they wish to be considered for.

Useful links:

- <https://europass.cedefop.europa.eu/editors/en/cv/compose>
- <https://europass.cedefop.europa.eu/documents/curriculum-vitae/templates-instructions>

To: Regional Council of Berat

From:

Company/Name:

Address:

Email:

Tel/Fax:

VAT/Tax No.:

Date: .... / .... / .....

### **Application for the Registry of Suppliers**

With the present application we declare our interest to be included in the Registry of Suppliers being created by the Regional Council of Berat for the implementation of EU funded projects for the following categories (***please delete as appropriate and provide specific information on the selected categories***):

#### **A. Supplies**

A1: Office Supplies

A2: Furniture

A3: IT Hardware, Peripherals & Consumables

A4: Software

A5: Equipment & consumables (please specify)

A5: Other (please specify)

#### **B. External Expertise & Services**

B1: Consulting Services (please specify: e.g. Technical Management, Project Management, Legal services, etc)

B2: Communication & Dissemination Services (please specify)

B3: Studies / Research / Technical Expertise (please specify)

B4: Information Technology Services (please specify)

B5: Other (Please Specify)

#### **C. Construction & Works**

C1: Buildings

C2: Landscaping

C3: Roads, Bridges, Special Structures

C4: Restoration / Renovation works

C5: Other (Please Specify)

Please find attached:

1. Our company profile (legal persons) / my CV (physical persons)(***compulsory***)
2. Any other document you feel will enhance your application (***voluntary***)

I hereby declare:

- 1) That all information found in the attached company profile /CV is true and accurate
- 2) I am/represent an eligible candidate legally operating in Albania or any EU member state and do not have any legal restrictions or convictions that would warrant an exclusion from a tender process according to national or EU regulations
- 3) I give my consent to the Regional Council of Berat to forward my/our data from the registry to other bodies implementing equivalent EU actions within the Region of Berat if requested (*voluntary – can be deleted if not acceptable by applicant*)

The Legal Representative

Name, Title, Stamp