

**APPLICATION FOR PARTICIPATION IN THE PROCUREMENT OF APPLICANT TRACKING SYSTEM
SERVICE CONDUCTED BY NEGOTIATED PROCEDURE WITH PUBLICATION**

1. INFORMATION ON THE SUPPLIER¹

Supplier Name / Names of Suppliers acting under a joint activity agreement	SmartRecruiters Europe LTD St Stephens House, Arthur Road Windsor, Berkshire, SL41RU
Representative or Lead partner in the joint activity agreement (to be completed if the Tender is submitted by a group of Suppliers acting under a joint activity agreement)	<div style="background-color: black; width: 100px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 200px; height: 1.2em; margin-bottom: 2px;"></div> <div style="background-color: black; width: 110px; height: 1.2em;"></div>

2. AGREEMENT TO THE PROCUREMENT CONDITIONS

We hereby note that we would like to participate in the procurement of Applicant tracking system conducted by a negotiated procedure with publication. We hereby state that we agree with all the Procurement conditions established:

- 1) in the procurement notice;
- 2) in the Procurement conditions (as defined in the General and Special Procurement Conditions).

**3. INFORMATION ON SUBCONTRACTORS PLANNED TO BE HIRED OR RELIANCE ON THE
CAPACITY OF OTHER ENTITIES**

3.1. The following Subcontractors shall be hired and entities will be relied upon for the implementation of the Contract:

No.	Name of the entities will be relied upon, Subcontractor ² or entities will be relied upon (specialist), who is not the employee of the Supplier, name and surname	The qualification requirements that will be met by entities will be relied upon and the works to be carried out by sub-suppliers ³ (to be specified in accordance with SPC Annex 4 Part II Clause A "General indications for selection criteria" and the requirements specified in the technical specification)
	N/A	N/A

Together with Application form, Supplier has to provide filled and signed ESPD from Enterprises.

Upon Buyer request, Declarations of Subcontractors (enterprises) that were filled in according to form provided in the Annex No. 6 with the Application form, will be provided in digital copies to prove the confirmation of being the Sub-contractors (used Enterprises) of Supplier for the Procurement.

Upon Buyer request, the evidence that, in the performance of the Agreement, the capacity of the enterprises listed in the table to be available will be assured.

4. ANNEXES WITH APPLICATION FORM

4.1. Annex no 1. Requisites of the supplier and other information (shall be filled in).

¹ Supplier shall fill in Annex No. 1 with Application form.

² Specify the Name of Sub-contractor if it is known during the Application period. If there is a need to use but no specific Subcontractor is known, it is listed as „unknown“.

³ Such transfer does not change the liability of the Supplier in relation to execution of the contract.

- 4.2. Annex No. 2. Confidential information (shall be filled in).
- 4.3. Annex No. 3. Supplier ESPD form (espd.reply.xml or ESPD form filled in pdf format).
- 4.4. Annex No. 4. Filled in ESPD Form of Other Entities on Whose Capacities the Supplier Relies (espd.reply.xml arba ESPD form filled in pdf format).
- 4.5. Annex No. 5. Supplier declaration.
- 4.6. Annex No. 6. Subcontractor (enterprise) declaration.
- 4.7. Annex No. 7. List of contracts of the proven or ongoing projects.
- 4.8. Annex No. 8. List of documents supporting the qualification of the Suppliers.
- 4.9. Annex No. 9. Declaration for the group of suppliers acting under joint activity agreement participation in the Procurement.

**NOTE: It is not required to complete and submit Annexes No. 5-9 with Application form. The potential winner will be asked to submit listed documents.*

By signing this Application, I hereby validate the authenticity of all the documents submitted along with the Application.

REQUISITES OF THE SUPPLIER AND OTHER INFORMATION

Supplier Name / Name of Suppliers acting under joint activity agreement	SmartRecruiters Europe LTD
Address of the supplier / Address of all suppliers if suppliers' group presented ⁴ (if differs, also indicate the address for correspondence)	St Stephens House, Arthur Road, Windsor, Berkshire, SL4 1RU
Legal entity's business ID/IDs (if the Application is submitted by a natural entity – Business Licence No. or an equivalent thereof)	10188559 (Company registration number)
Supplier's VAT reg. No. ⁶	UK254216424
Account number and Bank name of Supplier / Partner responsible for Suppliers acting under joint activity agreement	Account Name: SmartRecruiters Europe LTD Currency: EUR Account Number: [REDACTED]
Phone number of Supplier / Partner responsible for Suppliers acting under joint activity agreement	[REDACTED]
Personal phone number / Mobile phone number of contact person that submitted the Application form from Supplier / Suppliers acting under joint activity agreement	[REDACTED]
Name, Surname of contact person that submitted the Application form from Supplier / Suppliers acting under joint activity agreement	[REDACTED]
Name, Surname of person that submitted Application form by Supplier / Suppliers acting under joint activity agreement	[REDACTED]
E-mail address of person that submitted Application form by Supplier / Suppliers acting under joint activity agreement	[REDACTED]
Name, Surname, Mobile phone number and e-mail address of person authorized to sign Application form by Supplier / Suppliers acting under joint activity agreement	As above
Name of the member of the group of the Supplier / all Suppliers, holding the majority of votes at the meeting of the stakeholders of the legal entity	[REDACTED]

NOTE: If a Application is submitted by a group of Suppliers, Requisites of the Supplier and other information shall be submitted by each member of the group.

