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| **TENDER DOCUMENTATION FOR SINGLE TENDER PROCEDURES**  **Service Contracts** |

**PART B: Template for submission of the offer**

\* - This document should be considered as informal template to assist the grant beneficiaries in implementation of their procurement procedures from grants; the contract conditions and Annex IV remain full contract obligation of the grant beneficiaries

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| **TENDER SUBMISSION FORM** |

SERVICE TENDER SUBMISSION FORM

Ref: < as per letter of invitation to tender>

<Contract title>

**Please provide one signed tender.**

**1 SUBMITTED by (i.e. the identity of the Tenderer)**

|  |  |  |
| --- | --- | --- |
|  | **Name(s) of legal entity or entities making this application** | **Nationality** |
| **Leader** |  |  |

**2 CONTACT PERSON (for this tender)**

|  |  |
| --- | --- |
| **Name** |  |
| **Organisation** |  |
| **Address** |  |
| **Telephone** |  |
| **Fax** |  |
| **e-mail** |  |

**3 ECONOMIC AND FINANCIAL CAPACITY**

Please complete the following table of financial data based on your annual accounts and your latest projections.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Financial data** | **2 years before last year**  **<**specify**>**  **EUR** | **Year before last year**  **<**specify**> EUR** | **Last year <**specify**>**  **EUR** | **Average**  **EUR** |
| Annual turnover, excluding this contract |  |  |  |  |

**4 STAFF**

Please provide the following statistics on staff for the current year and the two previous years.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Annual Manpower** | **Year before past year** | | **Past year** | | **Current year** | | **Period average** | |
|  | **Overall** | **Relevant fields** | **Overall** | **Relevant fields** | **Overall** | **Relevant fields** | **Overall** | **Relevant fields** |
| Permanent staff |  |  |  |  |  |  |  |  |
| Other staff |  |  |  |  |  |  |  |  |
| Total |  |  |  |  |  |  |  |  |

**5 EXPERIENCE**

Please fill in the table below to summarise the main projects related to this contract carried out over the past [5][3 for economic sectors with rapid evolution] years by the legal entity or entities making this tender. The number of references to be provided must not exceed 15 for the entire tender.

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Ref no (maximum 15)** | **Project title** | |  | | | | | |
| **Name of legal entity** | **Country** | **Overall contract value (EUR)** | **Proportion carried out by legal entity (%)** | **No of staff provided** | **Name of client** | **Origin of funding** | **Dates (start/end)** | **Name of consortium members, if any** |
| … | … | … | … | … | … | … | … | … |
| **Detailed description of project** | | | | | | **Type and scope of services provided** | | |
| … | | | | | | … | | |

**6 STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer (for a consortium, this must include all consortium members), hereby declare that we have examined and accept without reserve or restriction the entire contents of the tender dossier for the tender procedure referred to above. We offer to provide the services requested in the tender dossier on the basis of the following documents, which comprise our Technical offer, and our Financial offer, which is submitted in a separate, sealed envelope:

* Organisation & Methodology
* Key experts (comprising a list of the key experts and their CVs), if required ...only in the case of fee-based and global price contracts requiring CV...
* Tenderer’s declarations
* Statements of exclusivity and availability signed by each of the key experts, if required ...only for fee-based and global price contracts requiring CV...

We understand that our tender may be rejected if we propose key experts who have been involved in preparing this project or employ them as advisers in the preparation of our tender. We also understand that this may mean exclusion from other tender procedures and contracts funded by the EU/EDF.

We understand that entities upon whose capacity we rely with regard to economic and financial criteria, become jointly and severally liable for the performance of the contract.