Table No. 2

Supplier / Member of Supplier group	The documents supporting the grounds indicated in Clause 1 of Part I Section D of the table included in Annex No. 4 of the SPC shall not be submitted :		The documents supporting the grounds indicated in Clause 1 of Part I Section D of the table included in Annex No. 4 of the SPC shall be submitted :
<i>SmartRecruiters INC</i>	The Supplier's stakeholder holding the majority of votes in the meeting of the stakeholders is a legal person; Y	Neither of the Supplier's stakeholders holds a majority of votes in the meeting of the stakeholders of the legal person. <input type="checkbox"/>	The Supplier (natural person) or the Supplier's (legal person's) stakeholder (natural person) that holds a majority of votes in the meeting of the stakeholders of the legal person <input type="checkbox"/>
<i>SmartRecruiters INC</i>	The Supplier's stakeholder holding the majority of votes in the meeting of the	Neither of the Supplier's stakeholders holds a majority of votes in the meeting of the stakeholders	The Supplier (natural person) or the Supplier's (legal person's) stakeholder (natural person) that holds a majority of

⁴ In case the Tender is submitted by the group of Supplier acting under joint activity agreement, information about all the united Suppliers shall be provided.

	stakeholders is a legal person; Y	of the legal person. <input type="checkbox"/>	votes in the meeting of the stakeholders of the legal person <input type="checkbox"/>
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CONFIDENTIAL INFORMATION⁵

Please note that the **information provided in the Tender, listed in the table below, will be made public** in accordance with the provisions of public procurement law and the practice of the Public Procurement Office and the courts.

No.	Completed Forms and other information provided ⁶	Basis for publication
1.	The Application form (excluding Annexs, except for the Suppliers' information, provided in the section 1 of this form, which may not be considered confidential information in any case)	Publicated based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively)
2.	Requisites of the supplier and other information	Publicated based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
3.	Supplier ESPD form and supporting documents	Publicated based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
4.	Subcontractors ESPD form and supporting documents	Publicated based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
6.	documents supporting the qualification of the Suppliers	Publicated based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
7.	Declaration of compliance with minimal qualification requirements	Publicated based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL

⁵ The table below information about the confidentiality of the information contained in the Application is provided. The participant shall indicate whether his Application contains confidential information, and which information specified in the Application is confidential. The entire Application can not be considered confidential.

In case the table or its separate lines are not filled in, the Buyer will consider that the information in the Application or the relevant part thereof is not considered to be confidential.

Please note that, in accordance with LPP and / or LP respectively, Confidential Information shall not be the information which has the characteristics and conditions established in Article 20 Paragraph 2 of LPP and / or Article 32 Paragraph 2 of LP respectively, and if the Buyer has doubts regarding the confidentiality of the information presented by the Applicant in the Application, it shall address the Applicant with a request to prove the confidentiality of the information provided. Within the time limit specified by the Buyer (which shall not be less than 5 working days), in the absence of such evidence or in the case of provision of inappropriate evidence by the Applicant, it shall be considered that the information presented in the Application is non-confidential.

⁶ Individual documents or information contained in the document can be specified in separate lines depending on the confidentiality of the information. Based on the level of confidentiality of information, **documents and arguments supporting confidentiality are provided.**

		respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
8.	Declaration of compliance with minimal qualification requirements, documents that proves the qualification mentioned in the Table No 1.	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
9.	Subcontractors' table (Declarations of compliance with minimal qualification requirements, Table No. 2)	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) that the supplier's qualification data used by the supplier in order to win the procurement can not be regarded as confidential information, except documents justifying such qualification, disclosure of which would violate the supplier's obligations under contracts concluded with third parties.
10.	The table of planned to use support from Enterprises (specialists) that are not employed by the Supplier (Declarations of compliance with minimal qualification requirements, Table No. 3)	Published based on practise of PPL the supplier's qualification data (<u>except personal data of Experts that Supplier relies on</u> that can not be published based on GDPR) data used by the supplier in order to win the procurement can not be regarded as confidential information.
11.	The table of planned to use Other Entities on Whose Capacities the Supplier Relies (Declarations of compliance with minimal qualification requirements, Table No. 4)	Published based on practise of PPL the supplier's qualification data (<u>except personal data of Experts that Supplier relies on</u> that can not be published based on GDPR) data used by the supplier in order to win the procurement can not be regarded as confidential information.
12.	Document issued by SE Centre of Registers based on the established procedure by the Governmence of the Republic of Lithuania, confirming the joint processing of data by the competent authorities.	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
13.	Declaration of Subcontractor	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information that can not be published based on the GDPR.
14.	Service fees	Published based on Article 20 Paragraph 2 of PPL (or Article 32 Paragraph 2 of PPL respectively) except information about the pricing components.