Signed on behalf of the Tenderer

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

FORMAT FOR THE DECLARATION REFERRED TO IN POINT 7  
OF THE TENDER SUBMISSION FORM  
To be submitted on the headed notepaper of the legal entity concerned

<Date>

<Name and address of the contracting authority — see points 8 of the instructions to tenderers >

**Your ref: < reference >**

**TENDERER’S DECLARATION**

Dear Sir/Madam

In response to your letter of invitation for the above contract we, < name(s) of legal entity or entities>, hereby declare that we:

1. are submitting this tender [ on an individual basis ]\* [ as member of the consortium led by < name of the leader> [ourselves ]]\* for this contract. We confirm that we are not participating in any other tender for the same contract in any form (as a member, leader, in a consortium or as an individual candidate);
2. agree to abide by the ethics clauses in Section 13 of the instructions to tenderers, have not been involved in the preparation of the project which is the subject of this tender procedure unless it is proved that the involvement in previous stages of the project does not constitute unfair competition, and have no professional conflicting interests and/or any relation with other tenderers or other parties in the tender procedure or behaviour which may distort competition at the time of submission of this tender according to Section 2.5.4. of the practical guide;
3. [have attached a current list of the enterprises in the same group or network as ourselves ] [are not part of a group or network ]\* and have only included data in the tender form concerning the resources and experience of [our legal entity] [our legal entity and the entities for which we attach a written undertaking]\*;
4. will inform the contracting authority immediately if there is any change in the above circumstances at any stage during the implementation of the tasks;
5. fully recognise and accept that if the above-mentioned persons participate in spite of being in any of the situations listed in Section 2.6.10.1.1. of the practical guide or if the declarations or information provided prove to be false they may be subject to rejection from this procedure and to administrative sanctions in the form of exclusion and financial penalties up to 10 % of the total estimated value of the contract being awarded and that this information may be published on the Commission website in accordance with the Financial Regulation in force;
6. are aware that, for the purposes of safeguarding the EU’s financial interests, our personal data may be transferred to internal audit services, to the European Court of Auditors, to the Financial Irregularities Panel or to the European Anti-Fraud Office.

We understand that our tender and the expert may be excluded if we propose the same key expert as another tenderer or if we propose a key expert who is engaged in an EU/EDF financed project if the input from his/her position in that contract could be required on the same dates as his/her work under this contract.

We understand that if we fail to respond within the delay after receiving the notification of award, or if the information provided is proved false, the award may be considered null and void.

\*: Delete as applicable

**DECLARATION ON HONOUR ON EXCLUSION AND SELECTION CRITERIA**

**[How to submit the Declaration on Honour:**

Insert here form A14a, available at the following link: <http://ec.europa.eu/europeaid/prag/annexes.do?chapterTitleCode=A>

In case the instructions to tenderers (see section 8) state that the tender should be submitted by post or courier or hand delivered **(paper submission)**:

* each legal entity identified under point 1, including every consortium member, and capacity-providing entities (if any) signs and dates the Declaration on Honour
* when submitting the tender, the signed and dated original Declaration on Honour shall be included
* In case the Qualified Electronic Signature (QES) is used for the signing of the Declaration(s) on Honour, submit the QES-signed Declaration on Honour by email.

In case the instructions to tenderers (see section 8) state that the tender should be submitted via **eSubmission**:

* each legal entity identified under point 1, including every consortium member, and capacity-providing entities (if any) signs and dates the Declaration on Honour
* the Declaration on Honour is scanned and submitted via eSubmission through the section “Declaration on Honour” under “Attachments”.
* In case the Declaration on Honour is signed with a Qualified Electronic Signature (QES), submit the QES-signed Declaration on Honour via eSubmission through the section “Declaration on Honour” under “Attachments”.

The originals of the Declaration on Honour should be kept by the tenderer on file for control purposes and have to be provided upon request to the contracting authority.

**Delete this section highlighted in yellow after having completed all instructions.]**

If this declaration is completed by a consortium member:

The following table contains our financial data. These data are based on our annual closed accounts and our latest projections. Estimated figures (i.e. those not included in annual closed accounts) are given in the columns marked with \*\*. Figures in all columns are calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, an explanation of the change must be provided as a footnote to the table). When the current ratio is set as selection criterion, for non-for-profit organisations the ratio has to be calculated without taking into account within the current liabilities the pre-financing received from donors for ongoing projects. Any clarification or explanation which is judged necessary may also be provided.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial data**  Data requested in this table must be consistent with the selection criteria set in the contract notice | **2 years before last5**  **<**specify**>**  **EUR** | **Year before last year5**  **<**specify**>**  **EUR** | **Last year5**  **<**specify**>**  **EUR** | **Average6**  **EUR** | **[Last year**  **EUR]\*\*** | **[Current year**  **EUR]\*\*** |
| Annual turnover 7, excluding this contract |  |  |  |  |  |  |
| Current assets8 |  |  |  |  |  |  |
| Current liabilities9 |  |  |  |  |  |  |
| [Current ratio (current assets/current liabilities) | Not applicable | Not applicable |  | Not applicable | Not applicable | Not applicable] |

The following table contains statistics on our personnel , as included in the consortium’s tender form:

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Average manpower** | **Year before last year** | | **Last year** | | **Current year** | | **Period average** | | |
|  | **Overall** | **Relevant fields** 11 | **Overall** | **Relevant fields** 11 | **Overall** | **Relevant fields** 11 | **Overall** | **Relevant fields** 11 | |
| Permanent personnel 12 |  |  |  |  |  |  |  | |  |
| Other personnel 13 |  |  |  |  |  |  |  | |  |

Yours faithfully,

<Signature of authorised representative>

<Name and position of authorised representative>

Statement of exclusivity and availability   
  
Publication ref:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This document is provided only in the case of fee-based contracts and global price contracts requiring CV

I, the undersigned, hereby declare that I agree to participate exclusively with the tenderer < tenderer name > in the above-mentioned service tender procedure. This includes that I will not be proposed as a replacement expert in this tender procedure. I declare that I am able and willing to work for the period(s) set for the position for which my CV has been included if this tender is successful, namely:

|  |  |  |
| --- | --- | --- |
| **From** | **To** | **Availability** |
| < start of period 1 > | < end of period 1 > | [full time] [part time] |
| < start of period 2 > | < end of period 2 > | [full time] [part time] |
| < etc. > |  |  |

I confirm that I do not have a confirmed engagement as key expert in another EU/EDF-funded project, or any other professional activity, incompatible in terms of capacity and timing with the above engagements.

By making this declaration, I understand that I am not allowed to offer my services as an expert to any other tenderer participating in this tender procedure. I am fully aware that if I do so, I will be excluded from this tender procedure, the tenders will be rejected, and I may also be subject to exclusion from other tender procedures and contracts funded by the EU/EDF.

I also declare that I am not in a situation of conflict of interest or unavailability and commit to inform the tenderer(s) of any change in my situation.

I acknowledge that I have no contractual relations with the Contracting Authority and in case of dispute concerning my contract with the Contractor I shall address myself to the latter and/or to the competent jurisdictions.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

|  |
| --- |
| **ORGANISATION AND METHODOLOGY** |

# Rationale

* Any comments you have on the Terms of Reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.
* An explanation of the risks and assumptions affecting the execution of the contract.

# Strategy

* An outline of the approach proposed for contract implementation.
* A list of the proposed tasks you consider necessary to achieve the contract objectives.
* Inputs and outputs.

# Timetable of work

* The timing, sequence and duration of the proposed tasks, taking into account travel time.
* The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.
* The methodologies contained in the offer should include a work plan indicating the envisaged resources to be mobilised.

|  |
| --- |
| **CVs OF PROPOSED EXPERTS** |

This document is provided only in the case of fee-based contracts or global price contracts requiring CVs

Curriculum vitae

**Proposed role in the project:**

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

|  |  |
| --- | --- |
| Institution  (Date from - Date to) | Degree(s) or Diploma(s) obtained: |
|  |  |
|  |  |

**Language skills:** Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Language | Reading | Speaking | Writing | |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Membership of professional bodies:

**Other skills:** (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

**Key qualifications:** (Relevant to the project)

Specific experience in the region:

|  |  |
| --- | --- |
| Country | Date from - Date to |
|  |  |
|  |  |
|  |  |

Professional experience

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date from - Date to** | **Location** | | **Company& reference person (name & contact details)** | **Position** | **Description** |
|  |  |  | |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |
|  |  | |  |  |  |

Other relevant information (e.g., Publications)