In order to ensure that publication of the information in the tenders of the winning participants would not contradict the legislation or the legitimate commercial interests of the suppliers nor impede their freedom to

compete with each other, **please indicate whether there is some confidential information in the Tender and which information in the Tender shall be kept as confidential.**⁷

No.	Completed Forms and other information provided ⁸	Is the document (s) confidential? (Yes / No)	On what basis the document is (not) confidential?
1.	Ensurance of the validity of the Tender	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential.
2.	Table of services compliance with the Technical Specifications	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential.
3.	Joint activity agreement (if the Application is submitted by the group of Suppliers)	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential..
4.	Company statute	Yes	The information may be considered confidential unless the relevant information is publicly disclosed or the supplier indicates that it is not confidential.
5.	Declaration for the participating in the Procurement as a group of suppliers acting under joint activity agreement	Yes	The information shall be considered confidential.

Annex No. 5 with Application form⁹

SUPPLIER DECLARATION

(Date)

⁷ The table below information about the confidentiality of the information contained in the Application is provided. The participant shall indicate whether his Application contains confidential information, and which information specified in the Application is confidential. **By indicating that the information is confidential, please enclose the documents and arguments supporting the confidentiality with the Application / Tender.** The entire Application can not be considered confidential.

In case the table or its separate lines are not filled in, the Buyer will consider that the information in the Application or the relevant part thereof is not considered to be confidential.

Please note that, in accordance with LPP and / or LP respectively, Confidential Information shall not be the information which has the characteristics and conditions established in Article 20 Paragraph 2 of LPP and / or Article 32 Paragraph 2 of LP respectively, and if the Buyer has doubts regarding the confidentiality of the information presented by the Applicant in the Application, it shall address the Applicant with a request to prove the confidentiality of the information provided. Within the time limit specified by the Buyer (which shall not be less than 5 working days), in the absence of such evidence or in the case of provision of inappropriate evidence by the Applicant, it shall be considered that the information presented in the Application is non-confidential.

⁸ Individual documents or information contained in the document can be specified in separate lines depending on the confidentiality of the information.

⁹ **It is not required to complete and submit this Annex with Application form. The Participant shall provide this document only upon Buyer request.**

(Place)

1) I, _____ (*Name of the head of Supplier or position, name and surname of authorized person*), confirm, that the company _____ (*name of Supplier*) I manage (represent), participating in the Procurement of the Applicant Tracking System rental services, conducted by Verslo aptarnavimo centras, UAB, by a negotiated procedure with publication, has not entered into a peace agreement with creditors, suspended or limited its activities, and no procedures for compulsory winding-up or arrangement with creditors have been initiated against it.

2) I am aware of the fact that if my declaration is false, the entity that I manage (represent) will be liable in accordance with the procedures established by law.

(Job title of the person submitting
the Declaration)

(Signature)

(Name, surname)

NOTE: If a Application is submitted by a group of Suppliers, Requisites of the Supplier and other information shall be submitted by each member of the group individually.

Annex No. 6 with Application form¹⁰

SUBCONTRACTOR DECLARATION

201__-__-__

I hereby confirm, that _____ (*name of Subcontractor*) agrees to be a Subcontractor of _____ (*name of Supplier*) for the Procurement of the Applicant Tracking System rental services, conducted under an authorisation by Verslo aptarnavimo centras, UAB by by a negotiated procedure with

¹⁰ It is not required to complete and submit this Annex with Application form. The Participant shall provide this document only upon Buyer request.

publication.

(Job title, name, surname, signature of Subcontractor or authorized person)¹¹

¹¹ In case the Declaration is signed by the person authorized by the Subcontractor, a written authorization or other document giving signature right shall be attached to the Application.

LIST OF CONTRACTS OF THE PROVEN OR ONGOING PROJECTS

No. 1	Description of contract (name of the contract and short description)	
Customer	Name: Address:	Contact details of Client:
Term of the contract:	Start date:	End date:
Description of the rental services of Applicant Tracking System based on cloud provided by this contracts:		Until the day of submission of Applications provided price without VAT:
I hereby confirm that the goods were supplied properly, in accordance with the provisions of the current regulations		

(Name, surname, signature of Supplier or authorized person)¹³

¹² It is not required to complete and submit this Annex with Application form. The Participant shall provide this document only upon Buyer request.

¹³ In case the list of Suppliers contracts is signed by the person authorized by the manager, a written authorization or other document giving signature right shall be attached to the Application.

LIST OF DOCUMENTS SUPPORTING THE QUALIFICATION OF THE SUPPLIERS

No.	Number of the qualification requirement (according to the number specified in the table included in Annex No. 4 to the SPC of the Applications)	Number of the procurement in the case of which the documents supporting the qualification requirement were submitted (please indicate the exact name and number of the procurement, for example, No. 2017-ESO-1)

¹⁴ It is not required to complete and submit this Annex with Application form. The Participant shall provide this document only upon Buyer request.